

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:	Specialist in implementing the Atlas of Recommended Professions for persons with disabilities through the AIS "Enbek" (hereinafter – Specialist in implementation of the Atlas of Professions)
Type of contract:	Individual contract
Duty station:	Nur-Sultan
Contract duration:	May – November 2021 (7 months, 138 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 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.

Current terms of reference will cover the scope of work for a Specialist in 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.

C. Scope of Work

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.

D. Expected Outputs and Deliverables

--	--	--	--

Deliverables/ Outputs	Estimated Duration to Complete (working days)	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 and coordination with interested parties report forms, road maps, technical specifications; • 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; • Data summary and analytical reference <p>Monthly Progress report is developed and finalized</p>	May 2021 (12 w.d)	31.05.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • 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; • Participation in the implementation of the Atlas through the Portal "Electronic Labor Exchange" https://www.enbek.kz/ (AIS " Enbek»); • Data summary and analytical reference <p>Monthly Progress report is developed and finalized</p>	June 2021 (21 w.d)	30.06.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • Participation in the implementation of the Atlas through the Portal "Electronic Labor Exchange" https://www.enbek.kz/ (AIS " Enbek»); • Documentation of testing processes, implementation of the Atlas; <p>Monthly Progress report is developed and finalized</p>	July 2021 (21 w.d)	30.07.2021	Coordinator of the Project Office and the UNDP project manager
<ul style="list-style-type: none"> • Organization of pilot implementation among 4 Employment Centers: <ol style="list-style-type: none"> a) Organization of training sessions on the use of the Atlas; <ul style="list-style-type: none"> - 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; • Data summary and analytical reference 	August 2021 (21 w.d)	31.08.2021	Coordinator of the Project Office and the UNDP project manager

Monthly Progress report is developed and finalized			
<ul style="list-style-type: none"> • Provide consultation for users; • Data summary and analytical reference; • Preparation and provision of interim project implementation plans and reports, demonstration of presentations and training materials to stakeholders 	September 2021 (21 w.d)	30.09.2021	Coordinator of the Project Office and the UNDP project manager
Monthly Progress report is developed and finalized			
<ul style="list-style-type: none"> • Organization of the implementation of the Atlas in operation in the industrial zone <ol style="list-style-type: none"> a) Conducting trainings on the use of the Atlas of Recommended Professions <ul style="list-style-type: none"> - 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) Development of training materials; c) Provide consultation for users. • Data summary and analytical reference 	October 2021 (21 w.d)	29.10.2021	Coordinator of the Project Office and the UNDP project manager
Monthly Progress report is developed and finalized			
<ul style="list-style-type: none"> • Data summary and analytical reference; • Preparation and provision of final project implementation plans and reports, demonstration of presentations and training materials to stakeholders 	November 2021 (21 w.d)	30.11.2021	Coordinator of the Project Office and the UNDP project manager
Monthly Progress report is developed and finalized			
Total:	138 w.d		

E. Institutional Arrangement

The Specialist in the implementation of the Atlas of Professions 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 Specialist with the implementation of the Atlas of Professions 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 in the implementation of the Atlas of Professions 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 7 months of the assignment including effective person-days (138 working days). The expected date of full completion is 30 November 2021. The contract is planned to be started in May 2021 and expected to be completed on 30 November 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 (economics, information systems and technologies, programming, etc.);
- 7 years of Experience of practical work in the field of information technology;
- High level of computer skills (Microsoft Office, Internet);
- Knowledge of project management standards and methodology;
- 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, consumables, 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) 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);

K. Criteria for Selection of the Best Offer

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:

a. Specific weight of technical criteria: 70%

b. Specific weight of financial criteria: 30%

Only candidates obtaining a minimum of 70% (490 points) of technical criteria would be considered for the Financial Evaluation.

This TOR is prepared by :

Botagoz Yussupova

Botagoz Yussupova

Project Manager

Date: 25-Apr-2021

This TOR is approved by :

Konstantin Sokulskiy

Konstantin Sokulskiy

Head of Governance Unit

Date: 26-Apr-2021