

Terms of Reference

A.

Project title & number:	#123514, Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups
Activity:	3.2 Provide support to the project office "Creating conditions for economic activity of persons with disabilities"
Position:	Expert on analysis of procurement and purchase of goods and services for persons with disabilities (hereinafter – Expert on analysis of procurement)
Type of contract:	Individual contract
Duty station:	Nur-Sultan
Contract duration:	May – December 2021 (8 months, not more than 162 working days)

B. Project Description

In order to effectively promote the Convention on the rights of persons with disabilities and improve the social services system, the Ministry of labor and social protection of population of the Republic of Kazakhstan (hereinafter – the Ministry) and the United Nations Development Program in Kazakhstan (hereinafter – UNDP) have signed an Agreement on the implementation of a joint project "Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups" for 2021-2023 (hereinafter – a joint project).

The project is aimed at further supporting the efforts of the Republic of Kazakhstan in improving social policy in accordance with the Strategy "Kazakhstan 2050" and the National Plan for ensuring the rights and improving the quality of life of persons with disabilities until 2025 (hereinafter – the National Plan).

In February 2015, the Republic of Kazakhstan ratified the Convention on the rights of persons with disabilities (CRPD).

According to article 33 of the CRPD, States Parties shall, in accordance with their organizational structure, designate one or more bodies responsible for matters related to the implementation of the Convention.

The functions of the body coordinating the implementation of the rights and social protection of persons with disabilities in the system of executive authorities are assigned to the Ministry, which ensures the development and implementation of state policies in the field of labor, living standards and incomes, pensions, employment and unemployment, and social protection of the population.

In return, the Ministry carries out its activities through subordinate organizations in cooperation with central and local executive bodies, public associations and other organizations.

In 2020, the Ministry, on behalf of the Government, opened the **Project Office "Creating opportunities for economic activity for persons with disabilities"** (hereinafter referred to as the Project Office), the work of which was supported by the UNDP in the framework of the joint project 2018-2020.

Considering the scale of work on the implementation of the Convention's norms, the need for constant monitoring and control over their application, the Ministry appealed to UNDP with a proposal to continue the work of the Project Office and expand its functions. It is planned that the Project Office will consist of the following specialists:

1. a coordinator,
2. an expert on accessibility of facilities, services and Assistive Aids,
3. an expert on professional and social rehabilitation,
4. an consultant on employment,
5. a specialist on information support,
6. a specialist in public relations,
7. an expert on analysis of procurement,
8. an expert on reducing corruption risks,
9. a specialist in the implementation of the Atlas of Recommended Professions
10. a specialist in technical support for the implementation of the Atlas of Recommended Professions.

UNDP agreed to support this initiative, as it is consistent with the mission of UNDP and the objectives of the

joint project.

The main areas of work of the Project Office:

- monitoring and promotion of selected activities of the National Plan;
- creating conditions for self-realization, employment and economic activity of persons with disabilities;
- support of project office "Adaldyk Alany".

The activities of the Project Office will be aimed at analyzing and developing recommendations, proposals, providing assistance and practical assistance to the Ministry in promoting and implementing initiatives aimed at social protection and ensuring the rights of persons with disabilities.

Current terms of reference will cover the scope of work for a Expert on analysis of procurement. The aim of current assignment is improving the quality of life of persons with disabilities and development of recommendations on the purchase of high-quality goods and services for persons with disabilities.

C. Scope of Work

Objectives:

- Development of an algorithm for calculating the amount of the guaranteed amount provided as compensation for the cost of sanatorium treatment, prosthetic and orthopedic care, Assistive Aids purchased through the Portal of Social Services.
- Quarterly monitoring of prices for technical auxiliary (compensatory) means and special means of transportation provided to people with disabilities (hereinafter – Assistive Aids) and rehabilitation services, including prices of suppliers from foreign countries.
The list of Assistive Aids and services included in the monitoring is determined by the Ministry.
- Monitoring and comparative analysis of the acquisition of Assistive Aids through the Portal of Social Services and through the public procurement mechanism.
Analysis of public procurement of goods and services of public associations of people with disabilities of the Republic of Kazakhstan and (or) organizations established by public associations of people with disabilities of the Republic of Kazakhstan (hereinafter – organizations) over the past 3 years.
- The analysis is carried out on the basis of data from the Public Procurement Portal <https://goszakup.gov.kz/>; information provided by the authorized bodies in the field of public procurement; results of a survey of organizations and customers of goods and services from organizations.
- Development of proposals for participation in public procurement of public associations of people with disabilities of the Republic of Kazakhstan and (or) organizations established by public associations of people with disabilities of the Republic of Kazakhstan.
- Performance of additional assignments of the Coordinator of the Project Office related to the acquisition of Assistive Aids and services for persons with disabilities through the Portal of Social Services or through the public procurement mechanism.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<ul style="list-style-type: none"> • Development of an algorithm for calculating the amount of the guaranteed amount provided as compensation for the cost of Assistive Aids purchased through the Portal of Social Services; • Data summary and analytical reference <p>Monthly Progress report is developed and finalized</p>	May 2021 (14 w.d)	31.05.2021	Coordinator of the Project Office and the UNDP project manager

