



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19.10.2020

REF No.: IC/012/20

Country: Uzbekistan

Description of the assignment: International Consultant on Business Process Re-engineering (BPR) Capacity Building

Project name: Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan

Period of assignment/services (if applicable): 60 working days within 7 months (December 2020 – June 2021)

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than end of November 04, 2020** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=94753 (cut and paste into browser address bar if the link does not work).

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=71710 (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (November 04, 2020) will not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

"Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan" is a joint project of the Ministry of Justice of the Republic of Uzbekistan and the United Nations Development Programme (UNDP), funded by the European Union. The overall goal of the project is to improve the quality of life of vulnerable sectors of the population in rural areas – such as women, youth and children, the elderly and people with disabilities – by enhancing their access to public services, and the quality of their provision. Equally, the project aims to strengthen citizen participation in the decision-making processes at the local level and increase their access to information, effectively increasing the transparency of the local governance system.

Within the Activity 3.2, Streamline provision of at least 10 public services through PSCs in five (5) pilot regions. A functional analysis combined with a business process re-engineering exercise will be implemented in five pilot regions to streamline at least ten public services delivered through the PSCs. Selection of the ten services will be based upon the results of the preceding activity (3.1). In addition it will have activities to improve BPR skills and efforts to use this in most effective way.

International Consultant on Business Process Re-engineering Capacity Building will be delivering the strategic guidance on implementation of all the project initiatives related to BPR Capacity Building of government officials within the process of public services delivery in Uzbekistan.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree in Management, Political Science, Public Administration, International Relations, IT, Economics, Social Sciences, Administration, Law or related fields.

II. Years of experience:

- At least overall 5 years of relevant professional experience performing a similar technical assistance role on BPR in government and private companies and from this minimum 3 years in public service with application of BPR;
- Experience of working at the government and international organizations, good understanding of public private partnerships;

- Experience of development manual, guide or instructions
- Experience with training and development in challenging and transitional environments.

III. Competencies:

- Excellent analytical and interpersonal skills including oral and written communication;
- Strong research, data analysis and reporting skills;
- Solid knowledge of modern business processes modeling notations;
- Demonstrated programme management skills including results-based orientation, preparation of work plans, monitoring and evaluation and leading cross-cultural teams;
- Previous experience working in transition environments would be an advantage;
- Previous experience in performing a similar role in UNDP would be an advantage.

IV. Language requirements:

- Fluency in written and spoken English. Knowledge of Russian would be an advantage

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- (ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed **a Personal History Form (P11 form)** before contract issuance
- (iii) Provide a detailed action plan on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. 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 (Annex 3).

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

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).

#	Deliverables	Timeframe	Payment
1	Capacity needs assessment report for BPR in public service delivery in Uzbekistan prepared and accepted by Supervisor	February 1	50%
2	Developed manual for government officials on effective and efficient usage of BPR in public service delivery prepared and accepted by Supervisor	March 10	
3	Developed online training module (3 hour) for the government officials on BPR tools in public service delivery prepared and accepted by Supervisor	April 10	
4	Report on conducted 3 days training session for the 12-15 government officials and learning hour for the UNDP Uzbekistan projects on BPR tool, best practice cases of its usage in government and private sectors with the focus to the public service delivery prepared and accepted by Supervisor	May 15	50%
5	Final report with recommendations of the 3 international institutions with best training courses on BPR training and concept note of study tour to learn up practical implementation of BPR mechanisms of one of EU countries prepared and accepted by Supervisor	June 15	

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

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant 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.

* Technical Criteria weight; [50 points]

* Interview Criteria weight; [20 points]

* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 70 % of the technical score would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none">Familiar and experience of BPR Work experience in years:<ul style="list-style-type: none">5 - 6 years - 56 - 7 years – 108 and more years – 15	15%	15
<i>Familiar and experience of application of BPR in public service delivery.</i> <i>Number of services:</i> <ul style="list-style-type: none">1-3 services - 54-6 services – 107 and more services – 15	15%	15
<i>Familiar and experience of conducting trainings</i> <i>Number of trainings:</i> <ul style="list-style-type: none">1-3 topics of trainings - 64-6 topics of trainings – 87 more topics of trainings – 10	10%	10
<i>Familiar and experience of development manuals or similar document</i> <i>Number of manuals:</i> <ul style="list-style-type: none">1 manual - 62 manuals – 83 more topics of trainings – 10	10%	10
<u>Interview</u> <ul style="list-style-type: none">Poor - 5Satisfactory - 10Good - 15Very good – 20	20%	20
<u>Financial offer</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL