

TERMS OF REFERENCE

Position:	Local Expert on supporting the formation of the functions of central government bodies
Project number and title:	00106784, Assistance in improving the system of public administration in the Republic of Kazakhstan
Contract type:	Individual Contract (IC)
Duration:	April - August 2021
Duty Station:	Nur-Sultan, Ministry of National Economy of the Republic of Kazakhstan

Background Information:

In order to create a compact and effective government in Kazakhstan, as well as to streamline and improve the efficiency of its public administration, the Government is currently undertaking several initiatives to accomplish its strategic goals. Consequently, the Ministry of National Economy has embarked on several projects that will contribute to these reforms. In 2017, the Ministry completed a review of functions performed by 10 ministries that resulted to the transfer of a considerable number of functions from the central government to lower levels of government. Since 2018, the Ministry jointly with UNDP implementing a review of functions performed at the oblast level government public administrations and as well as in the cities of republican significance.

Considering that now thousands of functions are performed by the central, regional, and local governments in Kazakhstan, since 2018 a comprehensive inventory – a Register - of all state functions performed by all levels of government in the country has been developed. It is expected that this initiative will not only systematically record all functions in one database, but it will also rationalize them by classifying functions along some relevant pre-defined criteria to be used in several ways with respect to assign functions to various levels of government.

A major objective of this assignment is to provide technical support for the formation of a register of state functions, which will be used as a reference of all government functions and activities at the central, regional, and local levels.

Scope of Services:

1. Provision of technical support for the collection and processing of data on the functions of central government bodies in cooperation with the Public Administration System Development Department MNE RK;
2. Providing support for the collection and processing of information on international experience at the stage of determining the types, "value" for central government agencies;
3. Provision of technical support for finalizing information on the functions of central government bodies based on the comments of the MNE RK;
4. Provision of technical support in defining the roles of central government bodies together with the Public Administration System Development Department MNE RK;
5. Provision of technical support for the analysis of business processes of central government bodies in coordination with the Public Administration System Development Department MNE RK.

Expected Deliverables:

The Expert is to provide monthly progress reports on accomplishing her/his tasks according to the schedule outputs below:

#	Deliverables/ Outputs	Timeframes	Percentage of Payment	Review and Approvals Required
1	Provision of technical support for the collection and processing of data on the functions of central government bodies in cooperation with the Public Administration System Development Department MNE RK;	30 April 2021	20 %	UNDP Head of Governance Unit
2	Providing support for the collection and processing of information on international experience at the stage of determining the types, "value" for central government agencies;	31 May 2021	20 %	
3	Provision of technical support for finalizing information on the functions of central government bodies based on the comments of the MNE RK;	30 June 2021	20%	
4	Provision of technical support in defining the roles of central government bodies in together with the Public Administration System Development Department MNE RK;	30 July 2021	20%	
5	Provision of technical support for the analysis of business processes of central government bodies in coordination with the Public Administration System Development Department MNE RK.	31 August 2021	20%	

The progress reports will be reviewed and eventually accepted by the UNDP Head of Governance Unit in accordance with the ToR.

Institutional Arrangements:

The expert will work in close cooperation with UNDP under the direct supervision of the UNDP Head of Governance Unit and the MNE RK.

Duration:

The Individual Contract (IC) is awarded for a period of April – August 2021, to perform all expected deliverables indicated in Terms of Reference by the contractor. The expert should start providing the

services from the moment of signing the contract; the expert should submit the results by the specified deadlines and complete his services no later than the end date of the contract.

Duty Station:

Ministry of National Economy of the Republic of Kazakhstan (MNE RK). Address: Republic of Kazakhstan 010000, Nur-Sultan city, Mangilik El avenue 8, 7th entrance.

Scope of Price Proposal and Schedule of Payments:

The financial proposal in KZT shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The financial proposal will include a breakdown of this lump sum amount and must include the cost of the daily rate, the number of working days required to complete the work and any other costs associated with the performance of this assignment. Payment will be made in instalments after the submission of the required reports by each deliverable, upon certification of satisfactory performance by the UNDP Head of Governance Unit and MNE RK.

Expert's responsibility and accountability:

- Works under the direct supervision of the UNDP Head of Governance Unit;
- Ensures timely and high-quality fulfillment of the requirements of the ToR;
- Ensures the unconditional fulfillment of the requirements stipulated in the contract and the general conditions for the contract and terms of reference;
- Bears full responsibility for the accuracy and legality of the information provided and for the timely provision of reports;
- Collaborates with national project partners;
- The expert is not entitled to provide the results of the research to third parties;
- All rights belong to UNDP and the Ministry of National Economy;
- Availability of the necessary equipment to perform the services specified in the TOR.

Required Skills and Experience (qualification requirements):

- Bachelor's degree in public administration, economics, law, business administration or related sciences;
- At least 2 year of work experience; and experience with big data is an asset;
- Work experience in project management, jurisprudence, consulting is an advantage;
- Excellent analytical, communication skills;
- Excellent Microsoft Excel skills;
- Excellent knowledge of Kazakh and Russian languages.

Recommended Presentation of Offer:

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

- Duly accomplished Letter of Confirmation of Interest and Availability; Financial Proposal that indicates the all-inclusive fixed professional daily fee, supported by a breakdown of costs, as per UNDP template attached;
- Personal CV indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- Documents certifying education and skills (certificates\diplomas, awards, etc.).

CRITERIA FOR SELECTION OF THE BEST OFFER:

The candidates will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Criteria	Weight, %	Min. pass score	Max. score
Bachelor's degree in public administration, economics, law, business administration or related sciences: <i>bachelor's degree - 105 points; master's degree and above - 150 points.</i>	30%	105	150
At least 2 year of work experience; and experience with big data is an asset: <i>2 years - 140 points; 3 - 5 years - 160 points; 6 and above - 200 points.</i>	40%	140	200
Work experience in project management, jurisprudence, consulting is an advantage: <i>1-2 years - 35 points; 3 and above - 50 points.</i>	10%	35	50
Excellent knowledge of Kazakh and Russian languages - 70 points; Excellent knowledge of Kazakh, Russian and English - 100 points.	20%	70	100
Total	100	350	500

Only candidates obtaining a minimum of 350 points would be considered for the Financial Evaluation

APPROVED BY:

Konstantin Sokulskiy
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Head of Governance Unit

Date: 18-Mar-2021