



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 March 2021

Country: Republic of Kazakhstan

Description of the assignment: Local Expert on supporting the formation of the functions of central government bodies

Project name: Assistance in improving the system of public administration in the Republic of Kazakhstan

Period of assignment/services (if applicable): April – August 2021

Proposal should be submitted to the following address: procurement.kz@undp.org indicating Ref.2021-014 in the e-mail subject no later than 11.00 a.m. 2 April 2021:

Any request for clarification must be sent by standard electronic communication to the following e-mail: procurement.kz@undp.org copying meruyert.bolyssayeva@undp.org and in e-mail subject please indicate **Query_Ref.2021-014**. 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

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.

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

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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Bachelor's degree in public administration, economics, law, business administration or related sciences;

Experience:

- 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;

Language:

- Excellent knowledge of Kazakh and Russian languages;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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.).

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

5. FINANCIAL PROPOSAL

- **Lump-sum amount**

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.

6. EVALUATION

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 <i>Kazakh and Russian languages - 70 points;</i> Excellent knowledge of <i>Kazakh, Russian and English - 100</i>	20%	70	100

<i>points.</i>			
Total	<i>100%</i>	<i>350</i>	<i>500</i>

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

APPROVED BY:

Ali Saeed
Head of the Procurement Unit

Signature: *Ali Saeed*
Date: 18-Mar-2021

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

Mernyert Bolyssayeva