



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 April 2021

Reference Number: IC-2021-034

Country: Republic of Kazakhstan
Description of the assignment: Coordinator of the Project Office "Creating conditions for economic activity of persons with disabilities" (hereinafter – Coordinator of the Project Office)
Project name: #123514, Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups
Period of assignment/services: May 2021 – December 2021 (8 months, not more than 162 working days)
Contract Modality: Individual contractor (IC)

Important Note: Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word files and Financial Proposal (Annexes 4 and 5) must be password protected.

Any request for clarification must be sent by standard electronic communication to the e-mail nurlan.tleubayev@undp.org and in e-mail subject please indicate ***Request_Ref.2021-034***.

1. BACKGROUND

In order to effectively promote the Convention on the rights of persons with disabilities and improve the social services system, the Ministry of labor and social protection of population of the Republic of Kazakhstan (hereinafter – the Ministry) and the United Nations Development Program in Kazakhstan (hereinafter – UNDP) have signed an Agreement on the implementation of a joint project “Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups” for 2021-2023 (hereinafter – a joint project).

The project is aimed at further supporting the efforts of the Republic of Kazakhstan in improving social policy in accordance with the Strategy “Kazakhstan 2050” and the National Plan for ensuring the rights and improving the quality of life of persons with disabilities until 2025 (hereinafter – the National Plan).

In February 2015, the Republic of Kazakhstan ratified the Convention on the rights of persons with disabilities (CRPD).

According to article 33 of the CRPD, States Parties shall, in accordance with their organizational structure, designate one or more bodies responsible for matters related to the implementation of the Convention.

The functions of the body coordinating the implementation of the rights and social protection of persons with disabilities in the system of executive authorities are assigned to the Ministry, which ensures the development and implementation of state policies in the field of labor, living standards and incomes, pensions, employment and unemployment, and social protection of the population.

In return, the Ministry carries out its activities through subordinate organizations in cooperation with central and local executive bodies, public associations and other organizations.

In 2020, the Ministry, on behalf of the Government, opened the **Project Office "Creating opportunities for economic activity for persons with disabilities"** (hereinafter referred to as the Project Office), the work of which

was supported by the UNDP in the framework of the joint project 2018-2020.

Considering the scale of work on the implementation of the Convention's norms, the need for constant monitoring and control over their application, the Ministry appealed to UNDP with a proposal to continue the work of the Project Office and expand its functions. It is planned that the Project Office will consist of the following specialists:

1. a coordinator,
2. an expert on accessibility of facilities, services and Assistive Aids,
3. an expert on professional and social rehabilitation,
4. an consultant on employment,
5. a specialist on information support,
6. a specialist in public relations,
7. an expert on analysis of procurement,
8. an expert on reducing corruption risks,
9. a specialist in the implementation of the Atlas of Recommended Professions
10. a specialist in technical support for the implementation of the Atlas of Recommended Professions.

UNDP agreed to support this initiative, as it is consistent with the mission of UNDP and the objectives of the joint project.

The main areas of work of the Project Office:

- monitoring and promotion of selected activities of the National Plan;
- creating conditions for self-realization, employment and economic activity of persons with disabilities;
- support of project office "Adaldyk Alany".

The activities of the Project Office will be aimed at analyzing and developing recommendations, proposals, providing assistance and practical assistance to the Ministry in promoting and implementing initiatives aimed at social protection and ensuring the rights of persons with disabilities.

Current terms of reference will cover the scope of work for a specialist in public relations. The aim of current assignment is strengthening the strategic and analytical capacity of the Ministry and managing and coordinating the activities of the Project Office.

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

- General management of the Project office;
- Development, coordination and ensuring the approval of the Project office's Roadmap for 2021;
- Analysis of work and taking measures to improve the efficiency of the Project office;
- Planning activities, determining specific directions, regulation of the volume and format of work of the Project Office employees;
- Coordination and monitoring of the implementation of the Project Office Roadmap for 2021 (including monitoring compliance with deadlines and the quality of their implementation);
- Ensuring timely submission of information, summary reports and their reliability;
- Work on establishing effective cooperation with interested state and authorized bodies, organizations and other potential external partners;
- Development of motivation, initiative and activity of employees;
- Creating safe and favorable working conditions for Project Office employees;
- Representation of the Project Office in state bodies and organizations (in agreement with the Ministry and UNDP);
- Presentation of the results of the Project Office for 2021.

