



Empowered lives.  
Resilient nations.

## Annex 1

### TERMS OF REFERENCE for Civic Action Fund Grant Expert

<b>Project Name</b>	Strong and Inclusive Parliamentary Democracy Project (SIPD)
<b>Short title of Assignment:</b>	Consultant on Civic Action Fund Grant Management
<b>Contract Type:</b>	Individual Contract
<b>Duty station:</b>	Bishkek, Kyrgyz Republic
<b>Duration of Contract:</b>	180 effective person days (April, 2019 – January, 2020)

### 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.

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.

### OBJECTIVE

Coordination and monitor collaboration of Civic Action Fund with civic society organizations based on the provided short-term and long-term grants. Provide substantial capacity building support to CSOs for implementation of projects funded by Civic Action Fund.

### SCOPE OF WORK

Under the direct supervision of the Policy Advisor/Project Coordinator and Project Specialist, Consultant on Civic Action Fund Grant Management will work closely with civic society organizations and the UNDP team towards the success of the following tasks:

#### **Grant administration:**

1. Coordination of short-term and long-term grants funded by Civic Action Fund;
2. Support in preparation and coordinating grant contracts and other documents related to grant issuance;

- Organizing and archiving electronic and hardcopies of grant administration documents.

**Supporting grantees:**

- Supporting grantees in project development, log frame and budget elaboration;
- Developing and conducting seminars/trainings for advancing and strengthening the capacity of grantees to deliver their project;
- Developing recommendations for enhancing capacity building of CAF grantees.

**Monitoring:**

- Developing of the monitoring indicators and performance evaluation system in compliance with UNDP project monitoring policies on the progress of grantees;
- Regularly monitoring performance of grantees to ensure their compliance with UNDP policies;
- Quarterly developing programmatic/monitoring and other related reports on the project progress of grantees.

**Communication:**

- Coordinating compliance of grantees with communication and visibility policies of UNDP in collaboration with Communication Officer of UNDP;
- Preparing informational materials for UNDP management and donors upon request.

**Reporting:**

- Support in accepting and revising periodical programmatic/monitoring/financial reports of grantees and ensure their compliance with UNDP policies in collaboration with Monitoring and Evaluation Officer, Administrative and Finance Assistant and Communication Officer of UNDP;
- Regularly informing UNDP respective staff on the progress and challenges of CAF project initiatives;
- Other duties related to administration of grants.

**FINAL DELIVERABLES**

PRODUCTS	DEADLINE	PAYMENT STRUCTURE
Progress report on implementation of Yearly Work Plan for CAF is provided	April 25, 2019	10%
Recommendations for enhancing capacity building of CAF grantees developed and provided	May 27, 2019	10%
Monthly progress report on short-term and long-term projects is provided		
Narrative report on the planned seminars/trainings for grantees provided	June 25, 2019	10%
Monthly progress report on short-term and long-term projects is provided		
Narrative report on the communication, outreach and visibility of CAF project initiatives	July 25, 2019	10%
Monthly progress report on short-term and long-term projects		
Narrative report on finalized short-term projects provided	August 26, 2019	10%
Monthly progress report on short-term and long-term projects is provided		
Comprehensive report on monitoring and programmatic results of short-term grantees provided	September 25, 2019	10%
Monthly progress report on short-term and long-term projects provided		
Informational materials on the results of short-term projects prepared	October 25, 2019	10%
Monthly progress report on short-term and long-term projects provided		
Analytical report on the impact of CAF project initiatives provided	November 25, 2019	15%
Monthly progress report on short-term and long-term projects provided		

Year-end progress report with recommendation for the following year on CAF project initiatives provided	January 5, 2020	15%
---	-----------------	-----

## REPORTING REQUIREMENTS

Upon completion of the assignments, Consultant will submit progress and final reports based on the results achieved in agreed format. Progress and final reports to be approved by the Policy Advisor/Project Coordinator which will serve as a justification for payments.

## QUALIFICATION AND COMPETENCY REQUIREMENTS

- 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;

## SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

### Contracts based on lump-sum

- **Lump-sum contract**

Preferred Currency of Offer: United States Dollars (US\$)

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).

For local contractors in Kyrgyzstan UNDP shall effect 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>

## SCHEDULE OF PAYMENTS

Within 30 days upon UNDP's acceptance of the services delivered as specified and receipt of invoice;

## ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

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.

## 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.

## TRAVEL REQUIREMENTS

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

## UNDP INPUT

UNDP will provide the Expert with the following:

- ✓ Security fee is applicable.
- ✓ Access to UNDP office is required.