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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25/11/2019

Country: KYRGYZSTAN

Description of the assignment: ref. SDG IC 19/034, National Gender Expert

Project name: "Improving institutionalization of gender mainstreaming practices into national policies"

Period of assignment/services: 20 working days (December 2019 – January 2020)

Proposal Submission e-mail address	procurement.sdg.kg@undp.org Subject: SDG IC 19/034, National Expert
Deadline of Submission	Date and Time: 2 December 2019, 17:00 (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ^[1] , please refer to Conditions and Procedures for electronic submission and opening.
Date, time and venue for opening of Proposals	Date and Time: 2 December, 2019, 17:30 (+6 GMT, Bishkek time) Venue: UNDP Projects office; 195, Kievskaya str., meeting room # 507, Bishkek, Kyrgyzstan

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement.sdg.kg@undp.org. 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

An increasing gender inequality has become one of the main characteristics of the period since independence in 1991 in the Kyrgyz Republic on a transition towards a democratic system of governance and a market economy. Abolition of 30 % quotas for women of the Soviet period led to drastic drop in number of women in the Parliament. Thus, in 1996 the percentage of women in parliament equaled 4.76, in 2000 - 6.8 and in 2005 - 0%, when the Kyrgyz Parliament became a male-only parliament, then in 2007 the percentage of women increased to 25%, 2010 – 22% and 2015 – 20%. The Kyrgyz Parliament had a declining tendency since 2010. The same low level of representation is also reflected at the local government (oblast and rayon levels), where the number of women – deputies also decreased.

Since 2013, the Kyrgyzstan has been demonstrating its effort towards reaching gender equality thus endorsing legislation ensuring equal rights and equal opportunities for women and men, anti-discrimination, early marriages prohibition and political participation. Women driven NGOs and CSOs together initiated proposal on providing special measures to reserve deputy seats for women in local councils. Because it was important that ayyl kenesh members are elected using a majority system based on multi-mandate constituencies, which was before August 2019 "unfriendly" to female candidates due to the prevalence of traditionalist attitudes and gender stereotypes especially in rural areas, as well as because women have limited resources. This way, low women's participation in local elections was a natural consequence of the lack of special measures in the electoral legislation.

According to the statistical data, without reserved quota for women, the tendency decline of women participation would continue, when in every next elections result in decreased number of elected women in the ayyl keneshes, as we see that from 2004 to 2016, the percentage of female local kenesh deputies decreased by more than one third, in 2004 making 19 %, in 2008 17 %, in 2012 13 % and in 2016 making only 10 % of the seats in local councils.

In August of this year, the president of the KR signed a number of amendments to the election law. One of the amendments provides women with at least 30 % of the mandates for elections to local keneshes. According to the authors of the bill, this norm ensures the representation of women in the ayyl keneshes and help them accommodate opportunity for women's meaningful participation and women's representation

^[1] Ssecurity features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

in local government institutions and decision-making processes, especially targeted to solve social issues in local communities and actively participate in the socio-political life of the country. The more women are empowered, the more communities benefit from it.

With regard to the above, UNDP will involve two experts: one Team leader (international) – for 20 days and one member (national expert) – for 20 days with experience in the topic of elections and women’s political participation to develop project proposal to enhance women’s participation in the upcoming 2020 and 2021 elections and increase of women in decision making positions, both at the local and national levels. Introduction of reservation of 30% of mandates in local councils for women was adopted in June 2019 and signed on 8 August 2019. The first experience of elections which have implemented this new amendment in practice took place in the village of Saruu, Jeti-Oguz region of Issyk-Kul oblast on 22 September 2019.

Due to short period between signing the law and the elections, there was little time to raise awareness of population on the new quota, however as per election results, nine women out of 21 members became deputies which makes 42.85 %. The next elections of local councils are scheduled on April 12, 2020 to be held in 30 local councils of 6 oblasts: 25 village and 5 city keneshes. Further, elections of deputies to the Jogorku Kenesh/Parliament of the Kyrgyz Republic will on October 4, 2020.

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

Please refer to Terms of Reference attached as Annex 1

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- University degree or equivalent in social sciences;
- Experience in developing by laws and regulatory documents on the topic of women’s rights;
- Practical experience in developing gender mainstreaming methodologies, strategic documents focused on gender aspects on gender/promotion of women’s rights and political participation of women;
- Knowledge of Kyrgyz and Russian. Knowledge of English will be 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) Personal CV and/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) 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.
- f) any other documents as evidence of qualification based on TOR requirements

Documents with a subject “**SDG IC 19/034, National Expert**” should be submitted no later than 17:00 pm (local time), 2 December 2019 by e-mail indicated above.

NOTE: Incomplete proposals will be rejected at the moment of evaluation

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 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.

The Individual Contractor under the terms of this contract includes his/her travel:

Please be guided by the following information when preparing your financial proposal:

Number of visits	Days of travel	Overnights in total
1 visit to Osh	3 days travel	2 overnights

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	University degree or equivalent in social sciences;

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:	50%	Maximum 600 points, including:
For every year of experience in developing by laws and regulatory documents on the topic of women's rights – 100 points per year, but not more than 300 points in total		300
For practical experience in developing gender mainstreaming methodologies, strategic documents focused on gender aspects on gender/promotion of women's rights and political participation of women– 100 points per project, but not more than 300 points in total		300
Skills/competencies, including:	10%	Maximum 100 points, including:
Russian language 26 - 30 points - fluent 0 – 25 points– not fluent		30
Kyrgyz language 26 – 30 points - fluent 0 – 25 points– not fluent		30
English language 26 – 40 points - fluent 0 – 25 points– not fluent		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