



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Объявление тендера на услуги индивидуального консультанта

IC 2020-12 National Consultant for quality assurance of the reporting of CAF grantee organizations / IC 2020-12 Национальный консультант по обеспечению качества отчётности организаций-грантополучателей

Date: 27 February 2020

Дата: 27 февраля 2020

Deadline for Submission	Please see more details on e-tendering: https://etendering.partneragencies.org/
Крайний срок подачи	Детали можно найти на портале электронных торгов:
Allowable Manner of Submitting Proposals	<p>e-Tendering Site address: https://etendering.partneragencies.org/</p> <p>Business Unit: KGZ10 Event ID: IC 2020-12</p> <p>Guide for Bidders is available on https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Допустимый способ подачи предложений	<p>Подача через портал электронных торгов Адрес портала: https://etendering.partneragencies.org/</p> <p>Business Unit: KGZ10 Event ID: IC 2020-12 Руководство для Участников тендера доступно по ссылке: https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Information for electronic submission through eTendering	<p>No hard copy or email submissions will be accepted by UNDP/</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>Contact Details for submitting clarifications/questions: procurement.sdg.kg@undp.org</p> <p>Please note that when uploading files, the following restrictions and specifications must be followed:</p> <ul style="list-style-type: none"> • File name can only contain 60 characters. • File name and description cannot contain special characters and letters from other alphabets. It should only contain letters from the English alphabet. • If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several

<p>Информация по подаче предложений через портал электронных торгов</p>	<p>ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.</p> <p>Please read the solicitation documents of the event carefully to ensure that you are meeting the event requirements for document submission. There may be restrictions on the size and format of the uploaded files.</p> <p>ПРООН не будет принимать предложения через электронную почту или нарочно.</p> <p>Подробные инструкции о том, как подать, изменить или отменить заявку в электронной системе торгов, приведены в Руководстве пользователя по системе электронных торгов для участников тендера и в учебных видеороликах, доступных по ссылке: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>Контактные данные для подачи запросов на разъяснение/вопросов. Адрес электронной почты: procurement.sdg@undp.org</p> <p>Обратите внимание, что при загрузке файлов, следующие ограничения и спецификации должны соблюдаться:</p> <ul style="list-style-type: none"> • Имя файла не должно превышать 60 символов. • Имя и описание файла не должны содержать специальные символы и буквы других алфавитов. Они должны содержать только буквы английского алфавита. • При выгрузке большого количества файлов (например, 15 или более) упакуйте файлы в папку ZIP и выгрузите папку вместо того, чтобы выгружать файлы по одному. Вы можете выгрузить несколько папок ZIP, но обратите внимание, что общий размер каждой выгружаемой папки ZIP не должен превышать 50 МБ. <p>Ознакомьтесь с приглашением к участию в конкурсе, чтобы убедиться в соблюдении требований, предъявляемым к подаче документации. Могут существовать ограничения по размеру и формату выгружаемых файлов.</p>
<p>Documents to be included in proposal</p> <p>Документы, которые следует предоставить</p>	<ul style="list-style-type: none"> • Proposal: Resume/CV (including past experience in similar projects) • Signed confirmation of interest and submission of financial proposal form (the form is attached), - Annex 3, Financial Proposal Form • Copy of ID (passport) • Copy of Diploma and required certificates <ul style="list-style-type: none"> • Предложение: Резюме/CV (включая прошлый опыт аналогичных проектов); • Подписанная форма подтверждения заинтересованности и финансового предложения (форма прилагается), - Приложение 3, Форма финансового предложения • Копия паспорта (ID) • Копия диплома и требуемых сертификатов

[TERMS OF REFERENCE for](#)
[National Consultant for quality assurance of the reporting of CAF grantee organizations](#)

Project Name	Strong and Inclusive Parliamentary Democracy Project (SIPD)
Short title of Assignment:	National Consultant for quality assurance of programmatic and financial reporting of the CAF grantee organizations
Contract Type:	Individual Contract
Duty station:	Bishkek, Kyrgyz Republic
Duration of Contract:	240 effective person days (March 2020 – February 2021)

BACKGROUND

UNDP is implementing an integrated assistance project to the Parliament of the Kyrgyz Republic and its stakeholders, seeking to embed institutional accountability, inclusive democracy and realization of the rule of law in Kyrgyz Republic. The project is funded by the Swiss Development Cooperation Agency and administered by UNDP with the overall objective to create a Strong and Inclusive Parliamentary Democracy in the Kyrgyz Republic.

