



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24.03.2021

REF No.: IC/007/21

Country: Uzbekistan

Description of the assignment: International Consultant on Local Governance

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

Period of assignment/services (if applicable): 90 working days within one year and nine months (April 2021 -December 2022) (home based and at least 3 visits to Uzbekistan by 5 w/days each)

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 April 15, 2021** (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=97873 (cut and paste into browser address bar if the link does not work).

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.

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=76696. (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 (April 15, 2021) 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 are 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.

In 2020 according to annual work plan IPSD prepared several analytical reports and policy papers, drafts of legislative acts in local governance.

- One analytical report was prepared by PricewaterhouseCoopers (PwC) based on the results of a functional analysis of district khokimiyats (local executive authority) in 5 pilot districts of the country - Bakhmal, Dehkanabad, Sariosiyo, Khavast districts and Nurafshon city. The report determined that the main drawbacks in provision of public services by district khokimiyats are linked to their corporate culture, which is not oriented towards providing public services to the population and businesses according to their needs. As local government policies are driven more and more by the logic of decentralization and taking into account the experience of the EU countries, it is proposed to implement a conceptually new and improved organizational structure of the khokimiyats.
- The lack of accountability of khokimiyats to citizens and their representative bodies (elected councils) strengthens their power and discretion at the local level. The dramatically increasing number of regulations mentioning khokimiyats also provides them additional functions in many areas of activity. Due to the lack of accountability links and clarity in the division of power, excessive authority has been concentrated in the hands of the executive branch (primarily khokimiyats), which results in excessive influence of khokimiyats in all aspects of life of the territories. Therefore, in order to increase accountability and legitimacy of khokims of regions, districts and cities, it is proposed that they become elected public positions and appropriate changes are made to the Law of the Republic of Uzbekistan "On

Local Government" and other relevant legislative acts.

- Widespread establishment of Public Advisory Councils in Uzbekistan started in 2018 after a respective Presidential resolution. Although the PAC under the regional khokimiyats were widely established, there was not much available evidence on their activity. Their bi-annual reports or minutes of the meetings could not be found in khokimiyats' web-sites, and no recollection of conducting public hearings. The draft decisions of khokimiyats are seldom submitted for public discussion before they are adopted. Mechanisms and principles of studying the public opinion prior to important decisions have not been developed.
- The introduction of KPI based systems to increase the accountability of local governments creates opportunities building modern mechanisms to improve performance productivity and efficiency, as well as a more rational distribution of duties, capital resources and their effective use. The IPSD report suggests the following 4 groups of indicators to assess the effectiveness of local governments in Uzbekistan: (1) Official statistics; (2) Indicators of Sustainable Development Goals (SDGs); (3) Appeals of the population and entrepreneurs; (4) Independent Survey Results. These indicators should be consistent with the areas of activity of deputy khokims.
- For the first time in Uzbekistan there were established permanent secretariats of local Councils of People's Deputies, in all districts. IPSD helped to prepare and adopt a Resolution of the Senate of the Oliy Majlis of the Republic of Uzbekistan (№ KQ-161–IV from 17.12.2020) on approval of standard documents of Local Councils of People's Deputies. At the same time, in the legislation of Uzbekistan there is no clear division of functions and powers of the representative and executive branches of local authorities. As a result, the accountability of the executive branch to the representative branch is only formal. The executive branch dominates all other branches of authority in matters of decision-making on vital issues of regional development. There is a need to develop new legislative acts to increase the transparency of activities of local Councils of people's deputies, and to foster the knowledge and skills of deputies of local councils.

In this regard, the project is planning to hire an International Consultant on Local governance, who will support the IPSD team by providing strategic guidance regarding the implementation of all the initiatives related to local governance and public service delivery at the local level.

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 or equivalent in Governance, Public Administration, Economics, Social Sciences, Management, Law or related fields.
- II. Years of experience:
 - ♦ At least 15 years of relevant professional experience performing a similar technical assistance role on Local governance **and relevant** issues.
 - ♦ Experience working at the government and international organizations.
 - ♦ Experience on conduction trainings on local government issues.
 - ♦ Experience in preparation of manual/guideline or similar materials.
 - ♦ Experience in coordination or preparation analytical reports and/or proposals for legislative acts.
 - ♦ Previous work in Uzbekistan or other post-soviet republics is an asset.
- III. Competencies:
 - ♦ Excellent analytical and interpersonal skills including oral and written communication.
 - ♦ Demonstrated programme management skills including results-based orientation, preparation of work plans, monitoring and evaluation and leading cross-cultural teams.
 - ♦ Previous experience in performing a similar role in UNDP would be an advantage.
- IV. Language requirements:
 - ♦ Fluency in written and spoken Russian and English.
 - ♦ Knowledge in Uzbek is an asset.

