



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 December 2020

Country: Republic of Kazakhstan

Description of the assignment: Individual Research and Knowledge Management International Consultant

Project name: Institutional support to the regional hub of civil service in Astana

Period of assignment/services (if applicable): January 2021 – December 2023 (up to 160 workdays annually).

Proposal should be submitted through UNDP e-tendering.

Any request for clarification must be sent by standard electronic communication to the following e-mail: procurement.kz@undp.org and in e-mail subject please indicate **Query_Ref.2020-136**. The procurement unit will respond by standard electronic mail, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Astana Civil Service Hub (ACSH), is an initiative of the Government of Kazakhstan and the United Nations Development Programme (UNDP), established in March 2013, and implemented by UNDP Kazakhstan and the Agency for Civil Services Affairs under the President of the Republic of Kazakhstan. It is a multilateral institutional platform for continuous exchange of knowledge and experience in the field of public administration and civil service development, through fostering partnerships, providing capacity building and peer-to-peer learning activities and evidence-based solutions, as well as through publication and dissemination of comparative analyses and studies on the latest developments in public administration and civil service reform and public service delivery. The geographical range of participants currently encompasses 42 countries and more than 70 institutions, demonstrating that partnership for public service excellence remains a salient need.

ACSH is entering into its next phase, for the period of three years (2021-2023). Thus, it is interested to not only continue its successful trajectory in implementing demand-driven activities - on public administration and civil service reform, public service delivery and e-government, and on innovation and transformation processes in the public sector – but also to further advance and refine its knowledge products. In this context, ACSH is planning to engage a research and knowledge management consultant, who may contribute to this endeavour.

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

To provide substantive input to knowledge management activities and to actively contribute to the development of Knowledge products pertaining to studies and analyses of public administration and civil service reform and development and public service delivery enhancement, for UNDP/ACSH, as a part of its knowledge management component.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- At least master's degree in political science, public administration, public policy, management, political economy or in any other relevant social science field;

Experience:

- At least ten years of relevant professional experience performing a similar assistance and knowledge products development and publication role in the areas of governance, public administration, and civil service reform, and change management; previous experience in performing a similar role for UN will be considered an advantage;
- At least five years in an international development role managing international programmes and/or projects in governance, public administration, and civil service reform, and/or or public service delivery; relevant experience in Central Asia and the Caucasus and/or in transition countries;
- Proven experience of resource mobilisation for funding projects by development aid organisations, etc;
- Wide-ranging experience in development projects' implementation at the regional level; preferably in transition environments;
- Proven experience in the preparation and publication of public administration related research papers, reports, case studies and books, among other;
- Proven high-level knowledge and experience in providing expert advisory and/or consultancy services in the area of public administration and civil service reform;
- Experience in the Human Resources Management field;
- Analytical programme management skills to perform results-based monitoring and evaluation of substantive activities;

Language:

- Excellent command of the English language is required; knowledge of other UN languages will be considered an advantage.

4. COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing skills;
- Ability to plan, organize, implement and report on work;

- Ability to think and act strategically;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents **in PDF** to be attached to the Offer:

- a) Duly accomplished Offeror's Letter to UNDP confirming interest and availability for the Individual contractor (IC) assignment and Annex 2 "Breakdown of Costs Supporting the Final All-Inclusive Price" using provided UNDP template; the document should be provided separately from other required below documents;
- b) Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) of the Offeror;
- c) Brief description of why prospective candidate considers him/her/self as the most suitable for the assignment (maximum 300 words);
- d) Other documents certifying the work experience, expertise, education, and skills (qualification improvement certificates\diplomas, awards, etc.);
- e) Link/s to publication of public administration related research papers, reports, case studies and books.

ONLY fully submitted applications would be considered for evaluation!!!

5. FINANCIAL PROPOSAL

- **all-inclusive daily fee in USD**

The consultant is expected to accompany his/her application with a financial offer taking into account the following: an all-inclusive daily fee for the full duration of this assignment (480 work days) and relevant costs for travelling* up to eighteen (18) times between his/her home base and Kazakhstan, Nur-Sultan: round trip air-ticket, living allowance and other travel related costs.

** 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. The living allowances should be lower or equal to UN daily subsistence allowances, but under no circumstance should they be higher.*

6. EVALUATION

Individual consultants will be evaluated based on **Combined Scoring method** – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%:

- Step I: Preliminary evaluation of offers (ONLY fully and timely submitted applications would be considered for shortlisting);
- Step II: Shortlisting;
- Step III: Technical Evaluation = 700 points, which consists of technical Scoring - 500 points and interview – 200 points;
- Step IV: Financial Evaluation = 300 points.

Step II: Shortlisting (Pass/fail)

Applications will be shortlisted and only applicants meeting the mandatory criteria:

- At least master's degree in political science, public administration, public policy, management, political economy or in any other relevant social science field;
- At least ten years of relevant professional experience performing a similar technical assistance and knowledge products development and publication role in the areas of governance, public administration, and civil service reform, and change management;
- At least five years in an international development role managing international programmes and/or projects in governance, public administration, and civil service reform, and/or or public service delivery;
- Relevant experience in Central Asia and the Caucasus and/or in transition countries;

Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the candidates. Only top 5 high scored candidates obtaining a minimum of 70% (350 points) of the maximum obtainable points for the technical criteria (500 points) shall be invited for the interview.

Technical scoring – 500 points in total:

Criteria	Maximum points	Assessment
At least Master's degree in political science, public administration, public policy, management, political economy or in any other relevant social science field	50	Master = 35; PhD = 50
Relevant professional experience in an international development role managing international programmes and/or projects in governance, public administration, and civil service reform, and/or or public service delivery;	150	5 years = 105; 6-10 years = 120; more than 10 years = 150
Relevant professional experience performing a similar assistance and knowledge products development and publication role in the areas of governance, public administration, and civil service reform, and change management; previous experience in performing a similar role for UN will be considered an advantage;	160	10 years = 105; 11-15 years = 120; more than 15 years – 150; 10 points for performing similar role in UN
Experience in the Human Resources Management field	25	Experience in the Human Resources Management field = 25; lack of experience = 0
Proven experience of resource mobilisation for funding projects, organisations, etc;	25	Proven experience = 25; lack experience = 0
Experience in development projects' implementation at the regional level; preferably in transition environments	25	Proven experience = 20; in transition environments = 25; lack experience = 0
Proven experience in the preparation and publication of public administration related research papers, reports, case studies and books, among other;	25	Proven experience = 25; lack experience = 0
Language skills	40	English = 30; 2 additional points up to 10 for every

		additional UN language on working proficiency level
TOTAL	500	

Interview max 200 points:
Only candidates obtaining a minimum of 70% (140 points) of the maximum obtainable points (200 points) during the interview shall be considered for the financial evaluation.

Step IV: Financial evaluation – 30% = 300 points:
The following formula will be used to evaluate financial proposal:
Lowest priced proposal*300 points/price of the proposal being evaluated.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable and (b) having the highest score out of the set of weighted criteria: technical (70%) and financial (30%).

APPROVED BY:

Konstantin Sokulskiy
Head of the Governance Unit

Signature: *Konstantin Sokulskiy*
Date: 30 December 2020

Dana Amanova
Operations Manager

Signature: *Dana Amanova*
Date: 30 December 2020

Bakyt Zhuzembay

Nelly Pereverstova

ANNEXES**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**