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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18/06/2019

Country: Bishkek, Kyrgyzstan

Description of the assignment: ref. CO_004_2019, National consultant to support Development Conference 2019 – content development

Project name: UNDP

Period of assignment/services: July - November 2019 (60 working days)

Proposal Submission Address	Official Address for e-submission: tender.kqz@undp.org Subject: CO_004_2019, National consultant to support Development Conference 2019 – content development
Deadline of Submission	Date and Time: 25 June, 14:00 (+6 GMT, Bishkek time)
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: tender.kqz@undp.org <input checked="" type="checkbox"/> Format: PDF files only <input checked="" type="checkbox"/> Max. File Size per transmission: 10 MB; <input checked="" type="checkbox"/> Mandatory subject: “National consultant to support Development Conference 2019 – content development”; <input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6)
Date, time and venue for opening of Proposals	Date and Time: 25 June 2019, 14:10 (+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. 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

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

1. MAIN OBJECTIVES OF THE PROPOSED ANALYTICAL WORK

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.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

See details in TOR #CO_004-2019 (enclosed)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- 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.

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) CV 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.

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 (if required in TOR) 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	
1	Minimum bachelor's degree in political science, international relations, economics, law or other relevant discipline

2nd stage: Technical Evaluation/ Desk Review

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

Criteria	Weight	Max. Point
Technical:	70%	700
Experience, including:		Maximum 600 points, including:
Working experience in programme/project formulation, management, monitoring and/or evaluation with international organizations and/or state institutions and/or development partners; <i>For every year of relevant experience in the required areas - 40 points per every year, but not more than 400 points in total</i>		400
Hands on experience of participation in facilitation, consensus building, documents development and editing, etc.		200

<i>For every year of relevant experience in the required areas - 40 points per every program/material, but not more than 200 points in total</i>		
<i>Skills/competencies, including:</i>		<i>Maximum 100 points, including:</i>
English language 20 points – easily 0 points– not easily		20
Kyrgyz language 40 points – easily 10 points– not easily		40
Russian language 40 points – easily 10 points– not easily		40

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