



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ОБЪЯВЛЕНИЕ ТЕНДЕРА НА УСЛУГИ ИНДИВИДУАЛЬНОГО КОНСУЛЬТАНТА

PN 2021-018 Archivist to UNDP Country Office

PN 2021-018 Архивариус для головного Офиса ПРООН

Date: 02 April 2021

Дата: 02 апреля 2021

<p>Deadline for Submission / Крайний срок подачи</p>	<p>Please see more details on e-tendering: https://etendering.partneragencies.org/</p> <p>Детали можно найти на портале электронных торгов: https://etendering.partneragencies.org/</p>
<p>Allowable Manner of Submitting Proposals / Допустимый способ подачи предложений</p>	<p>e-Tendering Site address: https://etendering.partneragencies.org/</p> <p>Business Unit: KGZ10 Event ID: 2021-018</p> <p>Guide for Bidders is available on https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>Подача через портал электронных торгов Адрес портала: https://etendering.partneragencies.org/</p> <p>Business Unit: KGZ10 Event ID: 2021-018</p> <p>Руководство для Участников тендера доступно по ссылке: https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>Information for electronic submission through eTendering</p> <p>Информация по подаче предложений через портал электронных торгов</p>	<p>No hard copy or email submissions will be accepted by UNDP/</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> <p>Contact Details for submitting clarifications/questions: E-mail address: tender.kgz@undp.org</p> <p>Please note that when uploading files, the following restrictions and specifications must be followed:</p> <ul style="list-style-type: none"> • File name can only contain 60 characters. • File name and description cannot contain special characters and letters from other alphabets. It should only contain letters from the English alphabet.

	<ul style="list-style-type: none"> If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. <p>Please read the solicitation documents of the event carefully to ensure that you are meeting the event requirements for document submission. There may be restrictions on the size and format of the uploaded files.</p> <p>ПРООН не будет принимать предложения через электронную почту или нарочно.</p> <p>Подробные инструкции о том, как подать, изменить или отменить заявку в электронной системе торгов, приведены в Руководстве пользователя по системе электронных торгов для участников тендера и в учебных видеороликах, доступных по ссылке: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>Контактные данные для подачи запросов на разъяснение/вопросов. Адрес электронной почты: tender.kgz@undp.org</p> <p>Обратите внимание, что при загрузке файлов, следующие ограничения и спецификации должны соблюдаться:</p> <ul style="list-style-type: none"> Имя файла не должно превышать 60 символов. Имя и описание файла не должны содержать специальные символы и буквы других алфавитов. Они должны содержать только буквы английского алфавита. При выгрузке большого количества файлов (например, 15 или более) упакуйте файлы в папку ZIP и выгрузите папку вместо того, чтобы выгружать файлы по одному. Вы можете выгрузить несколько папок ZIP, но обратите внимание, что общий размер каждой выгружаемой папки ZIP не должен превышать 50 МБ. <p>Ознакомьтесь с приглашением к участию в конкурсе, чтобы убедиться в соблюдении требований, предъявляемым к подаче документации. Могут существовать ограничения по размеру и формату выгружаемых файлов.</p>
<p>Documents to be included in proposal</p> <p>Документы, которые следует предоставить</p>	<ul style="list-style-type: none"> Proposal: Resume/CV (including past experience in similar projects) Signed confirmation of interest and submission of financial proposal form (the form is attached), - Annex 3, Financial Proposal Form Copy of ID (passport) Copy of Diploma and required certificates <ul style="list-style-type: none"> Предложение: Резюме/CV (включая прошлый опыт аналогичных проектов); Подписанная форма подтверждения заинтересованности и финансового предложения (форма прилагается), - Приложение 3, Форма финансового предложения Копия паспорта (ID) Копия диплома и требуемых сертификатов

TERMS OF REFERENCE	
Project Name	UNDP Country Office
Short title of Assignment:	Archivist to UNDP Country Office
Duty station:	Bishkek, Kyrgyz Republic
Type of Contract:	Individual Contract
Duration of Contract:	Up to 3 years (up to 400 working days/or 1,600 working hours)

