



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29.12.2022

Ref No.: IC/028/22 - International Consultant for Terminal Evaluation of UNDP project "Preventing Corruption through Effective, Accountable and Transparent governance institutions in Uzbekistan"

Date: 29.12.2022

Country: Uzbekistan

Description of the assignment: International Consultant/Evaluator for Final Evaluation of the Project

Project name: "Preventing Corruption through Effective, Accountable and Transparent governance institutions in Uzbekistan"

Period of assignment/services: Total 30 calendar days from Jan 2023 to March 2023.

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload the requested documents (*Technical Proposal, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 6 of Procurement Notice **no later than the end of January 20, 2023** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line application submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

Link to the application at the UNDP Job Site

- https://jobs.undp.org/cj_view_job.cfm?cur_job_id=110831 (cut and paste into the browser address bar if the link does not work).

You can review detailed Procurement Notice, Terms of Reference, and download templates from the UNDP Procurement Notices Site following the link: http://procurement-notices.undp.org/view_notice.cfm?notice_id=97389 (cut and paste into the browser address bar if the link does not work).

Applications submitted via email, incomplete applications, or received after the closing date (January 20, 2023) will not be given consideration.

Failure to submit the *Financial Proposal* by the deadline or without reference to the subject above will result in disqualification.

For more detailed information about UNDP Uzbekistan please visit our website at www.undp.org/uzbekistan. UNDP is an equal-opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

Since 2017, Uzbekistan has been implementing several reforms in the area of anti-corruption, which have resulted in significant improvement in the institutional and policy framework of the fight against corruption in the country. Progress has been made since the adoption of the Action Strategy 2017-2021 focusing on an efficient, responsive, transparent, and accountable public administration, and the state anti-corruption programmes for 2019-2020 with a range of corruption prevention measures. An important milestone of this reform was the establishment of the Anticorruption Agency of Uzbekistan in 2020. Due to these continued efforts, in [the 2021 Corruption Perceptions Index \(CPI\) report](#), Transparency International considered Uzbekistan as one of countries that have improved their CPI in the last 5 years. Despite significant achievements, the country has still a long way to go in curbing corruption and restoring citizens' trust and confidence in government institutions, as there are commitments that are still to be met and challenges to be addressed.

Prevention of Corruption through Effective, Accountable and Transparent Governance Institutions in Uzbekistan (PCEAT) Project was launched by UNDP Country office in Uzbekistan jointly with the Ministry of Justice of Uzbekistan on March 22, 2018, with policy and advisory support of UNDP's Global "Anti-Corruption for Peaceful and Inclusive Societies" (ACPIS) project and UNDP's Istanbul Regional Hub (IRH). The PCEAT project is the largest UNDP initiative on anti-corruption in Europe and CIS region funded by the Government of Uzbekistan with a total budget of \$8mln.

The project aims to provide anti-corruption policy and program support to Uzbekistan to prevent and curb corruption countrywide with a focus on strengthening the national corruption prevention system and monitoring the implementation of the UNCAC and OECD Istanbul Plan of Action in an integrated manner. The key output of the project is **"Anti-corruption solutions, principles and tools are integrated with the public administration systems, public service delivery, civil service performance, the system of law-making and rule-making"**. The implementation of the PCEAT project is supported by UNDP's global and regional anti-corruption teams, who provide policy and programme support.

In particular, the PCEAT project aims to:

1. Provide legislative and policy support to integrate anti-corruption solutions in the process of law-making, rule-making, and policy advice.
2. Strengthen the capacity, knowledge and skills of civil servants to prevent corruption.
3. Support the digitalization of public service delivery and interaction in government entities to ensure the effective flow of documents and transparency of public services.
4. Promote a culture of intolerance towards corruption in society through knowledge and advocacy, and active cooperation between government, civil society and the private sector.

From October 2020 to January 2021, an independent international consultant carried out a mid-term review of the PCEAT project. Overall, the review concluded that the project implemented anti-corruption interventions and activities in line with Uzbekistan's Action Strategy for 2017-2021, the State Anti-Corruption Programme of Uzbekistan 2019-2020 (the PCEAT project directly implemented 29 activities out of the program's total of 35) and Uzbekistan's commitments under the 2030 Agenda. Moreover, the review found that the ongoing anti-corruption reforms in Uzbekistan have created momentum for development partners to invest in and the project is stimulating this momentum and sustaining national stakeholders' interest by introducing best innovative practices and supporting concrete needs.

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in public administration, law, political science, finance, economics, international relations, development studies, or related field.

Experience:

- At least 10 years of working experience in monitoring and evaluation and (in addition) policy support, programme management or design of governance and anti-corruption programmes/projects;
- A prior record of producing research studies (preferably in governance and anti-corruption),
- A prior record of conducting mid-term or final evaluations related to governance and preferably anti-corruption.

Language Requirements:

- Strong writing skills in English. Knowledge of Russian is an advantage.

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment, self-development, initiative-taking;
- Acting as a team player and facilitating teamwork;
- Managing conflict and facilitating and encouraging open communication, communicating effectively;
- Creating synergies through self-control;
- Learning and sharing knowledge and encourage the learning of others;
- Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Informed and transparent decision-making.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#)²);
- c) 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)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). 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 a 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.

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

5. FINANCIAL PROPOSAL

- 20% payment upon satisfactory delivery of the final FE Inception Report and approval by the Commissioning Unit.
- 40% payment upon satisfactory delivery of the draft FE report to the Commissioning Unit.
- 40% payment upon satisfactory delivery of the final FE report and approval by the Commissioning Unit and DRR (via signatures on the FE Report Clearance Form) and delivery of completed FE Audit Trail.

Criteria for issuing the final payment of 40%:

- The final FE report includes all requirements outlined in the FE TOR and is in accordance with the FE guidance.
- The final FE report is clearly written, logically organized, and is specific for this project (i.e. text has not been cut & pasted from other FE reports).
- The Audit Trail includes responses to and justification for each comment listed.

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant 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 (70%) and financial criteria (30%) specific to the solicitation.

* Technical Criteria weight; [70 points]

* * Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation.

¹<https://intranet.undp.org/unit/bom/pso/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

² http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

- Relevant education and degree – (20%)
- At least 10 years of working experience in monitoring and evaluation and (in addition) policy support, programme management or design of governance and anti-corruption programmes/projects – (40%)
- A prior record of producing research studies (preferably in governance and anti-corruption) – (15%)
- A prior record of conducting mid-term or final evaluations related to governance and preferably anti-corruption (15%)
- Knowledge of Russian – (10%)

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- [OFFEROR'S LETTER TO UNDP](#) CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL