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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21/02/2019

**Country:** KYRGYZSTAN

**Description of the assignment:** ref. SDG IC 19/003, Consultant on Civic Action Fund Grant Management

**Project name:** Strong and Inclusive Parliamentary Democracy

**Period of assignment/services:** 180 effective person days (within April 2019 – January 2020)

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|--|--|
| <b>Proposal Submission Address</b>                   | United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic<br>Receipt of bids will be made only during working hours from 09.00 – 17.00PM<br><br>Subject: SDG IC 19/003: Consultant on Civic Action Fund Grant Management<br><br><b>Incomplete proposals will be rejected at the moment of evaluation!</b> |
| <b>Deadline of Submission</b>                        | Date and Time:<br><b>07 March 2019, 10:30 (+6 GMT, Bishkek time)</b>   |
| <b>Allowable Manner of Submitting Proposals</b>      | <input type="checkbox"/> Courier/Hand Delivery<br><input type="checkbox"/> Electronic submission of Bid <sup>[1]</sup> , please refer to <b>Conditions and Procedures for electronic submission and opening.</b>   |
| <b>Date, time and venue for opening of Proposals</b> | Date and Time: <b>7 March 2019, 11:00 (+6 GMT, Bishkek time)</b><br><br>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](mailto: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

UNDP is implementing an integrated assistance project to the Parliament of the Kyrgyz Republic and its stakeholders, seeking to embed institutional accountability, inclusive democracy and realization of the rule of law in Kyrgyz Republic. The project is funded by the Swiss Development Cooperation Agency and administered by UNDP with the overall objective to create a Strong and Inclusive Parliamentary Democracy in the Kyrgyz Republic. The project will also contribute to a wider objective, namely to implement the Sustainable Development Goals Agenda and in particular SDG 16. The expected long-term impact is to contribute to the strengthening of the principle of accountability as a key factor for sustaining peace.

The SIPD project works with a variety of stakeholders at the national level (Government Office; Government Ministries; Local Self-Governments; Chamber of Accounts; Ombudsman; Civil society actors; Public councils; Parliamentary Committees (3)), a relationship which is foundational and a key success factor for the project in terms of delivery of specific results. In order to promote accountability of Parliament through enhancing the visibility of its activities and interaction with wide range of layers of society, SIPD supports development of integral communications and public awareness strategy of Parliament which will systemize and enhance outreach of Parliament to citizens, government institutions, CSOs and all the other stakeholders.

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

The SIPD project intends to enhance participation of civic society in decision making processes of Parliament through expanding collaboration between them on different layers of issues. In this regard Civic Action Fund (CAF) of SIPD provides short-term and long-term grants to civic society organizations (CSO) to implement series of project activities aimed at supporting and enhancing accountability and oversight functions of Parliament through collaboration with civic society organizations.

Based on the foregoing, UNDP in Kyrgyzstan intends to hire a Consultant on Civic Action Fund Grant Management who will administrate and monitor of Civic Action Fund with CSOs along with providing capacity building support to CSOs whose projects are funded by CAF.

## **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**

- Minimum Bachelor's degree in social sciences. Master's degree is an asset;
- Experience in grant administration/management;
- Practical experience in proposal development or development of monitoring indicators with NGOs/International Organizations;
- Experience in delivering trainings is an asset
- Language skills: fluency in Russian and Kyrgyz, proficiency in English 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 19/003 "Consultant on Civic Action Fund Grant Manager" should be submitted no later than 10:30 am (local time), 7 March 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:**

No trips are envisaged.

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.

## **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:

| <b>Eligibility Criteria</b> |  |
|-----------------------------|--|
| 1                           | Minimum Bachelor's degree in social sciences |

**2nd stage:** Technical Evaluation/Desk Review

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

| <b>Criteria</b>  | <b>Weight</b> | <b>Max. Point</b>                     |
|--|---------------|---------------------------------------|
| Technical:   | 70%           | 700                                   |
| <b>Education including:</b>  | <b>10%</b>    | <b>Maximum 100 points, including:</b> |
| Master's degree in social sciences   |               | 100                                   |
| <b>Experience, including:</b>  | <b>50%</b>    | <b>Maximum 500 points, including:</b> |
| For every year of experience in the areas of grant administration/management - 50 points per year, but not more than 200 points in total   |               | 200                                   |
| For experience in the areas of proposal development or development of monitoring indicators with NGOs/International Organizations - 50 points per every project, but not more than 200 points in total |               | 200                                   |
| For experience in delivering trainings - 50 points per year, but not more than 100 points in total   |               | 100                                   |
| <b>Skills/competencies, including:</b>   | <b>10%</b>    | <b>Maximum 100 points, including:</b> |
| Russian language<br>26 - 30 points - fluent<br>0 – 25 points– not fluent   |               | 30                                    |
| Kyrgyz language<br>26 – 30 points - fluent<br>0 – 25 points– not fluent  |               | 30                                    |
| English language<br>26 – 40 points - fluent<br>0 – 25 points– not fluent   |               | 40                                    |

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

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