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BACKGROUND
<p>In view of below:</p> <ul style="list-style-type: none"> increased volume of requests and documentation turnover; different audit exercises (UNDP internal or from different donor side), which requires provision of files/documents from previous years (hardcopies to be scanned); Use of DocuSign Electronic Signature which requires proper filing of documentation <p>UNDP Country Office staff often facing challenges and difficulties to address and manage all aspects of archiving cycle, including duly and timely filing and archiving of the great volumes of documentations (electronically and/or in hardcopy version).</p> <p>To ensure sound document management in line with existing rules and regulation, UNDP Kyrgyzstan Country Office wishes to engage Archivist to support the UNDP Kyrgyzstan Country Office with document management, including classification, filing and archiving the document/data processed (electronically and/or in hardcopy version).</p>
OBJECTIVE
<p>The objective of the assignment is to assist UNDP Kyrgyzstan Country Office with archive documents management, including classification, filing and archiving, in line with UNDP rules and procedures.</p>
SCOPE OF WORK
<p>The Contractor under the overall and direct supervision of respective team leader of UNDP Operations will provide the following services:</p> <ul style="list-style-type: none"> ✓ Classification of document/data in view of relevant procurement/finance/HR and administration filing practice and procedures; ✓ Filing and classification of donor agreements; ✓ Filing documents/data in line with relevant UNDP rules and procedures; ✓ Archiving documents/data in line with relevant UNDP rules and procedures. ✓ Providing training to the staff how to use archived documents (in archive of UNDCP CO and electronic files); ✓ Digitization of paper documentation. <p>Some specific services related to Operation's Units:</p> <p><u>Procurement Unit:</u></p> <ul style="list-style-type: none"> ✓ To put in order/clean up archive for 2019 and next contract period; ✓ To digitize archive for 2020 (from paper to electronic filing); ✓ Quarterly reconciliation of MLSD reports (GF, other UNDP projects and Agencies); ✓ Reports to Local Tax Authority for cargos arriving from EAC countries. <p><u>HR unit:</u></p> <ul style="list-style-type: none"> ✓ To archive recruitment documents for 2016-2018; ✓ To file HR and recruitment documents for 2020; ✓ To digitize recruitment documents for 2019-2020;

<u>Finance Unit:</u> <ul style="list-style-type: none"> ✓ To prepare old finance documents (vouchers) for destroy; ✓ To sort out vouchers related to staff payments; ✓ To assist Finance staff to prepare documents for Tax inspection; ✓ To digitize paper documents to electronic ones for beginning of 2020 (vouchers, deposits, GLJEs).
EXPECTED OUTPUTS/DELIVERABLES
The number of archiving works may vary based on UNDP needs. For each of the specific assignment details will be agreed in writing prior to commencement of the work. The consultant will be paid based on payment structure defined in each request upon completion of the milestone deliverables.
REPORTING REQUIREMENTS
<ul style="list-style-type: none"> ✓ Archivist will fulfill the assignments in line with schedule of works under direct supervision of the respective requesting unit's manager/staff; ✓ Archivist will report to respective requesting unit on regular basis; ✓ Payments are subject to submission of IC Time Sheet by the Contractor, duly approved by respective requesting unit's manager/staff, which shall serve as the basis for the payment of services.
SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS
SCOPE OF PRICE PROPOSAL <p>The financial proposal will specify the hourly fee and payments are made to the Individual Consultant based on the number of hours worked.</p> <p>The Archivist shall not perform any services that may result in any costs in excess of the said maximum amount without the prior written agreement of UNDP authorized staff.</p> <p>The services shall be provided at the hourly fee rate set forth in the Financial Proposal of the Archivist. The rate shall remain in effect for a period of IC Agreement. The rate shall not be subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the Contractor in the performance of this Contract.</p> <p>Payments are subject to submission of IC Time Sheet by the Archivist, duly approved/certified by respective requesting unit's manager/staff.</p>
SCHEDULE OF PAYMENTS <p>IC Time Sheet must be submitted by the Contractor, duly approved by the Individual Contractor's supervisor, which shall serve as the basis for the payment of fees</p> <p>Preferred Currency of Offer: United States Dollars (US\$)</p> <ul style="list-style-type: none"> • For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. <p>The prevailing UN operational rate of exchange is available for public from the following link: http://treasury.un.org/operationalrates/OperationalRates.aspx</p>
QUALIFICATION AND COMPETENCY REQUIREMENTS
<ol style="list-style-type: none"> 1. Education: Bachelor's degree in library/archival sciences/social sciences/technical sciences; 2. Experience: at least 2 years of professional experience in archiving and filing of documents with international organizations; 3. Language requirements: fluency in Russian, knowledge of English is an asset.
ADDITIONAL REQUIREMENTS FOR RECOMMENDED INDIVIDUAL CONTRACT HOLDERS
Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN – approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP

TRAVEL REQUIREMENTS

Duty Station: Bishkek, Kyrgyz Republic.