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	<p>1.1. A policy paper for improvement in the medium term of the local governance framework, based on analysis of the current situation, legislation and functioning of bodies of local representatives and executive powers in Uzbekistan and the most relevant practices in EU countries.</p> <p>1.2. A seminar workshop on decentralization for representatives of local governance institution (seminar in Uzbekistan/online if COVID-19 restrictions).</p>	Not later than July 30, 2021	20%
2	<p>2.1 An evaluation report on 5 selected topics (results-based management, strategic planning, human resource management, participatory budgeting, public oversight) based on review of manuals/guidebooks from EU and other countries.</p> <p>2.2 A training on new public management models for key officials in pilot khokimiyats and other regions (training in Uzbekistan/online if COVID-19 restrictions).</p>	Not later than December 15, 2021	20%

3	<p>3.1. An Analytical Report with practical recommendations for the improvement of interagency cooperation based on best practices of interaction between local government authorities and civil society in EU and other countries.</p> <p>3.2. A Concept note for creation of an on-line platform for civic engagement and public participation to address significant issues related to socio-economic development in the pilot regions, as well as to strengthen the dialogue between khokimiyats and citizens.</p> <p>3.3. A report with practical recommendations based on the rendered support in the formation and development of Public Advisory Councils comprising representatives of civil society, business community, NGOs, experts and others on a voluntary basis in pilot regions.</p>	Not later than April 20, 2022	20%
4	<p>4.1 A report based on the conducted review of international, including EU experience in local public service delivery for vulnerable people, including women, youth, people with the disabilities, elderly, etc.</p> <p>4.2 A presentation for the seminar on best practices of provision of public service delivery to most vulnerable groups of population (seminar in Uzbekistan/online if COVID-19 restrictions).</p>	Not later than July 20, 2022	20%
5	<p>1.1.A final report on provided policy advices in the sphere of enhancement of local governance and improvement of local government institutions in the public service delivery (summary of all tasks).</p> <p>1.2.Final round table discussion with key stakeholders and national partners.</p> <p>1.3.An article/blog on local governance issues in Uzbekistan published in the international mass media (journals, newspapers, Internet, etc.).</p>	Not later than November 30, 2022	20%

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; [60 points]

* Interview Criteria weight; [10 points]

* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<p><i>At least 15 years of relevant professional experience performing a similar technical assistance role on Local governance and relevant issues.</i></p> <p><i>Work experience in years:</i></p> <ul style="list-style-type: none"> ▪ <i>Less than 15 years in not accepted</i> ▪ <i>15-16 years – 12</i> ▪ <i>17 and more years - 15</i> 	15%	15
<p><i>Familiar and experience of conducting trainings</i></p> <p><i>Number of trainings:</i></p> <ul style="list-style-type: none"> ▪ <i>1-3 topics of trainings - 7</i> ▪ <i>4-6 topics of trainings – 8</i> ▪ <i>7 and more topics of trainings – 10</i> 	10%	10
<p><i>Experience in preparation of manual/guideline or similar materials.</i></p> <p><i>Number of manuals manual/guideline or similar materials:</i></p> <ul style="list-style-type: none"> ▪ <i>Less than 2 is not accepted</i> ▪ <i>2 manuals - 9</i> ▪ <i>4 manuals - 12</i> ▪ <i>6 manuals and more - 15</i> 	15%	15
<i>Experience in coordination or preparation analytical</i>	15%	15

<i>reports and/or proposals for legislative acts.</i> <i>Number of years:</i> <ul style="list-style-type: none"> ▪ <i>Less than 3 years is not accepted</i> ▪ <i>3-4 services - 12</i> ▪ <i>5 years of experience and more - 15</i> 			
<i>Fluency in written and spoken Russian and English.</i> <i>Knowledge in Uzbek is an asset.</i> <ul style="list-style-type: none"> ▪ <i>English and Russian - 3</i> ▪ <i>English, Russian and Uzbek – 5</i> 	5%	5	
<u><i>Interview</i></u> <ul style="list-style-type: none"> ▪ <i>Poor - 4</i> ▪ <i>Satisfactory - 6</i> ▪ <i>Good - 8</i> ▪ <i>Very good – 10</i> 	10%	10	
<u><i>Financial offer</i></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