



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18/01/2019

Country: KYRGYZSTAN

Description of the assignment: ref. SDG IC 19/001, Expert on Social Rehabilitation

Project name: UNDP Inclusive governance and Justice system for Preventing Violent Extremism and Support to the prevention of radicalization to violence in prisons and probation settings in the Kyrgyz Republic Projects

Period of assignment/services: 220 effective person days (within February 2019 – November 2019), including field mission to Osh, Jalalabad and Chui provinces.

Proposal Submission Address	United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic Receipt of bids will be made only during working hours from 09.00 – 17.00PM Subject: SDG IC 19/001: Expert on Social Rehabilitation Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time: 31 January 2019, 14:00 (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ^[1] , please refer to Conditions and Procedures for electronic submission and opening.
Date, time and venue for opening of Proposals	Date and Time: 31 January 2019, 14:00 (+6 GMT, Bishkek time) Venue: UNDP Country office / UN House; 160, Chui avenue, Bishkek, Kyrgyzstan.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement@dgov.undp.kg. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

BACKGROUND

In December 2017, the Government of the Kyrgyz Republic, the United Nations in the Kyrgyz Republic and United Nations Peacebuilding Fund (PBF) signed a Peacebuilding Priority Plan for 2018-2020 (PPP), which will address the following aspects of preventing violent extremism (PVE) over the next three years in the country:

- Strengthening justice and security sector institutions, national and local authorities to apply socially inclusive approaches, participatory decision-making and guarantee increased civic space
- Capacitate penitentiary and probation officers as well as the police and forensic experts to prevent and address radicalization to violence by ensuring adequate safeguards respecting national and international standards
- Increase women's and men's, boys' and girls' critical stance on ideologies instigating violence and their participation in local development and dialogues over PVE in target communities

Within the context of Peacebuilding Priority Plan, the United Nations Development Programme (UNDP) in the Kyrgyz Republic serves as a leading agency of the United Nations in the Kyrgyz Republic to implement the interventions of PPP related to "Strengthening justice and security sector institutions, national and local authorities to apply socially inclusive approaches, participatory decision-making and

^[1] Security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

guarantee increased civic space". In this regard, UNDP in the Kyrgyz Republic, jointly with UNICEF, OHCHR, UN Women launched PBF-funded project on: "Inclusive governance and Justice system for Preventing Violent Extremism" focusing upon:

- Increase capacity and expertise of state authorities to design and implement socially inclusive, gender sensitive, human rights compliant policies and legislation applying participatory approaches to prevent violent extremism.
- Increase capacity and expertise of law enforcement and judiciary to be engaged with stakeholders, including human rights organizations, experts and communities and operate in line with international human rights standards to prevent violent extremism.
- Increase capacity of civil society actors with a special focus to youth and women to actively engage in the field of preventing violent extremism with duty bearers

In order to achieve above goals and objectives, the national expert to work with social service providers who will support the project in implementing the present Terms of Reference in line with Governmental plans and priorities.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to Terms of Reference attached as Annex 1

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- University Degree in law, or public administration or social sciences
- Experience in the areas of public or social service delivery
- Experience in the areas of social rehabilitation and reintegration programmes and/or probation service for persons convicted of or charged with violent extremism related offenses is a strong asset
- Good command of Russian (oral and written), knowledge of Kyrgyz language is an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- a) Completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV and/or P11 Personal History form, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- c) Copy of ID card;
- d) Copy of diploma/certificate on higher education;
- e) Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- f) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. See Letter of Confirmation of Interest template for financial proposal template.

Documents with a subject "SDG IC 19/001 **"Expert on Social Rehabilitation"** should be submitted no later than 14:00pm (local time), 31 January 2019 by the address indicated above.

NOTE: Incomplete proposals will be rejected at the moment of evaluation

5. FINANCIAL 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 (including travel, per diems, and number of anticipated working days).

Preferred currency of proposal: USD

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using his/her own resources.

The Individual Contractor under the terms of this Contract includes his/her travel:

Within the framework of this Terms of Reference, 9-days of trip is envisaged: Osh province (3 days), Jalal-Abad province (3-days) and Chui province (3-days).

Please include all travel-related costs while preparing your financial proposal.

1. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

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

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 points in the Technical part of evaluation would be considered for the Financial Evaluation.

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$$P=Y*(L/Z), \text{ where}$$

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant:

Eligibility Criteria	
1	University Degree in law, public administration or social sciences

2nd stage: Technical Evaluation/Desk Review

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Experience, including:		Maximum 550 points, including:
For every year of experience in the areas of public or social service delivery - 50 points per year, but not more than 350 points in total		350
For experience in the areas of social rehabilitation and reintegration programmes and/or probation service for persons convicted of or charged with violent extremism related offenses - 25 points per every project, but not more than 200 points in total		200
Skills/competencies, including:		Maximum 150 points, including:
Russian language 21 - 40 points - fluent 0 – 20 points– not fluent		40
Kyrgyz language 26 – 55 points - fluent 0 – 25 points– not fluent		55
English language 26 – 55 points - fluent 0 – 25 points– not fluent		55

3rd stage: Financial evaluation (according to the method described above):

Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.

Financial	30%	300
-----------	-----	-----

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

ANNEXES

ANNEX 1 - INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS