



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 April 2021

Reference Number: IC-2021-030

Country: Republic of Kazakhstan
Description of the assignment: National expert in the field of gender equality and the empowerment of women
Project name: «Comprehensive Programme in the field of “Gender Equality Women Empowerment (GEWE)” and “Ending Violence against Women (EVAW)” in Kazakhstan»
Period of assignment/services: April – December 2021 (189 working days)
Contract Modality: Individual contractor (IC)

Important Note: Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word files and Financial Proposal (Annexes 4 and 5) must be password protected.

Any request for clarification must be sent by standard electronic communication to the e-mail nurlan.tleubayev@undp.org and in e-mail subject please indicate *Request_Ref.2021-030*.

1. BACKGROUND

The United Nations Development Program (UNDP) is a global network of the United Nations that provides gratuitous and non-politicized development assistance to its member states. UNDP has been working in Kazakhstan since the country's independence and operates in the areas of sustainable development, democracy and peacebuilding, climate and resilience to natural disasters. UNDP also promotes the effective mobilization and use of development assistance. UNDP emphasizes gender equality and human rights in all of its activities.

United Nations country structures in Kazakhstan: UNDP, UN-Women, UNFPA, and UNICEF, within the framework of the Comprehensive Program on Gender Equality and the Empowerment of Women and the Elimination of Violence against Women in Kazakhstan, support the Government of Kazakhstan in implementing international commitments, and in particular the recommendations of the Committee on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Human Rights Committee (HRC), the achievement of the Sustainable Development Goals (SDGs) and the commitments under the Beijing Declaration and Platform for Action (BPA), based on the adopted national strategies and action plan for family and gender policy.

Key areas for support include the harmonization of national legislation in line with international standards, strengthening national capacity to adopt and implement adequate policies to eliminate violence against women, promoting gender budgeting and planning, developing dialogue with civil society and promoting rights of vulnerable women in line with the 2030 Agenda “leave no one behind”. Kazakhstan continues to actively interact with UN human rights mechanisms and contributes to UN

efforts to promote gender equality and women's rights, to eradicate violence in the country, and within the framework of the developed three-year program.

The program provides for the development of recommendations to improve the effectiveness of the implementation of family and gender policies, increase the influence of the National Commission on Women and Family and Demographic Policy under the President of the Republic of Kazakhstan to promote gender initiatives, monitor their implementation, interdepartmental coordination of the implementation of family and gender policies, strengthen accountability in the field gender equality and the empowerment of women to improve coherence and gender mainstreaming.

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

The main tasks of the expert: (a) provision of technical assistance and expert and analytical support to the work of the Secretariat of the National Commission for Women Affairs and Family and Demographic Policy under the President of the Republic of Kazakhstan; (b) providing technical support in the implementation of the provisions of the UN Convention on the Elimination of All Forms of Discrimination against Women, the implementation of the Beijing Declaration and Platform for Action, and the recommendations of the UN Committee on the Elimination of Discrimination against Women; (c) assistance in the implementation of the gender strategy "UNDP Kazakhstan 2019-2020", in particular, support of national and non-governmental organizations in promoting gender equality; (d) analysis of institutional, legal and practical mechanisms for protecting the rights of women, especially socially vulnerable, as well as data related to existing or emerging obstacles to the exercise and realization by women of their rights in civil, economic, social, cultural or any other area on an equal basis with men, developing recommendations for overcoming these obstacles; (e) Providing expert and analytical support for the work of the Secretariat of the National Commission for Women Affairs and Family and Demographic Policy under the President of the Republic of Kazakhstan.

For detailed information, please refer to the Term of Reference (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Diploma of higher degree in law or public administration;
- Experience in working with international documents in the field of human rights protection, gender equality;
- Experience in working with international organizations / projects on gender issues;
- At least 15 years of work in public sector, of which at least 5 years of work in international cooperation units or work with the civil sector;
- At least 8 years of experience in legal analysis and implementation of international human rights obligations;
- Experience in working with non-governmental organizations of the Republic of Kazakhstan;
- Ability to conduct gender analysis and analysis in the field of human rights protection;
- Knowledge of Kazakh and Russian languages.

