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Signature

**ERKINBEK KASYBEKOV**  
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**TERMS OF REFERENCE**  
**NATIONAL CONSULTANT TO SUPPORT DEVELOPMENT CONFERENCE 2019 – CONTENT DEVELOPMENT**

Project Name	UNDP
Short title of Assignment:	National consultant to support Development Conference 2019 – content development
Duty station:	Bishkek, Kyrgyz Republic
Type of Contract:	Individual Contract
Duration of Contract:	July - November 2019 (60 working days)

**BACKGROUND**

The Government of the Kyrgyz Republic has taken an initiative to organize a High- Level Development Forum with development partners in the November 2019. It should be emphasized that donors find this Forum an important opportunity to hold a dialogue with the Government on progress and priorities across various sectors of the country's development strategies and programmes. This partnership will be based on the expertise and contributions by various Development Partners Consultative Council (DPCC) Working Groups (WGs).

Consequently, the preparation of the WGs for the Forum is very important and will not only serve the Conference deliberations, but also assist the Government and Donors in planning and implementing new reforms and programmes, in particular, the National Development Strategy 2040 and Government Development Programme for 2019-2023. The WG contributions to the Forum will be focused at reviewing and analyzing the following sector's achievements, challenges and priorities:

- Digitalization
- Regional development
- Human capital – Education, Health and Social protection
- Improvement of Investment Climate
- Integrated water resources management
- Climate change and Disaster risk management

It's worth to mention that governance, gender equality, climate change/environment issues will be crosscutting for all the above areas.

In order to ensure effective substantial and coordination support to the Forum the expert team will be formed. The team led by the international expert and supported by the national consultant, will be responsible for facilitation the

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dialogue between the Government and Donors, content coordination of the Forum, supporting preparation of the documents before and after the HLC.

## OBJECTIVE

The National Consultant under the overall guidance of the Development Forum Steering Committee and direct supervision of the International Consultant will be responsible for building the collaborative relationships between the DPCC Secretariat and the Government of the Kyrgyz Republic, as well as supporting substantive preparation of the HLDF 2019 and formulating its outcomes.

## SCOPE OF WORK

The National Consultant under the overall guidance of the Development Forum Steering Committee co-chairs and direct supervision of the International Consultant will perform the following tasks:

### **Before the conference:**

1. Support the international consultant in strategic planning of the HLDF
  2. Support 6 Thematic Working Groups in preparation of the following sector documents (i.e. collecting, reviewing and providing feedback/recommendations):
    - **Analysis of the sector following the High-Level Development Conference 2013.**
      - Progress and results achieved using as a basis recommendations and planning priorities of 2013 conference
    - **Challenges facing the Sector:** *A list of questions to consider in this Section could, for example, be:*
      - Pace of the overall reform process.
      - Rule of law issues (including corruption).
      - Macro-economic & micro-economic problems (such as budget deficit, external debt, etc.).
      - Poverty, unemployment, inflation, social protection.
      - Social cohesion and national integration.
      - Conformity with Paris Declaration, Accra Agenda and Busan Forum.
      - Regional cooperation.
      - Gender policies, incl. MDG of promoting gender equality and empowering women.
      - Sector specific goals.
    - **Summary of Government Strategies and Programmes for the periods 2019-2023:**
      - summary of sector specific strategies or links to different language versions (*if not yet published on the Internet, to be sent as attachments to Ms. Ainura Kenjekaraeva at "DPCCSecretariat@outlook.com"*)
    - **Prioritized Sector Programmes requiring development assistance in 2019-2023:**
      - list of max. 5-7 most important reform agenda/activities with a brief justification of selection.
  3. Support in preparation of other documentation necessary for conference (i.e. follow-up documents vis-à-vis 2013 conference)
  4. Support ad-hoc advice both to Government and to Donors if requested
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5. Support DPCC Secretariat, government and 6 Thematic Working Groups in planning, coordination and substantive design of the meetings, consultations and events related to preparation to the HLDf 2019.

#### **After the conference**

8. Support the international consultant and contribute to preparation of the summary of the conclusions the conference
9. Support the international consultant and WG leaders to update sectoral documents according to conclusions and recommendations of the conference
10. Support ad-hoc advice both to Government and to Donors if requested

#### **FINAL DELIVERABLES**

<b>PRODUCTS</b>	<b>TERMS</b>	<b>PAYMENT STRUCTURE</b>
a. Progress report on activities implemented during the reporting period	20 July 2019	30 %
o Progress report on activities implemented during the reporting period	10 September 2019	30 %
o Final report on activities implemented during the period of assignment	30 November 2019	40%

#### **REPORTING REQUIREMENTS**

- ☐ The Certifying Officer of this assignment is UNDP Assistant Resident Representative;
- ☐ All information should be provided in both printed and electronic versions in Russian and English languages;
- ☐ The Consultant shall be solely liable for the accuracy and reliability of the data provided, which reflect the WG facilitated discussions and agreements;
- ☐ The Consultant will report in Russian or English and will be certified by the UNDP Assistant Resident Representative, which will serve as a justification for payments;
- ☐ All materials produced by the Consultant are the property of Kyrgyz Government and DPCC, and before its publication can only be used in coordination with the both parties.

#### **QUALIFICATION REQUIREMENTS**

- Minimum bachelor's degree in political science, international relations, economics, law or other relevant discipline;
  - At least 5 years working experience in programme/project formulation, management, monitoring and/or evaluation with international organizations and/or state institutions and/or development partners;
  - Hands on experience of participation in facilitation, consensus building, documents development and editing, etc.;
  - Excellent knowledge of Russian and Kyrgyz languages. Knowledge of English language is an asset.
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## **SCOPE OF PRICE PROPOSAL**

### **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 contractor in Kyrgyzstan shall effect payment in Kyrgyz Som based on the prevailing National Bank operational rate of exchange on the month of payment.

## **ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS**

### **Statement of Medical Fitness for Work**

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from a doctor prior to taking up their assignment.

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 national medical requirements. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by \_\_\_\_.

## **TRAVEL REQUIREMENTS**

- No travels.

## **SECURITY CLEARANCE**

The Consultant/Contractor will be requested to undertake the Basic Security in the Field II (BSIF-II) training and Advanced Security in the Field (ASIF) training. These requirements apply for all Consultants, attracted individually or through the Employer

## **DPCC INPUT**

- Please note: Individual Contractor isn't granted access to DPCC/project premises and is working from home;
  - Security charges are not applicable.
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