

TERMS OF REFERENCE

Support to the formation of the interagency coordination in the area of social rehabilitation and reintegration approaches

Title of the Programme:	UNDP Inclusive governance and Justice system for Preventing Violent Extremism (PVE) (PID: 00108601) UNDP Support to the prevention of radicalization to violence in prisons and probation settings in the Kyrgyz Republic (PID: 00108602)
Short title of the assignment:	Expert on Social Rehabilitation
Duty station:	Bishkek, Kyrgyzstan with travels to the regions
Contract type:	Individual Contract
Duration:	220 effective person days (February – November 2019)

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 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.

OBJECTIVES

Support to the formation of the interagency coordination in the area of social rehabilitation and reintegration approaches as well as provide assistance in developing relevant sections / parts of training modules

SCOPE OF WORK

Consultant will perform his/her duties under the direct supervision of UNDP Peace Adviser and program specialists, and will work in accordance with the duties specified herein:

Stage 1:

1. To collect the regulatory legal base in the sphere of social protection, rehabilitation and social reintegration approaches provided by the following governmental bodies:

- 1.1. Ministry of Labor and Social Development;
- 1.2. Ministry of Education and Sciences;
- 1.3. Ministry of Health;

- 1.4. Ministry of Internal Affairs;
- 1.5. Ministry of Justice;
- 1.6. State Registration Service;
- 1.7. State Agency of Primary Vocational Education;
- 1.8. Social Fund;
- 1.9. State Agency on LSG and IR;
- 1.10. Probation Authority (State Penitentiary Service)

2. Provide analysis of collected normative legal base in the sphere of social protection, rehabilitation and social reintegration approaches in view of further formation of the interagency cooperation in the area of probation.
3. Develop preliminary findings and/or recommendations towards building of the interagency cooperation between the Ministry of Labor and Social Development and Probation Authority on social protection and social services for probation customers.
4. Develop preliminary findings and/or recommendations towards building of the interagency cooperation between the Ministry of Education and Sciences, the State Agency of Primary Vocational Education and Probation Authority on education services for probation customers.
5. Develop preliminary findings and/or recommendations towards building of the interagency cooperation between the Ministry of Health and Probation Authority on health services for probation customers.
6. Develop preliminary findings and/or recommendations towards building of the interagency cooperation between the Ministry of Justice and Probation Authority on legal assistance for probation customers.
7. Develop preliminary findings and/or recommendations towards building of the interagency cooperation between the State Registration Service and Probation Authority on registration and documentation of the probation customers.
8. Develop preliminary findings and/or recommendations towards building of the interagency cooperation between the Social Fund and Probation Authority on social issues for the probation customers.
9. Develop preliminary findings and/or recommendations towards building of the interagency cooperation between the Ministry of Internal Affairs, Ministry of Labor and Social Development, State Agency on LSG and IR, and Probation Authority on social protection, rehabilitation and social reintegration approaches at the local level for the probation customers.
10. Discuss all preliminary findings and/or recommendations with UNDP Peace Adviser, program specialists and concerned parties, and based discussions to finalize them.
11. As a member of the experts' working group of UNDP and UNODC to provide assistance while drafting relevant sections / parts of training modules for 'probation service' and 'beyond probation service'.

Stage 2:

12. To assist in the development of regulations and/or agreements on the interagency cooperation between the above-mentioned ministries and state agencies on social protection, rehabilitation and social reintegration approaches for the probation customers and other vulnerable groups;
13. As a member of the experts' working group of UNDP and UNODC to provide assistance while finalizing relevant sections / parts of training modules for 'probation service' and 'beyond probation service'.
14. Discuss all developed documents with UNDP and UNODC and concerned parties and based discussions to finalize them.
15. Participate in all communication activities UNDP project (meetings, conferences, etc.);
16. To prepare intermediary and final reports on the work done attaching all developed documents.

EXPECTED DELIVERABLES

Deliverables	Milestones	Payment structure
Action plan. List of regulatory legal acts in the sphere of social protection, rehabilitation and social reintegration approaches, including as pertinent to training modules	Within 6 weeks after contract issuance	25 %
Analytical Report based on analysis of the normative legal base in the sphere of social protection, rehabilitation and social reintegration approaches, including as pertinent to training modules	Within 4 months after contract issuance	25%
List of preliminary findings and/or recommendations towards: <ol style="list-style-type: none"> a) building of the interagency cooperation between above-mentioned ministries and state agencies on social protection, rehabilitation and social reintegration approaches for the probation customers and other vulnerable groups b) developing relevant sections / parts of training modules 	Within 7 months after contract issuance	25 %

List of draft regulations and/or agreements on the interagency cooperation in area of rehabilitation and social reintegration approaches and the relevant sections / parts of training modules	Within 9 months after contract issuance	25%
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REPORTING REQUIREMENTS

Accountability and reporting:

1. The Social researcher will report to Peace Adviser UNDP Peace and Development Programme.
2. All reports should be provided in both printed and electronic versions in Russian language, with the detailed description of the fulfilled tasks, according to the present Terms of Reference set deadlines, and the direct contribution of the researcher. Analytical documents, reports and notes developed by researcher should be attached to the reports as annexes. All actions taken during the assignment to be approved by Peace Advisor/Project Coordinator, SDG16 Programme Associate and SDG16 Team Leader, which will serve as a justification for payment. **The certifying officer is SDG16 Team Leader.**

QUALIFICATION REQUIREMENTS

- 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 English and Kyrgyz language is an asset.

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).

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. Should the IC wish to travel on a higher class he/she should do so using their own resources.

ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR

Statement of Medical Fitness for Work.

For an Individual Contractor who is of 65 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. However, this is not a requirement for individuals on RLA contracts

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

Security Clearance.

The Consultant should undertake the Basic Security in the Field and Advanced Security in the Field (BSAFE) course tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Contracts based on lump-sum

The financial proposal shall specify instalments and payment terms around specific and measurable (qualitative and quantitative) deliverables. 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 each of the five instalments' amounts.

Preferred Currency of Offer: United State Dollars (USD)

For local contractors in Kyrgyzstan UNDP shall effect the payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is

available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

UNDP CONTRIBUTION

Security charges are not applicable