

Terms of Reference

Position	National business consultant on SME work in UNDP
Project number and name	0113465 - Partnering for building a national SDG Platform
Type of Contract	Individual Contract
Duty Station	Home-based in Nur-Sultan
Contract duration	6 months (60 working days)

Background:

COVID-19 spread has not yet past its apex in many countries, including Kazakhstan. However, it is already evident that the magnitude of its impact on all aspects of life will be unprecedented. Looming large is the imminence of the global economic downturn, and the associated contraction of national economies, rise in unemployment, market volatility, and social hardship. Effective policies are essential to mitigate domestic shocks; while measures to contain the spread, save lives, and maintain continuity in the economy, are an important investment in long-term human and economic welfare. Even though the government of Kazakhstan is implementing tight measures to contain the spread of the COVID-19, the restrictions placed on businesses, in particular small and medium enterprises (SMEs), are likely to compromise the financial health of firms, and the ability of households to repay loans.

Rationale:

To support the Government of Kazakhstan on its way of recovery from COVID-19 pandemic, UNDP jointly with other development partners and the Government is planning to launch a dedicated project, which will focus on immediate, medium-term and long-term support to the Government. It is planned that one of the project's components will focus on streamlining online business support services to SMEs most affected by COVID-19, which will lead to quick restructuring of SMEs to adopt the post-COVID-19 reality.

Objective:

UNDP is looking for a National business consultant for the Individual Contract to manage work with SMEs within a dedicated project.

Scope of work:

- 1) Implement a component on working with SMEs of the project. Ensure interaction between partners and coordinate ongoing activities in a way that will prevent duplication of work;
- 2) Suggest effective measures for the development of SME sector and/or strategies for maintaining and restoring the sector after COVID-19 pandemic;
- 3) Coordinate the workflow between national partners (Ministry of National Economy, Ministry of Labor and Social Protection, Baiterek, Damu, Atameken and others), development partners and business associations, with potential involvement of government and quasi-government organizations;
- 4) Coordinate and manage the organization of events envisaged in the assignment (during the period of assignment, there should be not less than 4 events, including trainings/workshops to SME actors);
- 5) Coordinate work on SMEs survey that UNDP launched, this includes reviewing the interim reports from the consulting company that is running the survey, guiding the consulting company as needed to deliver results under the contracts;
- 6) Based on the results of the socio-economic research and suggested recommendations by the consulting company, propose ways to implement them and necessary partnerships;
- 7) Prepare materials (through the analysis of international best practices and situation in Kazakhstan) for the bilateral or multilateral meetings with potential development partners to develop effective and innovative schemes / tools for supporting SMEs;
- 8) Develop and implement a communication strategy on working with SMEs by closely liaising with development partners' communication units;
- 9) Ensure that all duties assigned to the Business Consultant are completed within the specified time frames to a high quality and in line with the policies, procedures and objectives of UNDP.

Expected results and payments:

#	Deliverables	Estimated Duration	Deliverable due date	Reports to	Payment terms
1	<p><u>Inception report</u> in Word Format in English language for the development partners and in Russian language for the national counterparts. The inception report should not be more than 40 pages and should include the following blocks:</p> <ul style="list-style-type: none"> a) List of effective measures for the development of SME sector and/or strategies for maintaining and restoring the sector after COVID-19 pandemic; b) Proposition of ways and necessary partnerships to implement recommendations of the socio-economic impact research prepared by the UNDP hired consulting company; c) Analysis of international best practices and situation in Kazakhstan and suggestion of effective and innovative schemes/tools for supporting SMEs in Kazakhstan (not less than 5); d) Communication Strategy (which should be developed by means of close collaboration with the communication units of development partners); e) Status of the work progress on the establishment of G4B platform by Atameken; f) <u>Summary of work done:</u> <ul style="list-style-type: none"> • <u>Number of meetings</u> held during the inception phase (the annexes to this section should include the following: <ul style="list-style-type: none"> a) Minutes of meetings – according to the template that will be provided by the Project Manager); • <u>Number of events organized</u> (the annexes to this section should include the concept of the event, the 	20 working days	not later than 27 August 2020	Project Manager	30% upon the inception report provided and act of acceptance is signed

	program of the event, the list of participants, the briefing notes of UNDP management and a summary of the event)				
2	<p>Intermediate report in Word Format in English language for the development partners and in Russian language for the national counterparts. The intermediate report should not be more than 30 pages and should include the following blocks:</p> <ul style="list-style-type: none"> a) Progress achieved on the communication strategy developed in the inception report, including description of actions taken, number of posts in the social media, description of any videos filmed, partners involved, etc.; b) Status of the work progress on the establishment of G4B platform by Atameken; c) <u>Summary of work done for the period of 27 August 2020 – 22 October 2020:</u> d) <u>Number of meetings</u> held (the annexes to this section should include the following: a) Minutes of meetings – according to the template that will be provided by the Project Manager); e) <u>Number of events organized</u> (the annexes to this section should include the concept of the event, the program of the event, the list of participants, the briefing notes of UNDP management and a summary of the event) 	20 working days	not later than 22 October 2020	Project Manager	30% upon the intermediate report provided and act of acceptance is signed
3	<p>Final report in Word Format in English language for the development partners and in Russian language for the national counterparts. The final report should not be more than 60 pages and should include the following blocks:</p> <ul style="list-style-type: none"> a) Status of the work progress on the establishment of G4B platform by Atameken; 	20 working days	not later than 11 December 2020	Project Manager	40% upon the Final report provided and act of acceptance is signed

