

Contents

I. General information	1
II. Tender requirements	3
1. Qualifications of proposed staff	3
1.1 Expert 1:	3
1.1.1 General qualifications:	3
1.1.2 Experience in the region/knowledge of the country	3
1.1.3 Language skills:	3
2. Specification of inputs	3
III. Requirements on the format of the tender	4
3. Materials	5
4. Confidentiality	5
5. Submission of commercial offer	5
6. Requirements for commercial offer:	5

I. General information

1. Brief information on the project:

Green Central Asia Phase II: Transboundary Dialogue on Climate, Environment and Security in Central Asia – Bridging borders to enhance regional adaptation and mitigation is commissioned by Ministry Foreign Affairs of Germany and implemented by Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH. The main goal is to address climate risks by strengthening transboundary cooperation on climate impacts in Central Asia, thus supporting conflict prevention. The project goals are:

1. Strengthen regional coordination for climate change adaptation with a gender sensitive approach, including the support to NDC development in the region.
2. Improve institutional and individual adaptive capacity through better knowledge management and scientific cooperation.
3. Continue dialogue between policy makers and science.

GCA II builds on the achievements of the previous programme phase riding the wave of political support. It takes on the climate-peace-security challenge, helping update & enhance NDCs (adaptation and mitigation) and Long-Term strategies in the region.

GCA II has a main focus on the implementation of the Regional Climate Change Adaptation Strategy (RCCAS). GCA II to support the implementation of the RCCAS by supporting the establishment of a Secretariat. To this end the project has to facilitate an agreement among the five Central Asian (Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan and Uzbekistan) stakeholders in which country the Secretariat will be located. A Regional Working Group on the implementation of the Regional Strategy was established, during the second meeting of the WG, representatives of the countries decided to create a temporary Secretariat.

The Secretariat will be kept as lean and efficiently organised as possible staffed with two Central Asian representatives. Due to the persisting budget constraints within the partner countries, it will be necessary to partially support the initial Secretariat activities with expert contracts until a financing mechanism with the countries can be set up.

2. Context:

In order to support the activities of the Secretariat of the Regional Working Group on Regional Strategy, GIZ is looking for a regional advisory service as **Secretary of the Secretariat** with experience in the field of Climate Change adaptation policy in the Central Asian region and at the national level.

3. GIZ shall hire the contractor for the anticipated contract term, from 15 November 2024 to 30 October 2025.

4. The contractor shall provide the following work/service:

Regional Expert - Secretary of the Secretariat of the Regional Working Group on the Implementation of Regional Climate Change Adaptation in Central Asia, will be responsible for:

- Organization of official meetings of the Regional Working Group (RWG) on the Implementation of the Regional Climate Change Adaptation Strategy in Central Asia (RCCAS);
- Organization of official meetings of subsidiary bodies (working groups on certain areas of the Strategy) established in accordance with the provisions of the RCCAS;
- Coordination, collection and preparation of proposals and materials from official representatives of Central Asian countries in the Regional Working Group;
- Maintenance and coordination of the protocol of the decisions of the RCCAS RWG;
- Development of the draft regulations and the financing mechanism on the permanent secretariat of the RCCAS RWG;
- Coordination of the process of approving the Draft regulations on the secretariat and the financing mechanism with the members of the RWG.
- Provides assistance to the members of the RWG in collecting and transmitting information necessary in accordance with the provisions of the Strategy;
- Coordination of climate change adaptation activities in Central Asia in accordance with the decisions of the RWG, including the exchange of information and transfer of experience between the countries of Central Asia;
- Coordination of the development of the implementation plan for the "Regional Climate Change Adaptation Strategy in Central Asia" and the work of national experts agreed by the members of the RWG;
- Coordination for the development and implementation of priority projects within the framework of the Strategy implementation plan;
- Organization of education, trainings, seminars and conferences on climate change adaptation for representatives of Central Asian countries and stakeholders;

- Assistance in attracting financing and technical assistance for the implementation of climate change adaptation projects in Central Asia;
- Preparation of reports on the implementation of the Regional Climate Change Adaptation Strategy;
- Preparation of reports on the Monitoring and evaluation of progress in the field of adaptation to climate change in the region.

II. Tender requirements

1. Qualifications of proposed staff

1.1 Expert 1:

1.1.1 General qualifications:

Education:

University degree in Environmental policy, Water management and any related fields

Professional experience:

- 10 years of experience as a lead specialist on the Climate Change adaptation policy in the Central Asian region and at the national level;
- 5 years of experience in expert team on the Climate Change adaptation policy in the Central Asian region and at the national level;
- 5 years of experience in development of policy and analytical documents;
- Experience of cooperation with international organisations;
- Excellent Russian and English speaking, writing skills.
- 3 years of experience in development of policy documents on the Climate Change adaptation policy in the Central Asian region and at the national level.

1.1.2 Experience in the region/knowledge of the country

Experience in the region / knowledge of the country setting of Central Asia region and Central Asia countries

1.1.3 Language skills:

Business fluency in Russian and English.

2. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Implementation	1	120	Number of working days shall be confirmed by a timesheet.
Travel expenses	Number of experts	Number of days/nights per experts	Comments

<ul style="list-style-type: none"> Per-diem allowance in country of assignment 	1	12	Per-diem allowance will be paid according to GIZ rates established for each country.
<ul style="list-style-type: none"> Overnight allowance in country of assignment 	1	9	There will be one RCCAS RWG meeting by the end of 2024 and 2 meetings in one of the Central Asian countries in 2025. The participation of a consultant is mandatory. 3 overnight allowances for each event The contract provides for the payment of accommodation.
<ul style="list-style-type: none"> Travel costs (train, private vehicle) 	1		Transportation to / from home, airport or hotel (bus, taxi) The contract provides for the payment of transportation.
Flights	Number of experts	Number of return flights per experts	Comments
<ul style="list-style-type: none"> International flights (Tashkent, Almaty, Dushanbe or Ashgabat) 	1	3	There will be one RCCAS RWG meeting by the end of 2024 and 2 meetings in one of the Central Asian countries in 2025. The participation of a consultant is mandatory.
<ul style="list-style-type: none"> Domestic flights 	0	0	n/a
<ul style="list-style-type: none"> CO₂ compensation for air travel Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions (giz.de) 	0	0	A budget is earmarked for settling carbon offsets against evidence.
Other costs	Number of experts	Amount per experts	Comments
	1		Other expenses, if needed

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**.

III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

Structure of your financial bid

Please submit the following price schedule:

Fee rate for one expert day in Kyrgyz soms and for the total number (120) of expert days.

Materials

All materials produced/developed during the period of assignment must be handed over to the Project after completing all the activities.

3. Confidentiality

An expert must keep confidential all material that is delivered to it for the performance of its work and that is the property of the GIZ Program. Likewise, you may not give said material.

4. Submission of commercial offer

- The technical and financial offers must be submitted in separate PDF files
- Technical proposal (CV, certificates, diploma and etc)
- Financial proposal in local currency (prepared in a separate PDF file)

5. Requirements for commercial offer:

- Provide full legal address, contact numbers and e-mail
- Currency: Kyrgyz Som
- Terms of payment: by transfer to the bank account