4. COMPETENCIES

- Skills of analysis and generalization of the obtained material;
- Good organizational and professional skills;
- Ability to build professional relationships with heads of government agencies, NGOs and other stakeholders of the project, demonstrating diplomacy and tact;
- Ability to reach consensus and have a positive attitude to criticism;
- Ability to work effectively in a team and in a multicultural environment, taking into account gender aspects;

- Stress tolerance;
- Ability to work effectively under tight deadlines.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents in **PDF** to be attached to the Offer (maximum size 19Mb per one e-mail transmission) and should be sent to procurement.kz@undp.org with indication of **Ref.2021-030** in the e-mail subject not later **6 PM (Nur-Sultan time) of 15 April 2021**:

- Duly accomplished Annex 4 "Offeror's Letter to UNDP confirming interest and availability for the Individual contractor" using provided UNDP template; the document should be provided separately from other required below documents; **Annexes 4-5 must be password protected!**
- Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) of the Offeror;
- Brief essay explaining why prospective candidate considers him/herself as the most suitable for the assignment;
- Other documents certifying the work experience, expertise, education, and skills (qualification improvement certificates\diplomas, awards, etc.);

Financial proposals which are not encoded will be rejected automatically. ONLY fully submitted applications would be considered for evaluation!!!

5. FINANCIAL PROPOSAL

This contract is in the national currency tenge with a lump sum of payments for each completed output. The quotation must include all expenses of the expert, including his daily rate, the number of working days (189 working days) to complete the tasks and any other relevant expenses for the task and necessary to obtain the above outputs.

Payment will be made after the approval of interim reports, based on the above outputs by the UNDP Head of Governance Unit and National commission and signing of the certificate of completion for each output by the UNDP program officer.

The contract price will be fixed regardless of changes in cost components.

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 with all required documentation (Essay, CV, Annex-4 and Annex-5) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: Technical Evaluation = maximum 700 points, which consists of technical scoring of qualifications and experience;
- Step IV: Financial Evaluation = 300 points.

Step II: Shortlisting (Pass/fail)

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

- Higher education in law or public administration;
- 15 years of work in public sector, of which at least 5 years of work in international cooperation units or work with the civil sector;
- Excellent knowledge of Russian and Kazakh languages;

Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only candidates obtaining a minimum of 490 points of the maximum obtainable points for the technical criteria (700 points) shall be considered for financial Evaluation.

Technical scoring of qualifications and experience – maximum 700 points:

Criteria	Maximum points	Assessment (points)
Higher education in law or public administration	70	Bachelor = 50; Master = 60; PhD = 70
Experience in working with international documents in the field of human rights protection, gender equality	110	Lack of experience = 0 Proven experience 1-3 years = 90 Proven experience more 3 years = 110
Experience in working with international organizations / projects on gender issues	120	Lack of experience = 0 Proven experience 1-3 years = 100 Proven experience more 3 years = 120
At least 15 years of work in public sector, of which at least 5 years of work in international cooperation units or work with the civil sector	140	Less than 15 years = 0 15 years = 100; 16-18 years = 120; more than 18 years = 140
At least 8 years of experience in legal analysis and implementation of international human rights obligations	140	Less than 8 years = 0 8 years = 100; 9-10 years = 120; more than 10 years = 140
Experience in working with non-governmental organizations of the Republic of Kazakhstan	40	Lack of experience = 0 Proven experience = 40
Ability to conduct gender analysis and analysis in the field of human rights protection	40	Lack of experience = 0 Proven experience = 40
Knowledge of Kazakh and Russian languages	40	No knowledge of Kazakh/Russian = 0 Excellent literacy of Kazakh/Russian = 40 (will be assessed based on CV and essay)
TOTAL	700	

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:

Ali Saeed
Procurement Associate

Signature: *Ali Saeed*
Date: 01-Apr-2021

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE

**ANNEX 4 & 5- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL
FORM**

ANNEX 6 – STATEMENT OF HEALTH