

TERMS OF REFERENCE	
Project Name	Capacity Building Support to the national SDGs adaptation (00108493)
Short title of Assignment:	Leading National Expert to support formulation of VNR in Kyrgyz Republic /Economic Development and Final Consolidation
Duty station:	Bishkek, Kyrgyz Republic
Type of Contract:	Individual Contract
Duration of Contract:	November 2019- December 2020 (170 working days)
BACKGROUND	
<p>At the United Nations Sustainable Development Summit on 25 September 2015, world leaders adopted the 2030 Agenda for Sustainable Development, which includes a set of 17 Sustainable Development Goals (SDGs) to end poverty, fight inequality and injustice, and tackle climate change by 2030. Drawing on the lessons learnt from MDGs implementation, Kyrgyzstan is well positioned to achieve strong progress on SDGs by building on its development gains and demonstrating strong commitment to further reforms. The Government of Kyrgyzstan is adapting to implement this global development agenda, including by integrating the SDGs as well as the Sendai Framework on Disaster Risk Reduction and the Paris Agreement on Climate Change in national policies and legislation. As per the recent global Sustainable Development Report 2019, Kyrgyzstan is ranked 48 out of 162 on the progress towards achievement of SDGs with some positive dynamics recorded for the Goals 1,7,8 and 13 leaving the status of the progress towards achieving the other goals as seriously challenging.</p> <p>Supporting the country in adapting the SDGs into Kyrgyzstan's national context is the core priority for the UN Country Team (UNCT) in Kyrgyzstan. The process is ongoing both at the central level and in the relevant sectors. A mission was conducted in June 2018 upon the request of the Kyrgyz Government to provide integrated support in identifying bottlenecks that hinder development progress and recommend accelerators that will create synergies to advance the implementation of the 2030 Agenda in the country, and the findings of this mission has been integrated into relevant work plans.</p> <p>Following its reiterated commitment to adhere global 2030 agenda, in 2019 the Government of Kyrgyzstan committed to the preparation of its first Voluntary National Review (VNR) to track the progress of national SDGs implementation to be presented at the High-Level Political Forum on Sustainable Development under the auspices of the Economic and Social Council (ECOSOC) in July 2020. This exercise is a part of the follow-up and review of the 2030 Agenda for Sustainable Development. The VNR is a voluntary, state-led, undertaken by both developed and developing countries, and provide a platform for partnerships, including through the participation of major groups and other relevant stakeholders, and aim at sharing of experiences, including successes, challenges and lessons learned, with a view to accelerating the implementation of the 2030 Agenda.</p> <p>The Government has leveraged and operationalized following institutional framework in support to the national VNR process:</p> <ul style="list-style-type: none"> • Coordination Committee on preparation of Voluntary National Review of SDGs progress in the Kyrgyz Republic under the auspice of Vice-Prime Minister to oversee the process of the review was established by the Decree of Prime Minister; Department of economics and investment of the Prime-Minister's Office serves the implementation lever of the Committee; • Five Government VNR working groups established as follows: <ol style="list-style-type: none"> 1. Economic Development (chaired by the Deputy Minister of Economy) 2. Governance, reform of the judicial and law enforcement systems (chaired by the Deputy Minister of Justice) 3. Environment protection (chaired by the Deputy Chairman of the State Agency on Environmental Protection and Forestry) 4. Social Development (chaired by the Deputy Minister of Labor and Social Development) 	

