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<b>TERMS OF REFERENCE FOR GRANTS EXPERT</b>	
<b>Project title</b>	UNDP Project “Towards a sustainable access to justice for legal empowerment in the Kyrgyz Republic” Project Number: 00104271
<b>Title of Assignment</b>	Grants expert
<b>Duty station:</b>	Bishkek, Kyrgyz Republic
<b>Type of contract:</b>	Individual contract
<b>Duration of the contract:</b>	200 effective person days (during January 2020 – December 2021)

### **BACKGROUND / ИСХОДНЫЕ ДАННЫЕ**

The people of the Kyrgyz Republic and in particular disadvantaged and vulnerable groups, such as women and persons with disabilities, continue to have low awareness on their rights, and often lack legal protection and access to remedies, despite the existence of an improved and advanced legal framework aimed at providing access to justice for all citizens.

The project supports the implementation of activities nationally and locally in Chui and Osh regions, which constitute more than 60% of the country’s population.

On the duty bearers’ side, the project primarily focuses on supporting the state’s ability to fully and effectively implement the Law on State Guaranteed Legal Aid. According to the new Free Legal Aid (FLA) law, the primary legal aid (consultations, preparation of legal documents) can be provided to anyone free of charge and those people, whose income does not exceed the estimated rate of 60 units, or 8750 KGS can receive the qualified legal aid (e.g. representation at court).

The project supported establishment and operationalization of the Free Legal Aid Coordination Center under the Ministry of Justice (MoJ) of KR, the primary task of which is to implement the FLA law and coordinate the efforts of all FLA system’s subjects in the country. 11 FLA centers were established in the pilot Chui and Osh provinces so far to provide access to the primary legal aid.

At the level of rights holders, the project mostly concentrates on promoting legal empowerment and increasing awareness on human rights through implementation of the Concept on Raising Legal Culture and UN Convention on the Rights of Persons with Disabilities (UN CRPD) Priority Action Plan, with a focus on the people with disabilities (PwDs) and rural women.

A research conducted in 2018 on the negative stereotyped attitudes towards rural women and PwDs, revealed the differences in perception of rural and urban women in the society and multiple types of discrimination faced in particular by women with disabilities. The outcomes of the research were used when developing the guidance for the CSOs to conduct trainings and raising legal awareness of rural women and PwDs. ToTs were conducted for the CSOs on using the guidance and tools with innovative approaches during October-November 2019.

It is necessary to educate the public in order to reduce and eliminate negative discriminatory stereotypes towards PwDs and rural women, as well as to train the project’s target groups on their rights. According to the project document, it is to issue grants for the CSOs to implement these activities and link the PwDs and rural women to the MoJ FLA centers established in the regions. Therefore, the project intends to hire a Grant expert for implementation of the grants component.

### **OBJECTIVES/ ЦЕЛЬ**

Facilitate the process of grant solicitation, selection, issuance and monitoring of grants implementation by CSOs representing rural women and PwDs.

### **SCOPE OF WORK/ ЗАДАЧИ**

- Establish grant selection committee (if needed);
- Define grant selection criteria and obtain approval from the project board\grant selection committee;
- Conduct grants selection process;
- Prepare Low Value Grant agreements and get them signed by both parties;
- Ensure grant resources are paid according to the disbursement schedule specified in the agreements;
- Monitor implementation of grants;
- Obtain and verify narrative and financial reports as per schedules specified in the agreements;
- Provide expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensure their compliance with UNDP policies, including on gender-mainstreaming;
- Obtain the final substantive and financial reports;
- The final analytical report on the impact of grants project initiatives provided substantive and financial reports submitted.

