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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11/03/2019

Country: KYRGYZSTAN

Description of the assignment: ref. SDG IC 19/007, Communications and Peacebuilding Expert

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: 200 effective person days (within March 2019 – January 2020), including field missions to Osh and Chui provinces.

Proposal Submission Address	<p>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</p> <p>Subject: SDG IC 19/007: Communications and Peacebuilding Expert</p> <p>Incomplete proposals will be rejected at the moment of evaluation!</p>
Deadline of Submission	<p>Date and Time: 25 March 2019, 14:00 (+6 GMT, Bishkek time)</p>
Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Courier/Hand Delivery</p> <p><input checked="" type="checkbox"/> Electronic submission of Bid^[1], please refer to Conditions and Procedures for electronic submission and opening.</p> <p>Conditions and Procedures for electronic submission and opening:</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: tender.kgz@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf)</p> <p><input checked="" type="checkbox"/> Password must not be provided to UNDP until the date and time of Bid Opening as indicated in Section “Instruction for Electronic Submission” below</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB;</p> <p><input checked="" type="checkbox"/> Max. No. of transmission: 10</p> <p><input checked="" type="checkbox"/> Mandatory subject of email for the Technical proposal: “Tender for International consultant to develop a GEF-project document”;</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission;</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6);</p> <p>Instruction for Electronic Submission</p> <p>The Proposer may choose to submit the proposal by e-mail to tender.kgz@undp.org. Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s). Please set-up a password to secure your Proposal which the Proposer should provide via e-mail on 25 March 2019, from 14:05 to 14:25 local time (GMT+6).</p>
Date, time and venue for opening of Proposals	<p>Date and Time: 25 March 2019, 14:00 (+6 GMT, Bishkek time)</p> <p>Venue: UNDP Country office / UN House; 160, Chui avenue, Bishkek, Kyrgyzstan.</p>

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

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

Since 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). The UNDP in the Kyrgyz Republic has been working together with civil society organizations to assist the Government to fulfill its obligations under the PPP.

UNDP works at the policy level with the Government to improve the social system and on the ground to make should that this system reaches youth and women emphasis on the most vulnerable of them. This interlinkages between policy- and community level work gives UNDP a particular advantage in identifying barriers to the provision of equitable services and then supporting Government partners at all levels to promote solutions.

Within the context of Peacebuilding Priority Plan, the United Nations Development Programme (UNDP) in the Kyrgyz Republic is implementing following projects::

- PBF-funded project on: "Inclusive governance and Justice system for Preventing Violent Extremism" jointly with UNICEF, OHCHR, UN Women, whereas UNDP serves as a leading agency.
- PBF-funded project on: "Support to the prevention of radicalization to violence in prisons and probation settings in the Kyrgyz Republic" jointly with UNODC, where UNODC serves as a leading agency of this project.
- The project funded by the Government of Japan on "Strengthening community resilience and cross-border cooperation for preventing violent extremism in Central Asia", where UNDP in Kazakhstan as a leading agency.
- PBF-funded project on: "Cross border cooperation for sustainable peace and development".
- PBF-funded project on: "Kyrgyzstan's youth cohesion and interaction towards Uzbekistan".

The Communications and peacebuilding expert will provide informational support to all activities and events held within the above-mentioned project and manage programme activities related to media and communication and ensure that project results are well communicated in media, donors and national counterparts.

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 social sciences or in Public Administration (education background in religious studies is a significant asset);
- Professional work experience in the area of communications and PR with proven work experience in peacebuilding, rule of law and/or human rights;
- Good command of Russian and English (written and oral), 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 19/007, Communications and Peacebuilding Expert**" should be submitted no later than 14:00pm (local time), 25 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:

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, 6 trips are envisaged: Osh province (3 trips with 2 overnights per each trip) and Chui province (3 trips with 2 overnights per each trip).

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:

$P=Y*(L/Z)$, 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 social science or in Public Administration

2nd stage: Technical Evaluation/Desk Review

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

Criteria	Weight	Max. Point
Technical:	70%	700
Education, including:		Maximum 50 points
Education background in religious studies		50
Experience, including:		Maximum 500 points, including:
For every year of professional work experience in the area of communications and PR - 50 points per year, but not more than 350 points in total		350
Proven work experience in peacebuilding, rule of law and/or human rights For developed communication product - 50 points per every product, but not more than 150 points in total		150
Skills/competencies, including:		Maximum 150 points, including:

Russian language 21 - 40 points - fluent 0 – 20 points– not fluent		40
English language 21 – 40 points - fluent 0 – 20 points– not fluent		40
Kyrgyz language 36 – 70 points - fluent 0 – 35 points– not fluent		70

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

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