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| **INDIVIDUAL CONTRACTOR PROCUREMENT NOTICE** |  |

# Date: 24.12.2018 Ref.2018-0039

**Country: Kazakhstan**

**Description of the assignment:**  National consultancy to provide substantive input in designing a new model of employment for vulnerable groups of people, as well as to assist an international expert in developing solutions for promoting the inclusion of people with disabilities in the workforce in Kazakhstan.

## **Project name:** Employment Project for vulnerable people: a joint initiative focused on people with disabilities and youth.

**Period of assignment/services (if applicable):** 14.01.19 – 14.03.19

## Proposal should be submitted by email to procurement.kz@undp.org indicating **Ref.2018-0039** in the subject line no later than 8th of January 2019.

Any request for TOR clarification must be sent in writing, or by standard electronic communication to the e-mail: aliya.seitzhan@undp.org copying meruyert.bolyssayeva@undp.org

**1. Background**

# Kazakhstan aspires to become one of the 30 most developed countries in the world. An integral part of this vision is building of a modern, effective system of social protection of the population, with special emphasis on creating favorable conditions for decent employment and access to welfare for the vulnerable population. This vision coincides with the Development Agenda 2030 and its key principle – ‘leaving no one behind’.

# Towards implementation of this vision, UNDP and the Ministry of Labor and Social Protection of Population partnered to develop and pilot innovative strategies that will enhance capacities of and improve opportunities for the vulnerable people to access decent employment in the formal labour market. It is expected that once successfully tested and the necessary institutional and legal conditions are in place, the model programme will be scaled up and implemented country wide. Design of the model employment programmes will be built on the good practices and UNDP’s expertise in the area of inclusive employment, and will be tailored to the specific development and institutional context of Kazakhstan.

# UNDP has a proven track record of supporting vulnerable groups of population, including youth. This work includes youth empowerment, creating opportunities for youth and their engagement in life of communities. UNDP also has developed expertise in implementing programmes that embrace the aspects of employment, social inclusion or education in integrated manner, thus ensuring that the vulnerable groups will be empowered to escape the vicious circle of low paid and precarious jobs and supported on their pathway to decent, productive and sustainable employment. For example, in the 6 Western Balkan countries UNDP together with national partners implements a sub-regional project, which exactly aims to enhance institutional capacities of public employment offices and centres for social welfare to provide holistic services to the vulnerable people, customized to their individual needs. With UNDP support, the model of integrated approach to employment has been also successfully implemented in Ukraine and Azerbaijan. These experiences from the region provide an important body of evidence that can inform the envisaged work in Kazakhstan, but also create opportunities for peer learning and exchange of lessons learned.

# 2. Scope of work

The aim of this assignment is to support development of a programme that will promote innovative and inclusive model to employment of vulnerable people in Kazakhstan. National expert will be primarily responsible for preparing a comparative analysis of issues and matters relevant to the employment for vulnerable people in Kazakhstan. National expert will work in close collaboration with the Ministry of Labour and Social Protection of Population, UNDP Governance Unit and UNDP Regional Employment Specialist. She/he shall provide qualified expert support in compiling relevant statistical data and information about the existing legal, policy and institutional framework and introduce the international expert into specificities of Kazakhstan’s social protection system and employment policies and measures. It is also expected that the local expert shall prepare a map of institutions, CSOs or other entities which have a relevant role in providing employment services, social protection support, education or training, facilitate the communication and when required accompany the international expert during the meetings with national partners.

In cooperation with the international expert, the national expert conducts a comparative analysis of issues relevant to this assignment across the country, conducts qualitative and quantitative research, organizes and attends coordination and information-gathering meetings with the national partner as and when required.

The assignment will be implemented in close cooperation with the Ministry of Labour and Social Protection of Population and its territorial subdivisions, UNDP Country Office in Kazakhstan and UNDP Istanbul Regional Hub (IRH).

### Expected outputs and deliverables

This assignment is expected to ultimately provide two main outputs and deliverables, namely:

* Preliminary report describing current issues related to the employment initiative for vulnerable people in Kazakhstan with focus on youth and PWD, relevant data and information, mapping of institutional framework and analysis of gaps, substantive inputs to presentations;
* Final report on all works conducted within the scope of this assignment, including contribution to the analysis of the international expert and to the proposed employment model-(s).

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| № | Deliverables/ Outputs | Estimated Duration to Complete | TargetDue Dates | Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance) |
| 1 | Preliminary report  | 15 days | 1 February 2019 (approx.) | UNDP Regional Employment Specialist, UNDP Governance Programme Analyst |
| 2 | Final report | 20 days |  1 March 2019 or earlier  | UNDP Regional Employment Specialist, UNDP Governance Programme Analyst |

### Institutional Arrangements

The expert will provide his/her services under the guidance and direct supervision of the UNDP Governance Programme Analyst / Head of Unit and/or the Governance Programme Associate and/or the UNDP IRH senior expert and he/she will make available all written materials to them in a timely manner.

The expert is expected to work closely with the UNDP IRH senior expert, who will be engaged, primarily to prepare a comparative analysis based on proven UNDP development techniques and international best practices of employment for vulnerable people focusing on youth and people with disabilities, but also to provide his/her input to the recommendations for developing and designing a new model of employment for these groups of population.

### Duration of work

The expert is expected to devote 35 work days to completing this assignment with possible extension. This assignment is expected to commence on 14 January 2019 and conclude by 14 March 2019.

### Duty Station

The national expert will work from home. However, due to the location of the UNDP Country Office and the Ministry in Astana, the national expert should be in Astana on a regular basis to attend coordination and information-gathering meetings with the Ministry of Labour and Social Protection of Population and the relevant UNDP personnel, as and when required.

### Requirements for Experience and Qualifications

* University degree in social work, public administration, social sciences or other related disciplines. Master’s degree is preferable, PhD would be considered as an advantage;
* At least 10 years of general professional experience overall and at least 5 years of professional experience in policy formulation/analysis in the field of employment and active labour market measures;
* Ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders;
* Good inter-personal and communication skills;
* Ability to work to tight deadlines and to handle multiple concurrent project components;
* Excellent computer skills (especially Microsoft office applications) and ability to use information technology as a tool and resource;
* Excellent analytical skills and ability to write in a concise and comprehensible manner;
* Good command of Russian; good working knowledge of English (spoken and written); knowledge of Kazakh is an asset.
1. **Recommended Presentation of Offer**

Interested individual contractors must submit the following documents/information to demonstrate their qualifications:

* Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
* Detailed CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
* Brief description of why the individual considers him/herself as the most suitable for the assignment;
* Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

### Scope of price proposal

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

# Evaluation

Individual contractors will be evaluated based on a Combined Scoring Method taking into consideration the combination of the applicants’ qualifications and financial proposal.

The award of the contract should be made to the individual contractor whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and

- Having received the highest score out of a pre-determined set of weighted technical and financial criteria

 specific to the solicitation.

- \* Technical Criteria weight [70%];

- \* Financial Criteria weight [30%];

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| **Criteria** | ***Weight %***  | **Max. points** |
| University degree in social work, public administration, social sciences or other related disciplines. Master’s degree is preferable, PhD would be considered as an advantage | 20% | 100 |
|  At least 10 years of general professional experience overall  | 30% | 150 |
| At least 5 years of professional experience in policy formulation/analysis in the field of employment and active labour market measures  | 35% | 175 |
| Good command of Russian; good working knowledge of English (spoken and written); knowledge of Kazakh is an asset. | 15% | 75 |
| **TOTAL**  | 100% | 500 |