For detailed information, please refer to the Term of Reference (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Higher professional education (economics, law, social work, public administration);
- Additional education in the field of management is desirable;

- Experience of practical work in the professional field for at least 5 years;
- At least 3 years of experience in management positions;
- Experience in forming and managing project groups/teams is desirable;
- High level of computer skills (Microsoft Office, Internet,);
- Business correspondence, communication and presentation skills;
- Knowledge of Russian and Kazakh languages, English would be as advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents **in PDF** to be attached to the Offer (maximum size 19Mb per one e-mail transmission) and should be sent to procurement.kz@undp.org with indication of **Ref.2021-034** in the e-mail subject not later **6 PM (Nur-Sultan time) of 26 April 2021**:

- a) Duly accomplished Annex 4 “Offeror’s Letter to UNDP confirming interest and availability for the Individual contractor” using provided UNDP template; the document should be provided separately from other required below documents; **Annexes 4-5 must be password protected!**
- b) Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) and skills relevant to the assignment;
- c) Other documents certifying the work experience, expertise, education, and skills (qualification improvement certificates, awards, etc.).

Financial proposals which are not encoded will be rejected automatically. ONLY fully submitted applications would be considered for evaluation!!!

5. FINANCIAL PROPOSAL

The financial proposal should specify an all-inclusive daily fee in KZT. The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

Payments for professional services are done monthly based on the all-inclusive daily rate and the actual number of days worked during the calendar month, upon IC Time Sheet submitted by the Contractor and a satisfactory performance, duly approved by the Coordinator of the Project Office, UNDP project manager and the Head of Governance Unit.

6. EVALUATION

Individual consultants will be evaluated based on **Combined Scoring method** – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%:

- Step I: **Preliminary evaluation** of offers (ONLY fully and timely submitted applications with all required documentation (CV, Annex-4 and Annex-5, diploma, statement of health) would be considered for evaluation of the minimum criteria;
- Step II: Technical Evaluation = maximum 700 points, which consists of technical scoring of qualifications and experience;
- Step III: Financial Evaluation = 300 points.

Step II: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only candidates obtaining a minimum of 490 points of the maximum obtainable points for the technical criteria (700 points) shall be considered for financial Evaluation.

Technical scoring of qualifications and experience – maximum 700 points:

Criteria	Maximum points	Assessment (points)
Higher professional education (economics, law, social work, public administration);	150	Bachelor = 105; Master = 130; PhD = 150.
Experience of practical work in the professional field for at least 5 years;	250	Lack of experience = 0; Proven experience 5 years = 175; Proven experience more 5 years = 250.
At least 3 years of experience in management positions;	200	Lack of experience = 0; Proven experience 3 years = 140; Proven experience more 3 years = 200.
Knowledge of Russian and Kazakh languages;	40	Knowledge of Russian language = 20; Knowledge of Kazakh language = 20.
Additional education in the field of management is desirable;	20	Not available education = 0; Available education = 20.
Experience in forming and managing project groups/teams is desirable;	10	Lack of experience = 0 Proven experience = 10
High level of computer skills (Microsoft Office, Internet,);	10	Low level = 0; Middle level = 5; High level = 10.
Business correspondence, communication and presentation skills;	10	Lack of skills = 0 Proven skills = 10
Knowledge of English language	10	Lack of knowledge = 0 Proven knowledge = 10
TOTAL	700	

Step IV: Financial evaluation – 30% = 300 points:

The following formula will be used to evaluate financial proposal:

Lowest priced proposal*300 points/price of the proposal being evaluated.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable and (b) having the highest score out of the set of weighted criteria: technical (70%) and financial (30%).

APPROVED BY:

Ali Saeed
Procurement Associate

Signature: *Ali Saeed*
Date: 12-Apr-2021

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE

**ANNEX 4 & 5- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL
FORM**

ANNEX 6 – STATEMENT OF HEALTH