	<p>5. Data Monitoring and Evaluation (chaired by the Deputy Chairman of the National Statistical Committee). All thematic areas have specific focus on the sustainable development at sub-national level.</p> <p>Ministry of Economy is assigned with the role of the Secretariat of VNR working groups.</p> <p>In response to the Prime-Minister's request, the UN System has confirmed its strong commitment to support to support the voluntary national SDG review through a participatory process. UNDP will provide financial and technical support to the VNR process and assist the Government in ensuring the participation of a wide range of national stakeholders and development partners in the process. The VNR process is an opportunity to strengthen the collective body of data, knowledge, and analysis on the SDG process in the country.</p> <p>In this regard, UNDP on behalf of UN system in Kyrgyzstan is seeking for the expertise of a Lead National Expert to i) contribute to respective chapters of VNR formulation process and ii) formulate the final volume of VNR based on the inputs from VNR working groups.</p>
	OBJECTIVE
	<p>The objective of this assignment is to provide experts support to the Working Group on Economic Development in formulation of the respective chapters (SDGs 7, 8, 9, 10, 11, 17) and formulate the final volume of VNR based on the inputs from the other VNR working groups.</p>
	SCOPE OF WORK
	<p>1. In close coordination with the Ministry of Economy, provide experts support to the Government VNR working group on Economic Development in formulation of the respective chapters (SDGs 7, 8, 9, 10, 11, 17, and other adjacent goals):</p> <ul style="list-style-type: none"> • Review respective UN analytics and guidance, including MAPS Report, VNR Handbook and others; • Develop a "concept" for the report and a "roadmap" for the process • Coordinate and develop methodological requirements and recommendations for the preparation of respective sections and formats of the draft VNR, aligned with the key principles of VNR; • Analyze current state of integration of respective SDGs in the key national strategic documents - National Development Strategy of the Kyrgyz Republic for 2018-2040, the Development Programme of the Kyrgyz Republic for 2018-2022 "Unity. Trust. Creation", the Concept of the Regional Policy of the Kyrgyz Republic for 2018-2022, the Concept of Digital Transformation "Digital Kyrgyzstan 2019-2023", and other strategic and sectoral programme documents as agreed with the Ministry of Economy, and develop recommendations to further enhance SDGs integration and acceleration; • Coordinate Rapid Integrated Assessment of key national strategic and legislative documents, as well as the other key inputs of UNDP integrated offer on SDG to the VNR process as agreed with national partners; • Analyse data/information gaps and identify opportunities for further enriching and strengthening the quality and depth of analysis, by drawing on existing or additional analyses of non-government and development partner stakeholders; • Contribute to analysis of the national SDGs progress in the respective area of analysis, including progress track at the sub-national level; • Organize broad consultations and interaction with respective stakeholders, including key state partners, international development partners, civil society, private sector, academia and think tanks to further enhance the relevance and quality of the analysis and draft report; • Collect and analyze comments and recommendations gathered during wide consultations process and address them through respective sections of VNR; • Contribute to delivering country-wide information and communication campaign to raise awareness about the SDGs progress in the respective area of analysis; • Prepare interim and final draft VNR in the respective area of analysis; • Prepare recommendations to advance SDGs progress in the respective area of analysis; <p>2. In close coordination with Department of Economics and Investments of the Government Office of the Kyrgyz Republic to provide experts support to the preparation of the final volume of VNR based on the inputs from the other VNR working groups:</p>

	<ul style="list-style-type: none"> Analyze the experience of other countries and develop recommendations for the VNR preparation; Lead the development of the methodology for the VNR preparation (collection and analysis of information, structure and content); Provide methodological support to the experts of the VNR working groups during drafting the VNR sections; Develop recommendations to improve the interagency coordination of state bodies during preparation of the VNR preparation; Develop proposals to ensure full stakeholders engagement into formulation of VNR and support the Government in ensuring that the process is inclusive of stakeholders from academia, NGOs, private sector, and development partners; Maintain the dialogue of the members of the VNR working groups with the Jogorku Kenesh (Parliament) on their oversight role to VNR process, key state partners, civil society, private sector, think tanks, and vulnerable groups; Provide expert support in organizing consultations and closer interaction with key other stakeholders involved in the VNR preparation; Provide expert support to the review of the SDGs progress in the Kyrgyz Republic, with analysis on impact on regional development; Assist to experts of the VNR working groups in preparation of the respective sections of VNR; Assist in organizing the discussions on consolidated draft VNR and lead its revision according to the feedback received from stakeholders; Consolidate and prepare final draft VNR in accordance with the agreed structure, analysis, and collect additional information, if needed; Provide substantive contribution to the preparation of the National Forum to discuss VNR; Assistance in preparation of background documents and presentations at the national, sub-regional, regional and global platforms supporting the dialogues on sustainable development; Lead finalization of the VNR based on the recommendations received at the national, sub-regional, regional and global platforms supporting the dialogues on sustainable development; Assist in preparation of the Key Messages to be shared with ECOSOC VNR Secretariat; After submission of VNR to the HLPF assist in preparation of follow-up action plan to advance and accelerate SDGs progress in Kyrgyzstan; Development of recommendations for institutionalizing the collection and analysis of information for the VNR consolidation in the Kyrgyz Republic. 		
	FINAL DELIVERABLES		
PRODUCTS	KEY QUALITY CRITERIA	DEADLINE	PAYMENT STRUCTURE
<p>Report with applications of the following products agreed with the involved parties should include:</p> <ul style="list-style-type: none"> To provide Concept for the report and a roadmap for the process with VNR methodology, structure and content agreed with the leaders of the working groups; To provide developed Recommendations on requirements and formats for the preparation of respective sections of VNR; To provide developed Recommendations on the other countries' experience in the VNR preparation; To provide Proposals on stakeholders' engagement into VNR process 	<p>Concept and methodology are aligned with VNR Guiding Principles approved by UN SG, and VNR Handbook 2019, with specific focus on LNOB</p> <p>Feedback collected from broad range of stakeholders, national and international development partners, civil society, academia, private sector, vulnerable groups (based on LNOB assessment)</p>	1 months after signing the contract	25%

