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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29/05/2019

Country: KYRGYZSTAN

Description of the assignment: ref. SDG IC 19/014, National Free Legal Aid Expert

Project name: UNDP Project "Towards a sustainable access to justice for legal empowerment in the Kyrgyz Republic"

Period of assignment/services: 200 working days (July 2019 – June 2020)

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 – 17.00 PM Subject: SDG IC 19/014: National Free Legal Aid Expert Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time: 12 June 2019, 13:30 (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery
Date, time and venue for opening of Proposals	Date and Time: 12 June 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

After the new version of the Law of the Kyrgyz Republic "On the Legal Aid Guaranteed by the State" entered into force, the Coordination Center for free legal aid (hereinafter referred to as the FLACC) was established under the Ministry of Justice. The main functions of the Center are to coordinate the process of providing legal aid guaranteed by the state and ensuring effective interaction between other subjects of the free legal aid (hereinafter referred to as the FLA) system (state bodies, local authorities, the Bar of the Kyrgyz Republic and civil society institutions). Effective implementation of the tasks of the Center will influence the implementation of the relevant law on free legal aid and, accordingly, ensure better access to such aid.

At the moment, the FLACC has just begun its operation and needs expert support in the institutional development, increasing the capacity of newly recruited staff, organizing and conducting coordination platforms with other subjects of the FLA system etc. For the purpose of expert support, the project assisted to the elaboration of the Strategic plan for the institutional development of the FLACC for 2018 - 2021.

Another area of activity of the FLACC is the coordination and methodological guidance of the Free Legal Aid Centers. At the request of the FLACC the project also intends to support the activities of the Free Legal Aid Centers in order to ensure their sustainability and the quality of the aid provided.

In this regard, expert assistance will be provided to the Free Legal Aid Coordination Center by contracting a national expert.

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;
- Valid attorney's license issued by the Ministry of Justice;
- At least 2 years of experience in provision of Free Legal Aid.
- Experience in development of laws and bylaws on Free Legal Aid. Please enclose or list the developed laws and bylaws;
- Work experience with international organizations and/or NGO;
- Work experience in the field of expanding access to justice for vulnerable groups;
- Experience in coordinating platforms for interaction between government agencies and the non-governmental sector;
- Language skills: fluency in Russian and Kyrgyz languages.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- 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;
- Copy of ID card;
- Copy of diploma/certificate on higher education;
- 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)
- 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 19/014: National Free Legal Aid Expert”** should be submitted no later than **12 June 2019, 13:30 (+6 GMT, Bishkek time)** 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:

This assignment requires travels to following provinces:

- **4 visits to Osh region-5 days*each visit= 20 days**
 - July 2019 - 5 days
 - October 2019 - 5 days
 - March 2020 -5 days
 - June 2020 -5 days
- **4 visits to Chui region-2 days*each visit= 8 days**
 - July 2019 - 2 days
 - October 2019 - 2 days
 - March 2020 -2 days
 - June 2020 -2 days
- **2 visits to Issyk Kul region- 1 visit 4 days+2 visit 3 days= 7 days**
 - July 2019- 4 days
 - September 2019- 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 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:

Eligibility Criteria	
	<ul style="list-style-type: none"> At least 2 years of experience in provision of Free Legal Aid. Valid attorney's license issued by the Ministry of Justice

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:	10%	Maximum 100 points, including:
University degree in Law		100
Experience, including:	60%	Maximum 600 points, including:
Experience in development of laws and bylaws on Free Legal Aid. Please enclose or list the developed laws and bylaws: - 50 points per each laws and bylaws on Free Legal Aid, but not more than 300 points in total		300
Work experience with international organizations and/or NGO: - 10 points per year, but not more than 40 points in total		40
Work experience in the field of expanding access to justice for vulnerable groups: - 25 points per year, but not more than 100 points in total		100
Experience in coordinating platforms for interaction between government agencies and the non-governmental sector: - 50 points per year, but not more than 100 points in total		100
Russian language 16 - 30 points - fluent 0 – 15 points– not fluent		30
Kyrgyz language 16 -30 points - fluent 0 – 15 points– not fluent		30

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