

Terms of Reference

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| Project title & number: | #123514, Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups |
| Activity: | 3.2 Provide support to the project office "Creating conditions for economic activity of persons with disabilities" |
| Position: | Coordinator of the Project Office "Creating conditions for economic activity of persons with disabilities" (hereinafter – Coordinator of the Project Office) |
| Type of contract: | Individual contract |
| Duty station: | Nur-Sultan |
| Contract duration: | May – December 2021 (8 months, not more than 162 working days) |

B. Project Description

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.

C. Scope of Work

Objectives:

- 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.

D. Expected Outputs and Deliverables

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i> |
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| <ul style="list-style-type: none"> • The roadmap of the project office for 2021 has been approved. • General management of the Project office <p>Monthly Progress report is developed and finalized</p> | May 2021 (14 w.d) | 31.05.2021 | UNDP project manager |
| <ul style="list-style-type: none"> • Planning activities, determining specific directions, regulation of the volume and format of work of the Project Office employees; • Ensuring timely submission of information, summary reports and their reliability • General management of the Project office | June 2021 (22 w.d) | 30.06.2021 | UNDP project manager |

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| <p>Monthly Progress report is developed and finalized</p> <ul style="list-style-type: none"> • Analysis of work and taking measures to improve the efficiency of the Project office; • Representation of the Project Office in state bodies and organizations (in agreement with the Ministry and UNDP); • Ensuring timely submission of information, summary reports and their reliability; • General management of the Project office <p>Monthly Progress report is developed and finalized</p> | July 2021 (20 w.d) | 30.07.2021 | UNDP project manager |
| <ul style="list-style-type: none"> • Coordination and monitoring of the implementation of the Project Office Roadmap for 2021 (including monitoring compliance with deadlines and the quality of their implementation); • Work on establishing effective cooperation with interested state and authorized bodies, organizations and other potential external partners; • General management of the Project office <p>Monthly Progress report is developed and finalized</p> | August 2021 (21 w.d) | 31.08.2021 | UNDP project manager |
| <ul style="list-style-type: none"> • General management of the Project office; • Planning activities, determining specific directions, regulation of the volume and format of work of the Project Office employees; • Representation of the Project Office in state bodies and organizations (in agreement with the Ministry and UNDP); <p>Monthly Progress report is developed and finalized</p> | September 2021 (22 w.d) | 30.09.2021 | UNDP project manager |
| <ul style="list-style-type: none"> • Analysis of work and taking measures to improve the efficiency of the Project office; • Ensuring timely submission of information, summary reports and their reliability • General management of the Project office <p>Monthly Progress report is developed and finalized</p> | October 2021 (21 w.d) | 29.10.2021 | UNDP project manager |
| <ul style="list-style-type: none"> • 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); • General management of the Project office <p>Monthly Progress report is developed and finalized</p> | November 2021 (22 w.d) | 30.11.2021 | UNDP project manager |
| <ul style="list-style-type: none"> • Coordination and monitoring of the implementation of the Project Office Roadmap | December 2021 | 31.12.2021 | UNDP project manager |

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| for 2021 (including monitoring compliance with deadlines and the quality of their implementation); | (20 w.d) | | |
| <ul style="list-style-type: none"> • Ensuring timely submission of information, summary reports and their reliability; • General management of the Project office • Presentation of the results of the Project Office for 2021 | | | |
| Monthly Progress report is developed and finalized | | | |
| Total: | 162 w.d | | |

E. Institutional Arrangement

The Coordinator of the Project Office will work:

- under the general supervision of the supervising Department of the Ministry (hereinafter referred to as the Department) and the Project Manager;
- in close cooperation with the assigned expert (s) of the Department of the MLSP RK;
- in collaboration with the project team.

The policy and content of the Project Office is determined by the Ministry in consultation with the UNDP. The Coordinator, participating in events of different levels, represents the Ministry.

The correspondence of the Project Office is processed through the Department of the MLSP RK by preparing draft letters and accompanying them at the stages of signing, registration, sending and receiving by the addressee.

The results of the work (information, service and analytical notes, recommendations, proposals) are submitted by the Coordinator of the Project Office to the Department, monthly reports on the work with the attachment of supporting documents – to the Project Manager.

The Manager and the Expert of the joint project will provide their comments and recommendations/approval of the work within 1 week from the date of submission of the reports.

UNDP does not provide laptops (computers) to the Project Office specialist. However, the costs of paying for the office and Internet connection in the rented office are covered by UNDP.

F. Duration of the Work

The duration of work is 8 months of the assignment including effective person-days (not more than 162 working days). The expected date of full completion is 31 December 2021. The contract is planned to be started in May 2021 and expected to be completed on 31 December 2021.

G. Duty Station

The Office (near the Ministry of Labor and Social Protection of Population) at the address: Building 8, Mangilik El avenue, Nur-Sultan.

H. Qualifications of the Successful Individual Contractor

- 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.

I. Scope of Price Proposal and Schedule of Payments

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, consummables, 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.

J. Recommended Presentation of Offer

The following documents are to be provided:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- d) Other documents certifying the work experience, expertise, education, and skills (qualification improvement certificates\diplomas, awards, etc.).

K. Criteria for Selection of the Best Offer

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%.

M. Approval

This TOR is prepared by : Botagoz Yussupova, Project Manager

Signature

Botagoz Yussupova
11-Apr-2021

Date of Signing

This TOR is approved by : Konstantin Sokulskiy, ARR OiC

Signature

Konstantin Sokulskiy
11-Apr-2021

Date of Signing