<p>Report with applications of the following products agreed with the involved parties should include:</p> <ul style="list-style-type: none"> - To provide report of Methodological support to the experts of the working groups, provided during the development of draft reports (minutes, notes of at least 15 consultations); - To provide developed Recommendations for improving the interagency coordination and integration of authorities in the VNR preparation; - To provide report on conducted Consultations and other joint events aimed at broader stakeholders' engagement into VNR (minutes, meetings, round tables and discussions), (to attach minutes, notes of the meetings) - To provide report on Coordination of consultations and meetings of the VNR Working Groups in accordance with the approved schedule; (to attach minutes, notes) - To provide report of the Support to organization a National Forum for the VNR discussion; - To provide report on Analysis on the current state and achievements of the SDGs in the Kyrgyz Republic in the respective area of analysis taking into account national and sectoral strategic documents and plans; - To provide report on Analysis of the level of engagement of all stakeholders into the SDGs implementation in the area of economic development at the national and local levels; - To provide Drafted interim and final sections in the respective area of analysis, including progress track at the sub-national level, and contribution to other adjacent goals; - To provide Drafted presentation materials related to respective area of analysis; 	<p>Interim and Final VNR report are aligned with VNR Guiding Principles approved by UN SG, and VNR Handbook 2019, with specific focus on LNOB</p>	<p>4 months after signing the contract</p>	<p>25%</p>
<p>Report with applications of the following products agreed with the involved parties should include:</p> <ul style="list-style-type: none"> - To provide Drafted interim and final VNR; - To provide Report on information and educational activities to raise awareness about the SDGs implementation; 		<p>8 months after signing the contract</p>	<p>25%</p>

<ul style="list-style-type: none"> - To provide report of the conducted Events to discuss the draft VNR (to attach minutes, reports, resolutions); - To provide Drafted VNR background materials and presentations at the national, sub-regional, regional and global platforms supporting the dialogues on sustainable development; - To provide Drafted VNR Key Messages for submission to the ECOSOC Secretariat (report on contributions); - To provide Report and presentations at the HLPF (report on contributions); - To provide Follow-up action plan to advance and accelerate SDGs progress in Kyrgyzstan; - To provide developed Recommendations on institutionalizing the process of collecting and analyzing information during VNR preparation. 			
<p>To provide Final report with follow-up action plan to advance and accelerate SDGs progress in Kyrgyzstan, and recommendations on institutionalizing the process of collecting and analyzing information during VNR preparation.</p>		<p>12 months after signing the contract</p>	<p>25%</p>
<p style="text-align: center;">REPORTING REQUIREMENTS</p> <p>Accountability:</p> <p>The deliverables and final report to be endorsed on behalf of the Government of the Kyrgyz Republic by the Head of the Department of Economics and Investment of the Prime-Minister's Office, Ministry of Economy and UNDP. UNDP will be responsible for coordination of the UN agencies' inputs to the process and deliverables together with the Office of the UN Resident Coordinator and the UN joint SDG Working Group who will provide quality assurance to the VNR process. The consultants and the UN team should work closely together to ensure the inputs of all relevant stakeholders, while ultimately the government.</p> <p>All reports should be provided in both printed and electronic versions in Russian language, with detailed description of the fulfilled tasks, according to the present Terms of Reference, and the direct contribution of the expert. Analytical documents, reports and notes developed by expert should be attached to the reports as annexes, which will serve as a justification for payment. Team leader of the UNDP Sustainable Economic and Inclusive Growth Programme is responsible person who will approve the reports.</p> <p style="text-align: center;">QUALIFICATION REQUIREMENTS</p> <ul style="list-style-type: none"> • University degree in economy/ finance/ social sciences and other related fields. Certificate/s in the area of the sustainable development is an asset. • At least 5 years of work experience in the economic development spheres in the state bodies/ international or non-governmental organizations; • At least 2 years of experience in collection, analyzing and structuring of analysis related to current socio-economic situation in the country; • Experience in developing national strategic documents/ programmes/ analytical documents/ analytical notes/ instructions/ action plans; (at least 2 analytical documents to be indicated in P.11 form or CV); 			

- Knowledge of Russian language, knowledge of English and Kyrgyz is an asset.

SCOPE OF PRICE PROPOSAL

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>

TERMS OF PAYMENT

The consultant is paid in tranches based on the table "deliverables" and on the submission and approval of the relevant deliverables. The contractor submits reports based on the results achieved in an agreed format and indicates all the actions taken during the implementation of the TOR. The reports are submitted in accordance with the established schedule to the Team leader of the UNDP Sustainable Economic and Inclusive Growth Programme. Upon completion of the work, the Contractor submits the final report for approval to the Team leader of the UNDP Sustainable Economic and Inclusive Growth Programme after which the final payment will be made. Team leader of the UNDP Sustainable Economic and Inclusive Growth Programme is responsible person who will approve the reports.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Statement of Medical Fitness for Work

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.

Where there is no UN office nor a UN Medical Doctor present in the location of 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 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

Travels are not foreseen.

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 their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

SECURITY CLEARANCE

The Consultant/Contractor will be requested to undertake the BSAFE Security training. This requirement applies for all Consultants, attracted individually or through the Employer

UNDP INPUT

Security charges are not applicable.