

## Terms of Reference

### A.

<b>Project title &amp; number:</b>	#123514, Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups
<b>Activity:</b>	3.1 Provide support to the project office "Secretariat to support the operation of the Coordination Council in the field of social protection of persons with disabilities in the Republic of Kazakhstan"
<b>Position:</b>	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)
<b>Type of contract:</b>	Individual contract
<b>Duty station:</b>	Nur-Sultan
<b>Contract duration:</b>	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).

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.

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.

### C. Scope of Work

#### 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.

### D. Expected Outputs and Deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<ul style="list-style-type: none"> <li>• The Plan of meetings of the Coordinating Council (CC) for 2021 is approved;</li> <li>• Formation of a database on small working</li> </ul>	May 2021 (14 w.d)	31.05.2021	Coordinator of the Project Office and the UNDP project manager

<p>groups (WG) and their activities;</p> <ul style="list-style-type: none"> <li>• Administration of the WhatsApp group of members of the Coordinating Council</li> </ul> <p>Monthly Progress report is developed and finalized</p>			
<ul style="list-style-type: none"> <li>• Preparation of the work plan of the working group (schedule and topics of meetings);</li> <li>• Preparation and holding of monthly meeting of the working group (preparation of necessary materials, including the agenda, lists, minutes);</li> <li>• Monitoring the activities of working groups;</li> <li>• Organization of trainings and seminars aimed at improving the level of competence of the members of the Coordinating Council</li> </ul> <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"> <li>• Preparation and holding of monthly meeting of the working group (preparation of necessary materials, including the agenda, lists, minutes);</li> <li>• Summary analytical information on the activities of the working groups;</li> <li>• A set 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 has been submitted to the Ministry</li> </ul> <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"> <li>• Preparation and conduction of meetings of the CC (including the formation of lists of participants, preparation of materials, venue, equipment);</li> <li>• Preparation and holding of monthly meeting of the working group (preparation of necessary materials, including the agenda, lists, minutes);</li> <li>• Preparation of the Minutes of the CC meetings and organization of the process of their signing by the participants of the meetings</li> </ul> <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"> <li>• Summary analytical information on the activities of the working groups;</li> <li>• Monitoring the implementation of the Protocols (collection and compilation of information on the implementation of the recommendations of the CC);</li> <li>• Organization of trainings and seminars aimed at improving the level of competence of the members of the Coordinating Council;</li> <li>• Administration of the WhatsApp group of members of the Coordinating Council</li> </ul> <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"> <li>• Making proposals for updating the composition</li> </ul>	October 2021	29.10.2021	Coordinator of the Project

of the Coordinating Council (if necessary); • Preparation and holding of monthly meeting of the working group (preparation of necessary materials, including the agenda, lists, minutes); • Establishing interaction with the secretaries of the working groups of the ministries  Monthly Progress report is developed and finalized	(21 w.d)		Office and the UNDP project manager
• Monitoring the activities of working groups with quarterly presentation of summary analytical information; • 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;  Monthly Progress report is developed and finalized	November 2021 (22 w.d)	30.11.2021	Coordinator of the Project Office and the UNDP project manager
• Monitoring the implementation of the Protocols (collection and compilation of information on the implementation of the recommendations of the CC); • Presentation of the results of the activities of the Coordinating Council, working Groups and the Secretariat for 2021;  Monthly Progress report is developed and finalized	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 Specialist on technical support 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 Specialist on technical support 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 Specialist on technical support 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 education in economics, law, social work, public administration or related sciences;
- Experience of practical work in the field of collaboration with civil society groups, social protection or related area for at last 5 years;
- High level of computer skills (Microsoft Office, Internet,);
- Business correspondence, communication and presentation skills;
- Knowledge of Russian and Kazakh languages.

**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:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 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 and copies of Diploma(s);
- c) **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**

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:

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

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

**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*