



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12.04.2021

Ref.2021-043

Country:	Republic of Kazakhstan
Description of the assignment:	Specialist on technical support of the activities of the working groups under the Coordinating Council in the field of Social Protection of Persons with Disabilities of the Republic of Kazakhstan (hereinafter – Specialist on technical support)
Project name:	#123514, Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups
Period of assignment/services (if applicable):	May – December 2021 (8 months, not more than 162 working days)

Important Note: Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word files and Financial Proposal (Annexes 3-4) must be password protected.

Any request for clarification must be sent by standard electronic communication to the e-mail zulfiya.suleimenova@undp.org and in e-mail subject please indicate **Request_Ref.2021-043**.

1. BACKGROUND

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).

In accordance with the norms of the CRPD, States undertake to actively promote the creation of conditions in which persons with disabilities can effectively and fully participate in the management of public affairs without discrimination and on an equal basis with others, to encourage their participation in public affairs, including participation in non-governmental associations and organizations whose work is related to the State and political life of the country.

Under the Government of the Republic of Kazakhstan, there is a Coordinating Council in the field of Social Protection of Persons with Disabilities (hereinafter referred to as the Coordinating Council), whose tasks are defined as: ensuring the implementation of obligations provided for by the CRPD; improving state policy, legislative and other regulatory legal acts in the field of social protection of persons with disabilities; coordination of the activities of central and local executive bodies, ensuring interaction with international and other organizations, public associations on

issues of social protection and the realization of the rights of persons with disabilities.

In 2020, the composition of the Coordinating Council was significantly expanded, for the first time, its individual members from public organizations were selected by online voting. Today, the Coordination Council consists of 40 people, including 29 representatives from NGOs (72.5 %).

Simultaneously with the optimization of the composition, the format of the work of the Coordinating Council was updated – in addition to the traditional meetings, 9 working groups were created under the advisory body in the following areas of the National Plan:

- early intervention and prevention of disability;
- economic employment and quality employment;
- social rehabilitation and habilitation;
- improving the system of social services;
- social protection of children with disabilities and the development of inclusive education;
- ensuring the accessibility of cultural events and the development of Paralympic sports;
- comprehensive accessibility and barrier-free environment;
- providing housing for socially vulnerable segments of the population;
- modernization of public consciousness.

Each working group works and is assigned to a certain central state body.

It is also expected that the synergy of the Coordinating Council and the developing Institute of Disability Advisers will contribute to the expansion of consultations with people with disabilities and their representative organizations during decision-making, development and application of the country's legislation.

The reform of the Coordination Council has caused the need for continuous administration and coordination of its work. In this regard, the joint project will support the initiative of the Ministry to create a Secretariat to support the activities of the Coordinating Council (hereinafter referred to as the Secretariat), consisting of two employees:

1. a specialist on technical support and
2. a specialist information support.

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

Current terms of reference will cover the scope of work for a Specialist on technical support. The aim of current assignment is expanding opportunities for active participation of people with disabilities in public life and in decision-making processes that affect their interests and ensuring the activities of the Coordinating Council.

Objectives:

- Formation and approval of the Plan of meetings of the Coordinating Council (CC) for 2021 (hereinafter – Plan);
- Formation of a database on small working groups (WG) and their activities (collection of orders of ministries on the creation and activities of the WG, work plans, minutes of meetings of the RGS, formation of a general list of members of the WG, etc.);
- Establishing interaction with the secretaries of the working groups of the ministries;
- Monitoring the activities of working groups with quarterly presentation of summary analytical information;
- Ensuring the activities of the working group on economic and quality employment, social rehabilitation, improvement of the system of social services established by the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan:
 - preparation of the work plan of the working group (schedule and topics of meetings);
 - preparation and holding of monthly meetings (preparation of necessary materials, including the agenda, lists, minutes);
 - summary of proposals of the working group on improving state policy, legislative and other regulatory legal acts on economic and quality employment, social rehabilitation, and improving the system of social services;
- Preparation and conduction of meetings of the CC (including the formation of lists of participants,

- preparation of materials, venue, equipment);
- Preparation of the Minutes of the CC meetings and organization of the process of their signing by the participants of the meetings;
- Monitoring the implementation of the Protocols (collection and compilation of information on the implementation of the recommendations of the CC);
- Organization and conduct of trainings and seminars aimed at improving the level of competence of the members of the Coordinating Council;
- Making proposals for updating the composition of the Coordinating Council (if necessary);
- Administration of the WhatsApp group of members of the Coordinating Council,
- Presentation of the results of the activities of the Coordinating Council, working Groups and the Secretariat for 2021;
- Monthly submission of a summary report on the work of the Secretariat.

For detailed information, please refer to Annex 1.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Higher education in economics, law, social work, public administration or related sciences.

II. Years of experience:

- Experience of practical work in the field of collaboration with civil society groups, social protection or related area for at last 5 years;

III. Competencies:

- High level of computer skills (Microsoft Office, Internet);
- Business correspondence, communication and presentation skills;
- Excellent knowledge of Russian and Kazakh languages, good knowledge of English would be as advantage.

4. 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.2021-043** in the e-mail subject not later **6 PM (Nur-Sultan time) of 26 April 2021**:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate, copies of Diploma(s);
- c) **Financial Proposal** (Annex 4) 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.

Financial proposals which are not password protected will be rejected automatically.

ONLY fully submitted applications would be considered for evaluation!!!

5. FINANCIAL PROPOSAL

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 (if applicable), 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.

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

6. EVALUATION

The candidates will be evaluated based on the lowest price method and the award of the contract should be made to the Lowest evaluated offer of technically qualified candidate:

- Meets the qualification requirements, and
- Low financial offer.

Only candidates who meet the qualification requirements would be considered for the Financial Evaluation.

ONLY fully and timely submitted applications with all required documentation (CV, diploma, Annex – 3 and Annex-4) would be considered for evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4- BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Zulfiya Suleimenova

12-anp-2021

Ali Saad

12-Apr-2021