**FINAL DELIVERABLES/ ОКОНЧАТЕЛЬНЫЙ РЕЗУЛЬТАТ**

<b>Products</b>	<b>deadline</b>	<b>payment structure</b>
<ul style="list-style-type: none"> <li>• Grant selection criteria defined and approval from the project board\grant selection committee obtained.</li> <li>• Grant solicitation process initiated.</li> </ul>	In 1 month after signing contact	11%
<ul style="list-style-type: none"> <li>• Grants selection process conducted.</li> <li>• Low Value Grant agreements prepared and signed by UNDP and CSO.</li> <li>• Ensure grant resources are paid according to the disbursement schedule specified in the agreements.</li> </ul>	In 3 months after signing contact	12%
<ul style="list-style-type: none"> <li>• Monitoring of grants implementation by the CSOs conducted. Comprehensive report on monitoring and programmatic results of the grantees provided.</li> <li>• Narrative and financial reports as per schedules specified in the agreements obtained and verified.</li> <li>• Expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensuring their compliance with UNDP policies, including on gender-mainstreaming provided.</li> </ul>	In 6 months after signing contact	11%
<ul style="list-style-type: none"> <li>• Monitoring of grants implementation by the CSOs conducted. Comprehensive report on monitoring and programmatic results of the grantees provided.</li> <li>• Narrative and financial reports as per schedules specified in the agreements obtained and verified.</li> <li>• Expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensuring their compliance with UNDP policies, including on gender-mainstreaming provided.</li> </ul>	In 9 months after signing contact	11%
<ul style="list-style-type: none"> <li>• Monitoring of grants implementation by the CSOs conducted. Comprehensive report on monitoring and programmatic results of the grantees provided.</li> <li>• Narrative and financial reports as per schedules specified in the agreements obtained and verified.</li> <li>• Expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensuring their compliance with UNDP policies, including on gender-mainstreaming provided.</li> </ul>	In 12 months after signing contact	11%
<ul style="list-style-type: none"> <li>• Monitoring of grants implementation by the CSOs conducted. Comprehensive report on monitoring and programmatic results of the grantees provided.</li> <li>• Narrative and financial reports as per schedules specified in the agreements obtained and verified.</li> <li>• Expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensuring their compliance with UNDP policies, including on gender-mainstreaming provided.</li> </ul>	In 15 month after signing contact	11%

<ul style="list-style-type: none"> <li>Monitoring of grants implementation by the CSOs conducted. Comprehensive report on monitoring and programmatic results of the grantees provided.</li> <li>Narrative and financial reports as per schedules specified in the agreements obtained and verified.</li> <li>Expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensuring their compliance with UNDP policies, including on gender-mainstreaming provided.</li> </ul>	In 18 months after signing contract	11%
<ul style="list-style-type: none"> <li>Monitoring of grants implementation by the CSOs conducted. Comprehensive report on monitoring and programmatic results of the grantees provided.</li> <li>Narrative and financial reports as per schedules specified in the agreements obtained and verified.</li> <li>Expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensuring their compliance with UNDP policies, including on gender-mainstreaming provided.</li> </ul>	In 21 months after signing contract	11%
<ul style="list-style-type: none"> <li>Monitoring of grants implementation by the CSOs conducted. Comprehensive report on monitoring and programmatic results of the grantees provided.</li> <li>Narrative and financial reports as per schedules specified in the agreements obtained and verified.</li> <li>Expert support in assuring quality of periodical programmatic/monitoring/financial reports of grantees and ensuring their compliance with UNDP policies, including on gender-mainstreaming provided.</li> <li>The final analytical report on the impact of grants project initiatives provided substantive and financial reports submitted.</li> </ul>	In 23 months after signing the contract	11%

#### REPORTING REQUIREMENTS

Upon completion of the assignments the expert will submit progress and final reports based on the results achieved in agreed format stating all actions taken during the assignment to be approved by UNDP “Towards a sustainable access to justice for legal empowerment in the Kyrgyz Republic” Project Coordinator, which will serve as a justification for payments.

#### QUALIFICATION AND COMPETENCY REQUIREMENTS

- Bachelor or higher degree in Public Administration/Business Administration/ Finance and other related fields; Master’s degree in required studies is an asset.
- Experience in grant administration/management/other related fields;
- Practical experience working with Civil Society Organizations.
- Work experience in promoting rights of people with disabilities and gender equality;
- Language skills: fluency in Russian and Kyrgyz,
- proficiency in English is a strong asset.

#### SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

##### Contracts based on lump-sum

- Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. 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 Offer: United States Dollars (US\$)

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>

#### **SCHEDULE OF PAYMENTS**

Within 30 days upon UNDP's acceptance of the services delivered as specified and receipt of invoice;

#### **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.

#### **SECURITY CLEARANCE**

The Consultant/Contractor will be requested to undertake the BSAFE training. These requirements apply for all Consultants, attracted individually or through the Employer.

#### **TRAVEL REQUIREMENTS**

Duty Station: Bishkek with travels to provinces of Kyrgyzstan.

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. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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

- **7 visits to Osh region x 2 working days = 14 working days;**
- **14 visits to Chui region x 1 working day = 14 working days;**

#### **UNDP INPUT**

UNDP will provide the Expert with the following:

- ✓ Security fee is applicable.
- ✓ Access to UNDP office is required.