The SIPD project works with a variety of stakeholders and partners at the national level (*Government Office; Government Ministries; Local Self-Governments; Chamber of Accounts; Ombudsman; Civil society actors; Public councils; Parliamentary Committees (3)*), a relationship which is foundational and a key success factor for the project in terms of delivery of specific results. In order to promote accountability and transparency of Parliament through active engagement of civic society and professionals influencing on policy making processes in the country, SIPD established Civic Action Fund. The SIPD project intends to enhance participation of civic society in decision making processes of Parliament through expanding collaboration between them on different layers of issues. Grant support mechanisms are the primary vehicle to deliver assistance to civic initiatives, and creation of a Civic Action Fund (CAF) is envisaged for that purpose. CAF had issued grants to 12 short-term and 4 long-term project initiatives from civic society organizations aimed at parliamentary and government monitoring, contributing to greater inclusion of citizens' needs in decision- and policy-making and promoting innovative solutions for civic education.

At this stage of active engagement of civic society organizations in implementation of wide range of activities, it is critical to assure the quality of their work and assess its impact on the capacity of the organization.

Based on the foregoing, UNDP in Kyrgyzstan intends to hire a National consultant with experience in working with civic society organizations and parliament system, who will monitor and coordinate the project initiatives funded by Civic Action Fund and produce reporting that will contribute to increasing the impact of the project initiatives in building strong and inclusive parliamentary democracy.

OBJECTIVE

Quality assurance of programmatic and financial reporting on project initiatives of the CAF grantees.

SCOPE OF WORK

Under the direct supervision of the Policy Advisor/Project Coordinator and Project Specialist, National consultant on monitoring and coordination of Civic Action Fund grantees will work closely with civic society organizations and the UNDP team towards the success of the following tasks:

1. Coordination of the timely programmatic and financial reporting on the short-term and long-term project initiatives funded by Civic Action Fund;
2. Monitoring of the documentation and activities of the project initiatives in Bishkek and in the regions for quality assurance and ensuring compliance with UNDP grant management;
3. Development of the seminars/workshops for enhancing capacity of grantee organizations in management of grants and financial reporting;
4. Develop regular analytical reports on the progress and quality of the reporting of the grantees;
5. Support the close-out procedures of (seven) short-term project initiatives upon completion;
6. Ensuring the compliance of grantees with branding policies of UNDP in collaboration with Communication Specialist;
7. Develop recommendations for assuring the quality of reporting of grantees;
8. Coordinate and ensure quality of documentations during the close-out phase of five project grants;
9. Develop analytical report on the overall results and achievements of all completed project initiatives of CAF.

FINAL DELIVERABLES

PRODUCTS	DEADLINE	PAYMENT STRUCTURE
Analytical and observational report on the level of quality of the programmatic and financial reporting of grantees submitted	April 25, 2020	20%
Comprehensive report on the implemented work, activities, meetings and workshops with grantees submitted		
Quality assurance report on the annual programmatic and financial reports of the completed project initiatives submitted		
Recommendations for organization and improvement of close-out of project initiatives submitted		
Recommendations for improvement of the programmatic and financial reporting of active short-term and long-term project initiatives submitted	June 20, 2020	20%
Comprehensive monitoring report on the progress of programmatic and financial reporting of the active project initiatives submitted r		
Comprehensive report on the implemented work for enhancing capacity of grantees in management of grants submitted		
Developed and updated visibility materials on CAF project initiatives and results submitted	August 20, 2020	15%
Analytical report on the progress of grantees in programmatic and financial reporting submitted		

Report on the activities conducted for enhancing capacity of grantees prior to close-out short-term project initiatives submitted	October 20, 2020	15%
Analytical report on the opportunities for collaboration of project initiatives with other components of SIPD project submitted		
Analytical report on the mid-year progress of short-term and long-term project initiatives submitted	December 20, 2020	15%
Comprehensive report and recommendations on the quality of the programmatic and financial reporting of grantees submitted		
Comprehensive report on the close-out of the five project grants submitted.	February 20, 2021	15%
Final analytical report on the overall results of the completed project initiatives submitted.		

REPORTING REQUIREMENTS

Upon completion of the assignments, Consultant will submit progress and final reports based on the results achieved in agreed format. Progress and final reports to be approved by the Policy Advisor/Project Coordinator which will serve as a justification for payments.

QUALIFICATION AND COMPETENCY REQUIREMENTS

- Minimum bachelor's in public administration or business administration or finance or other related fields. Master's Degree is an asset;
- At least 1 year of experience in grant administration, development of analytical materials or other related fields;
- Practical experience in work with Parliament, Government and other international/public institutions is a strong asset;
- Language skills: fluency in Russian and Kyrgyz, proficiency in English is an asset.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Contracts based on lump-sum

- **Lump-sum contract**

Preferred Currency of Offer: United States Dollars (US\$)

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).

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

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.

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.

INOCAULATIONS/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.

