



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 April 2021

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**REF No.:** IC/008/21

**Country:** Uzbekistan

**Description of the assignment:** International Consultant on Legislation in Public Service Delivery

**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 (May 2021 - October 2022) (home based and at least 4 visits to Uzbekistan by 5 w/days each)

**Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents in Part 4 of Procurement Notice **no later than end of April 29, 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=98328](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=98328) (cut and paste into browser address bar if the link does not work).

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=77325](http://procurement-notices.undp.org/view_notice.cfm?notice_id=77325) (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 29, 2021) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at [www.uz.undp.org](http://www.uz.undp.org). 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.

Requests for clarification must be sent in writing to [pu.uz@undp.org](mailto: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.

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## 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.

The project objectives are congruent with government policy demands in designing and implementing initiatives that would foster institutional effectiveness, transparency and participation and change management. Thus, project objectives are clearly linked with the country's reform aspirations and strategies.

In addition, taking into account the Government's recent legislative initiative that increases integration of public services delivery, digitalization, standardization and certification of services, as well as decentralization of services delivery, the project will support the Ministry of Justice, Agency for Public Service and other concerned stakeholders in legislative drafting of normative-legal acts, which are aimed at improving the availability, accessibility, affordability and high quality of the integrated public services, designed and provided through citizen-centric and life-cycle approach, at the local level.

This assignment is in line with the approved Project Document/DoA, namely "Output 1: Build an enabling environment for improved public service delivery by streamlining regulatory framework and relevant policies and encouraging data-driven and evidence-based policy making".

Within the framework of further improvement of the quality of public services, increasing the effectiveness of the activities of state bodies and related organizations, implementation of the state strategic goals for the elimination of bureaucratic barriers, the following tasks are assigned to the IPSD:

- paying special attention to attracting foreign experts in the rule-making process;
- development of recommendations on harmonization with the requirements of international standards and best foreign practices;
- conducting a functional analysis of government bodies providing public services;
- business process reengineering (BPR);
- introducing blockchain into the registry office;
- innovations in the system of providing public services, technical support of public service centers, as well as studying foreign experience and increasing human resources in these areas, etc.

In this regard, the project is planning to hire an International Consultant on Legislation in Public Service Delivery, who will support the IPSD team by providing strategic guidance regarding the implementation of all the initiatives related to improvement of the legal and regulatory framework for public service delivery.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Master's Degree or equivalent in Law, Public Administration, International Relations, Economics, Political-social sciences or another relevant field.

#### II. Years of experience:

- At least 15 years of relevant professional experience performing a similar technical assistance role on legal and regulatory framework for public service delivery.
- Previous work in Central Asia and in any other post-soviet republics is an asset.

#### III. Competencies:

- Good understanding of public administration and public services delivery system;
- 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 English and Russian.
- 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/methodology** 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. Single unified draft regulation on administrative procedures in the field of public services delivery developed and and submitted to the Project manager.</p> <p>1.2. Presentation of single unified draft regulation on administrative procedures in the field of public services delivery of developed and delivered during roundtables with key stakeholders and national partners.</p> <p>1.3 Two trainings on drafting of regulations on administrative procedures delivered. (Training in Uzbekistan will be online if COVID-19 restrictions).</p>	Not later than August 30, 2021	25%
2	<p>2.1. Analytical report on processes and standards for introduction of new public services developed and and submitted to the Project manager.</p> <p>2.2. Draft legislative document on standard of introduction of new public services developed and and submitted to the Project manager.</p> <p>2.3. Analytical report with set of recommendations and measures to be taken to maintain unified Register of Public Services developed and and submitted to the Project manager.</p> <p>2.4. Participated in Round table discussions with key stakeholders and national partners on introduction of new public services. (Participation in Round table in Uzbekistan will be online if COVID-19 restrictions).</p> <p>2.5. At least one article on the related topics developed and published in mass media.</p>	Not later than December 15, 2021	25%

3	<p>3.1. Analytical report with set of recommendations on the improvement of the legal and regulatory framework for public service delivery in Uzbekistan based on international best practices and local context developed and submitted to the Project manager.</p> <p>3.2. At least 2 (two) presentations developed and delivered during roundtables with key stakeholders and national partners. (Presentation in Uzbekistan will be online if COVID-19 restrictions).</p> <p>3.3. At least two articles developed and published on the related topics in mass media.</p>	Not later than April 15, 2022	25%
4	<p>4.1. Final report on the results of the provided policy and legal advice for the improvement of public services delivery system in Uzbekistan developed and submitted to the Project manager.</p> <p>4.2. Final round table discussion with key stakeholders and national partners organized. (Participation in Round table in Uzbekistan will be online if COVID-19 restrictions).</p> <p>4.3. At least one article and one post on the development of Public services in Uzbekistan prepared and published in the international mass media (journals, newspapers, Internet, etc.).</p>	Not later than October 15, 2022	25%

#### **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; [55 points]

\* Interview Criteria weight; [15 points]

\* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 49 points for Technical evaluation would be considered for the Financial Evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<p><i>At least 15 years of relevant professional experience performing a similar technical assistance role on legal and regulatory framework for public service delivery. Work experience in years:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Less than 15 years in not accepted</i></li> <li>▪ <i>15-17 years – 10</i></li> <li>▪ <i>18--20 years – 12</i></li> <li>▪ <i>21 and more years - 15</i></li> </ul>	15%	15
<p><i>Previous work experiences in Central Asia and in any other post Soviet Republics is an asset.</i></p> <p><i>Work experience in years:</i></p> <ul style="list-style-type: none"> <li>▪ <i>1-3 years – 6</i></li> <li>▪ <i>4-6 years – 8</i></li> <li>▪ <i>7 and more – 10</i></li> </ul>	10%	10
<p><i>Familiar and experience of conducting trainings</i></p> <p><i>Number of trainings:</i></p> <ul style="list-style-type: none"> <li>▪ <i>1-3 topics of trainings - 7</i></li> <li>▪ <i>4-6 topics of trainings – 9</i></li> <li>▪ <i>7 and more topics of trainings – 10</i></li> </ul>	10%	10
<p><i>Experience in coordination or preparation analytical reports and/or proposals for legislative acts.</i></p> <p><i>Number of years:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Less than 3 years is not accepted</i></li> <li>▪ <i>3-5 years - 12</i></li> <li>▪ <i>6 years of experience and more - 15</i></li> </ul>	15%	15
<p><i>Fluency in written and spoken Russian and English.</i></p> <p><i>Knowledge in Uzbek is an asset.</i></p> <ul style="list-style-type: none"> <li>▪ <i>English and Russian - 4</i></li> <li>▪ <i>English, Russian and Uzbek – 5</i></li> </ul>	5%	5
<p><u>Interview</u></p> <ul style="list-style-type: none"> <li>▪ <i>Poor - 6</i></li> <li>▪ <i>Satisfactory - 9</i></li> <li>▪ <i>Good - 12</i></li> <li>▪ <i>Very good – 15</i></li> </ul>	15%	15
<u>Financial offer</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**