



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26.04.2021

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<b>Country:</b>	Republic of Kazakhstan
<b>Description of the assignment:</b>	Specialist in implementing the Atlas of Recommended Professions for persons with disabilities through the AIS "Enbek" (hereinafter –Specialist in the implementation of the Atlas of Professions)
<b>Project name:</b>	#123514, Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups
<b>Period of assignment/services (if applicable):</b>	May – November 2021 (7 months, 138 working days)

**Important Note:** The signed Technical and Financial Proposals should be submitted in **separate** PDF files to email address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with reference IC-2021-053 in the subject line no later than 3:00 p.m. on May 10, 2021. **Financial Proposal must be password protected.**

Any request for clarification must be sent by standard electronic communication to the e-mail [gyulnara.karpisheva@undp.org](mailto:gyulnara.karpisheva@undp.org) with indication of reference IC-2021-053 in message subject.

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### 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).

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 for persons with disabilities,
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 to ensure the rights and improve the quality of life of persons with disabilities until 2025 (hereinafter - 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, reducing corruption risks and strengthening public control.

## 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 in the implementation of the Atlas of Professions. The aim of current assignment is expanding employment opportunities for persons with disabilities through employment in the country's labor market, improving their self-employment, entrepreneurship and organization of their own business, development of detailed requirements for the implementation of the Atlas of recommended professions for persons with disabilities (hereinafter - the Atlas) through the Portal "Electronic Labor Exchange" <https://www.enbek.kz/> (AIS "Enbek") and commissioning and training of users.

### Objectives:

- Participation in the implementation of the Atlas through the Portal "Electronic Labor Exchange" <https://www.enbek.kz/> (AIS "Enbek»);
- Development and coordination with interested parties report forms, road maps, technical specifications;
- Documentation of testing processes, implementation of the Atlas;
- Preparation and provision of interim and final project implementation plans and reports, demonstration of presentations and training materials to stakeholders;
- Organization of pilot implementation among 4 Employment Centers:
  - a) Organization of training sessions on the use of the Atlas;
    - for employees of employment centers in all regions;
    - for specialists of departments of coordination of employment and social programs, departments of employment and social programs of cities and districts;

- for specialists of medical and social assessment departments.
- b) Recording comments from users received as part of the pilot implementation;
- c) Provide consultation for users;
- Organization of the implementation of the Atlas in operation in the industrial zone
- a) Conducting trainings on the use of the Atlas of Recommended Professions
  - for employees of employment centers in all regions;
  - for specialists of departments of coordination of employment and social programs, departments of employment and social programs of cities and districts;
  - for specialists of medical and social assessment departments.
- Development of training materials;
- Provide consultation for users;
- Development of a methodology for the implementation of the Atlas of recommended professions for persons with disabilities and its integration with the Portal "Electronic Labor Exchange" <https://www.enbek.kz>;
- Performance of additional assignments of the Coordinator of the Project Office related to the implementation, integration of Atlas and training.

For detailed information, please refer to Annex 1.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Higher professional education (economics, information systems and technologies, programming, etc.).

#### II. Years of experience:

- 7 years of experience of practical work in the field of information technology;

#### III. Competencies:

- High level of computer skills (Microsoft Office, Internet);
- Knowledge of project management standards and methodology;
- 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 e-mail address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with indication of **Ref.2021-053** in the e-mail subject not later **03 PM (Nur-Sultan time) of 10 May 2021**:

- a) A duly completed and signed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Financial proposal** in separate file, **protected with password**. It must indicate 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.
- c) **A detailed personal CV/Resume** that includes all previous experience and skills relevant to the task, as well as the contact details (email and telephone number) of the Candidate.
- d) **Short essay/Cover letter** explaining why the Offeror considers her/himself the most suitable candidate for the advertised position.
- e) **Documents confirming the Applicant's qualifications** (diplomas, certificates of advanced training,

certificates of completion of courses);

**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

Individual consultants will be evaluated based on the Cumulative analysis or Combined Scoring method. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

I. Responsive/compliant/acceptable

II. received the highest score according to pre-defined technical and financial criteria:

- Specific weight of technical criteria: 70%
- Specific weight of financial criteria: 30%

- Step I: Preliminary evaluation of offers/shortlisting (Pass/Fail). ONLY fully and timely submitted applications with all required documentation (CV, diploma, Annex – 3 and Annex-4) would be considered for technical evaluation;
- Step II: Technical Evaluation = maximum 700 points, which consists of technical scoring of qualifications and experience;
- Step III: Financial Evaluation = 300 points;

**Step II: Technical Evaluation – 70%:**

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only candidates obtaining a minimum of 490 points of 700 points for technical criteria shall be considered for financial Evaluation.

### **Technical scoring of qualifications and experience – maximum 700 points:**

Criteria	Weight/specific value	Minimum score	Maximum score
Higher professional education (economics, information systems and technologies, programming, etc.): Bachelor - 171,5 points Master (or equivalent) – 208 points PhD – 245 points	35%	171,5	245
Experience of practical work in the field of information technology:  7 years = 196 points For every additional year – 28 points Maximum 280 points	40%	196	280

Less than 7 years – 0 points			
Short essay/Cover letter: Excellent - 105 Good – 88 Average – 73,5 Poor – 0	15%	73,5	105
Excellent Knowledge of Kazakh and Russian languages, good knowledge of English would be as advantage Excellent knowledge of only one language Kazakh or Russian = 49  Excellent knowledge of both languages Kazakh/Russian = 60  Excellent knowledge of both languages Kazakh/Russian and good knowledge of English = 70  (will be assessed based on CV and certificates if applicable)	10%	49	70
TOTAL	100%	490	700

### Step III: Financial evaluation – 30% = 300 points:

The following formula will be used to evaluate financial proposal:

Lowest priced proposal\*300 points/price of the proposal being evaluated.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable and (b) having the highest score out of the set of weighted criteria: technical (70%) and financial (30%).

## **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**

Konstantin Sokulskiy Konstantin Sokulskiy 26-Apr-2021

Head of Governance Unit