	<p>b) Status of actions a)-c) provided in the inception report;</p> <p>c) <u>Summary of work done for the period of 22 October 2020 – 11 December 2020:</u></p> <ul style="list-style-type: none"> • <u>Number of meetings</u> held (the annexes to this section should include the following: a) Minutes of meetings – according to the template that will be provided by the Project Manager); • <u>Number of events organized</u> (the annexes to this section should include the concept of the event, the program of the event, the list of participants, the briefing notes of UNDP management and a summary of the event) <p>d) Progress achieved on the communication strategy developed in the inception report, including description of actions taken, number of posts in the social media, description of any videos filmed, partners involved, etc.</p>				
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Institutional arrangements:

- Consultant ensures timely and rational planning, implementation of activities and achievement of results in accordance with the ToR;
- If necessary, the Consultant provides consultations for the project team during the entire period of the ToR;
- Consultant is responsible for the quality of the materials and communications prepared under the ToR;
- Consultant ensures unconditional fulfillment of the requirements of the Individual Contract.

Minimum qualification requirements:

- 1) High education in finance, business or economics; Master's degree or PHD would be a strong asset.
- 2) Demonstrated experience in public finance, macro-economic analysis as a minimum of 6 years;
- 3) At least 5 years of proven experience in working with government institutions, preferably with the economic and financial institutions is desirable;
- 4) Proven communication and advocacy skills, and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders;
- 5) Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships;
- 6) Strong written and spoken communication skills;
- 7) Excellent communication and presentation skills
- 8) Ability to work to tight deadlines;
- 9) Excellent computer skills to with an ability to use information technology as a tool and resource.
- 10) Professional level English, Russian. Knowledge of Kazakh would be an asset;

Duration: The Individual Contract (IC) is awarded for a period of **6 months starting from mid-July 2020** to perform all expected deliverables as specified in the «Expected Results». Performance under IC begins as Contract is awarded and completes according to the deadlines specified above. Once received the reporting documents from the Consultant, the respective Project Manager/Programme Officer provides comments/recommendations and confirmation of works acceptance within 5 days.

Duty Station and Qualifications: Nur-Sultan. The work can be done/completed outside the office, however, some visits in the office for coordination purposes might be required, but not on a daily basis.

Scope of price proposal and schedule of payments:

The financial proposal in KZT shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount, including daily fee, number of anticipated working days and other necessary needs.

Recommended presentation of the Offer:

The following documents only in PDF should be attached to the application (proposal) and sent by e-mail to the following address: procurement.kz@undp.org **indicating Ref.2020-085** in the e-mail subject **no later than 16.00 (Nur-Sultan time zone) 6 July, 2020:**

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. Detailed personal CV, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided;
4. Copies of diploma / s.

Criteria for selection of the best offer

Individual consultants will be evaluated based on cumulative method of taking into consideration the combination of the applicant's qualifications and financial proposal.

The award of the contract should be made to the individual contractor whose offer has been evaluated and determined as:

Responsive/ compliant/ acceptable; and having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation,

- Technical criteria weight (70%);
- Financial Criteria weight (30%).

Criteria	Weight %	Min.passing points	Max. Points
1. High education in finance, business or economics;	20%	70	100
2. Demonstrated experience in public finance, macro-economic analysis as a minimum of 6 years	20%	70	100
3. At least 5 years of proven experience in working with government institutions, preferably with the economic and financial institutions is desirable	30%	105	150

4. Professional level English, Russian. Knowledge of Kazakh would be an asset	15%	52.5	75
5. Interview with candidates	15%	52.5	75
TOTAL	100%	350	500

Technical evaluation:

The candidates will be assessed based on their qualifications during technical evaluations. Five top candidates who received the highest points during assessment of qualifications (1-4), will be invited for the interview (5), which is a part of the technical evaluation.

Only the highest ranked candidates who received a score of at least 350 points (70%) upon the result of the technical evaluation will be admitted to the financial assessment.

JOB DESCRIPTION AUTHORISATION		
Supervisor <i>Aigerim Yegemberdiyeva/Project Manager</i> Name/Title	<i>Aigerim Yegemberdiyeva</i> Signature	Date 25-Jun-2020
Programme officer <i>Irina Goryunova/Assistant Resident Representative</i> Name/Title	<i>Irina Goryunova</i> Signature	Date 25-Jun-2020