<ul style="list-style-type: none"> • Analysis of public procurement of goods and services of public associations of people with disabilities of the Republic of Kazakhstan and (or) organizations established by public associations of people with disabilities of the Republic of Kazakhstan (hereinafter – organizations) over the past 3 years; • Data summary and analytical reference <p>Monthly Progress report is developed and finalized</p>	June 2021 (22 w.d)	30.06.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • Quarterly monitoring of prices for Assistive Aids and services; • Analysis of public procurement of goods and services of public associations of people with disabilities of the Republic of Kazakhstan and (or) organizations established by public associations of people with disabilities of the Republic of Kazakhstan (hereinafter – organizations) over the past 3 years; • Monitoring of prices for rehabilitation services, including prices of suppliers from foreign countries <p>Monthly Progress report is developed and finalized</p>	July 2021 (20 w.d)	30.07.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • Monitoring and comparative analysis of the acquisition of Assistive Aids through the Portal of Social Services and through the public procurement mechanism; • Development of an algorithm for calculating the amount of the guaranteed amount provided as compensation for the cost of prosthetic and orthopedic care purchased through the Portal of Social Services <p>Monthly Progress report is developed and finalized</p>	August 2021 (21 w.d)	31.08.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • Analysis of public procurement of goods and services of public associations of people with disabilities of the Republic of Kazakhstan and (or) organizations established by public associations of people with disabilities of the Republic of Kazakhstan (hereinafter – organizations) over the past 3 years; • Data summary and analytical reference <p>Monthly Progress report is developed and finalized</p>	September 2021 (22 w.d)	30.09.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • Monitoring of prices for Assistive Aids and services; • Development of an algorithm for calculating the amount of the guaranteed amount provided as compensation for the cost of sanatorium treatment purchased through the Portal of Social Services; 	October 2021 (21 w.d)	29.10.2021	Coordinator of the Project Office and the UNDP project manager

<ul style="list-style-type: none"> • Data summary and analytical reference <p>Monthly Progress report is developed and finalized</p>			
<ul style="list-style-type: none"> • The analysis and recommendations on public procurement of goods and services from of public associations of people with disabilities of the Republic of Kazakhstan and (or) organizations established by public associations of people with disabilities of the Republic of Kazakhstan; • Data summary and analytical reference <p>Monthly Progress report is developed and finalized</p>	November 2021 (22 w.d)	30.11.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • Monitoring of prices for Assistive Aids and services; • A comparative analysis of the acquisition of Assistive Aids through the Portal of Social Services and through the public procurement mechanism <p>Monthly Progress report is developed and finalized</p>	December 2021 (20 w.d)	31.12.2021	Coordinator of the Project Office and the UNDP project manager
Total:	162 w.d		

E. Institutional Arrangement

The Expert on analysis of procurement will work:

- under the overall supervision of the Coordinator of the Project Office and the Manager of joint project;
- in close cooperation with the assigned expert (s) of the Department of the MLSP RK;
- in collaboration with the project team.

The policy and content of the Project Office is determined by the Ministry in consultation with the UNDP. The Coordinator, participating in events of different levels, represents the Ministry.

The correspondence of the Project Office is processed through the Department of the MLSP RK by preparing draft letters and accompanying them at the stages of signing, registration, sending and receiving by the addressee.

The schedule, mode and format of the work of the Expert on analysis of procurement is determined by the Coordinator of Project Office in consultation with the Department of the MLSP RK.

The results of the work (information, service and analytical notes, recommendations, proposals) and monthly reports are submitted by the Expert on analysis of procurement to the Coordinator of the Project Office and to the Project Manager.

The Manager and the Expert of the joint project will provide their comments and recommendations/approval of the work within 1 week from the date of submission of the reports.

UNDP does not provide laptops (computers) to the Project Office specialist.

F. Duration of the Work

The duration of work is 8 months of the assignment including effective person-days (not more than 162 working days). The expected date of full completion is 31 December 2021. The contract is planned to be started in May 2021 and expected to be completed on 31 December 2021.

G. Duty Station

The Office (near the Ministry of Labor and Social Protection of Population) at the address: Building 8, Mangilik El avenue, Nur-Sultan.

H. Qualifications of the Successful Individual Contractor

- Higher professional education (law, economics, social work, public administration or related sciences);
- Experience of practical work in the professional field for at least 4 years;

- Work experience and knowledge in the field of public procurement and provision of people with disabilities Assistive Aids are desirable;
- High level of computer skills (Microsoft Office, Internet);
- Business correspondence, communication and presentation skills;
- Knowledge of Russian and Kazakh languages., English would be as advantage.

I. Scope of Price Proposal and Schedule of Payments

The financial proposal should specify an all-inclusive daily fee in KZT. The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

Payments for professional services are done monthly based on the all-inclusive daily rate and the actual number of days worked during the calendar month, upon IC Time Sheet submitted by the Contractor and a satisfactory performance, duly approved by the Coordinator of the Project Office, UNDP project manager and the Head of Governance Unit.

J. Recommended Presentation of Offer

The following documents are to be provided:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and copies of Diploma(s);
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

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%.

This TOR is prepared by :

Botagoz Yussupova

Project Manager

Date: 09-Apr-2021

Botagoz Yussupova

This TOR is approved by :

Konstantin Sokulskiy

Head of Governance Unit

Date: 09-Apr-2021

Konstantin Sokulskiy