



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 02/01/2020

Country: KYRGYZSTAN

Description of the assignment: ref. SDG PN 19/038, National Grants Expert

Project name: UNDP Project “Towards a sustainable access to justice for legal empowerment in the Kyrgyz Republic”

Period of assignment/services: 200 effective person days (within January 2020-December 2021).

Proposal Submission Address	United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic Receipt of bids will be made only during working hours from 09.00 – 17.00PM Subject: SDG PN 19/038 , National Grants Expert Incomplete proposals will be rejected at the moment of evaluation!
Deadline of Submission	Date and Time: 16 January 2020, 12:00 am (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid ^[1] , please refer to Conditions and Procedures for electronic submission and opening : <ul style="list-style-type: none"> • Official Address for e-submission: tender.kqz@undp.org • Free from virus and corrupted files • Format: PDF files only. • Max. File Size per transmission: <i>10 MB</i>; • Mandatory subject of email for the Technical proposal: “National Grants Expert”; • Virus Scanning Software to be Used prior to transmission; • Time Zone to be Recognized: Kyrgyzstan (GMT+6); • Instruction for Electronic Submission • Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).

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

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

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

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.

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

- *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;*
- *Pactical 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.*

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 or P11 indicating all past experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- c) Copy of ID card;
- d) Copy of diploma/certificate on 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.

Documents with a subject "SDG PN 19/038 "National Grants Expert" should be submitted no later than 10:00am (local time), 16 January 2020 by the address 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

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

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.

Please include all travel-related costs while preparing your financial proposal.

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	Bachelor or higher degree in Public Administration/Business Administration/ Finance and other related fields

2nd stage: Technical Evaluation/Desk Review

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Education, including:		Maximum 50 points, including:
Master's degree in required studies is an asset		50
Experience and skills, including:		Maximum 650 points, including:
Experience in grant administration/management/other related fields: 50 points for each year, but no more than 250 points.		250
Practical experience working with Civil Society Organizations: 50 points for each year, but no more than 100 points.		100
Work experience in promoting rights of people with disabilities and gender equality: 50 points for each year, but no more than 150 points.		150
Knowledge of Russian		50
Knowledge of Kyrgyz		50
Knowledge of English is a strong asset		50

3rd stage: Financial evaluation (according to the method described above):

Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.

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