TRAVEL REQUIREMENTS

No trips are envisaged.

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.

SECURITY CLEARANCE

The National Expert will be requested to undertake BSAFE safety courses before travelling

UNDP will provide the Expert with the following:

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

EVALUATION/ОЦЕНКА

Offer errors will be evaluated based on the methodology of cumulative analysis/ Оценка будет основана на методе кумулятивного анализа.

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 point 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:

$P=Y*(L/Z)$, 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

Контракт индивидуального консультанта присуждается лицу, чье предложение было оценено и определено как

а) отвечающее требованиям/соответствующее/приемлемое и

б) получившее максимальный кумулятивный балл из заранее определенных технических и финансовых критериев, указанных в данном тендерном документе.

Общая оценка=техническая оценка + финансовая оценка

Мера технических критериев - 70%, 700 максимальных баллов.

Мера финансовых критериев - 30%. 300 максимальных баллов.

Только кандидаты, получившие минимум 490 баллов из 700 баллов в технической оценке, будут рассмотрены для финансовой оценки, при этом для расчетов будет применена следующая формула:

$P=Y*(L/Z)$, где

P =баллы за оцениваемое финансовое предложение

Y = максимальное количество баллов за финансовое предложение

L = минимальное финансовое предложение

Z = цена рассматриваемого финансового предложения

The selection of candidates will be done in 3 stages/Отбор кандидатов будет проходить в 3 этапа:

1st stage/1-й этап: 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/ **Перед** детальной оценкой все заявки будут тщательно проверены на соответствие критериям приемлемости (минимальным требованиям к квалификации), как указано в ТЗ, используя критерий соответствует/не соответствует (требованиям).

Eligibility Criteria/ Критерии приемлемости	
1	Minimum bachelor's in public administration or business administration or finance or other related fields. / Степень бакалавра в области государственного управления, делового администрирования, финансов или в других смежных областях.
2	Minimum 1 year of experience in grant administration, development of analytical materials or other related fields / Минимум 1 год опыта в управлении грантами, разработке аналитических материалов или других смежных областях.

2nd stage/2-й этап: Technical Evaluation of technical proposals – desk review.

Short-listed candidates will be evaluated based on the following criteria/ **Техническая оценка** предложений – на основе проверки документов:

Criteria/Критерии	Weight/ Мера	Max. Point/ Максимальный балл
Technical evaluation/Техническая оценка:	70%	700
Master's in public administration or business administration or finance or other related fields. / Степень магистра в области государственного управления, делового администрирования, финансов или в других смежных областях.		25
Experience in grant administration, development of analytical materials or other related fields, 100 points per each year above minimum, but no more than 200 points / Опыт в управлении грантами, разработке аналитических материалов или других смежных областях, 100 баллов за каждый год больше минимума, но не более 200 баллов		200
Practical experience in work with Parliament, Government and other public institutions, 100 points per each year, but no more than 400 points/ Практический опыт работы с Парламентом, Правительством и другими государственными учреждениями, 100 баллов за каждый год, но не более 400 баллов		400
Language skills/знание языков: Fluency in Russian/ Свободное владение русским языком 15 points – not easily		30

30 – easily 15 баллов – не легко 30 баллов – легко		
Language skills/ знание языков: Fluency in Kyrgyz/ Владение кыргызским языком 15 points – not easily 30 – easily 15 баллов – не легко 30 баллов – легко		30
Language skills/ знание языков: Fluency in English is an asset/ Владение английским языком преимущество 10 points – not easily 15 – easily 10 баллов – не легко 15 баллов – легко		15
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation/ Только кандидаты, получившие минимум 490 баллов из 700 баллов в технической оценке, будут рассмотрены для финансовой оценки.		
Financial/ Финансовая оценка	30%	300

3rd stage/3-й этап: Financial evaluation (according to the method described above)/Оценка финансового предложения (согласно методу, указанному выше)

Only candidates obtaining a minimum of 490 from 700 point 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:

$P=Y*(L/Z)$, 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

Только кандидаты, получившие минимум 490 баллов из 700 баллов в технической оценке, будут рассмотрены для финансовой оценки, при этом для расчетов будет применена следующая формула:

$P=Y*(L/Z)$, где

P=баллы за оцениваемое финансовое предложение

Y= максимальное количество баллов за финансовое предложение

L= минимальное финансовое предложение

Z= цена рассматриваемого финансового предложения

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting/Только кандидаты, получившие самый высокий кумулятивный балл на базе оценки технического и финансового предложений будет рекомендован для заключения контракта.

Approved by/ Одобрено

Approver	Signature
Erkina Urazbaeva, UNDP Programme Officer/Team Leader	Erkina Urazbaeva