Travels are not envisaged. 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 and daily allowance exceeding UNDP rates. 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.

SECURITY CLEARANCE

The Consultant/Contractor will be requested to undertake the security training (BSAFE). These requirements apply for all Consultants, attracted individually or through the Employer

UNDP INPUT

UNDP will provide the Contractor with the following:

- ✓ Access to UNDP office and unit files;
- ✓ Access to network, printing/copying and communication equipment;
- ✓ Working place, stationery, etc

EVALUATION / ОЦЕНКА

Offerors will be evaluated based on the methodology of cumulative analysis / Оценка будет основана на методе кумулятивного анализа.

The award of the contract of individual consultant should be made to the person 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.

Total score=Technical Score + Financial Score

Technical Criteria weight – 70%, 700 scores maximum

Financial Criteria weight – 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

Контракт индивидуального консультанта присуждается лицу, чье предложение было оценено и определено как

a) отвечающее требованиям/соответствующее/приемлемое и

б) получившее максимальный кумулятивный балл из заранее определенных технических и финансовых критериев, указанных в данном тендерном документе.

Общая оценка=техническая оценка + финансовая оценка

Мера технических критериев - 70%, 700 максимальных баллов.

Мера финансовых критериев - 30%. 300 максимальных баллов.

Только кандидаты, получившие минимум 490 баллов из 700 баллов в технической оценке, будут рассмотрены для финансовой оценки, при этом для расчетов будет применена следующая формула:

$P=Y*(L/Z)$, где

P=баллы за оцениваемое финансовое предложение

Y= максимальное количество баллов за финансовое предложение

L= минимальное финансовое предложение

Z= цена рассматриваемого финансового предложения

The selection of candidates will be done in 3 stages / Отбор кандидатов будет проходить в 3 этапа:

1st stage / 1-й этап: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant/ Перед детальной оценкой все заявки будут тщательно проверены на соответствие критериям приемлемости (минимальным требованиям к квалификации), как указано в ТЗ, используя критерий соответствует/не соответствует (требованиям).

Eligibility Criteria / Критерии приемлемости	
1.	Experience: at least 2 years of professional experience in archiving and filing of documents with international organizations

2nd stage / 2-й этап: Technical Evaluation of technical proposals – desk review.

Short-listed candidates will be evaluated based on the following criteria/ **Техническая оценка** предложений – на основе проверки документов:

3rd stage / 3-й этап: Financial evaluation (according to the method described above) / Оценка финансового предложения (согласно методу, указанному выше)

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P =points for the financial proposal being evaluated

Y =maximum number of points for the financial proposal

L = price of the lowest price proposal

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Только кандидаты, получившие минимум 490 баллов из 700 баллов в технической оценке, будут рассмотрены для финансовой оценки, при этом для расчетов будет применена следующая формула:

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L = минимальное финансовое предложение

Z = цена рассматриваемого финансового предложения

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting / Только кандидат, получивший самый высокий кумулятивный балл на базе оценки технического и финансового предложений будет рекомендован для заключения контракта.

Criteria	Weight	Max. Point
Technical evaluation	70 %	700
Bachelor's degree in library/archival sciences/social sciences/technical sciences	5 %	50
Professional experience in archiving and filing of documents with international organizations; (73.75 points for each year above minimum criteria but not more than 590 points /	59 %	590
Language skills: Fluency in Russian (required): 14 - 40 points – easily 0 - 13 points – not easily	4 %	40
Language skills: Fluency in English (preferred): 10 - 20 points – easily 0 - 9 points – not easily	2 %	20
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.		
Financial evaluation	30%	300

Approved by:	Signature	Date
Mr. Erkinbek Kasybekov, UNDP Assistant Resident Representative	Erkinbek Kasybekov	04-Apr-2021