



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 26, 2021

Reference Number: IC-2021-121

Country:	Republic of Kazakhstan
Description of the assignment:	National technical expert to develop the health governance bodies mapping (hereinafter the "Technical expert")
Project name:	# 118796 "Support to CCM for 2020-2022"
Period of assignment/services:	September - October 2021
Contract Modality:	Individual contractor (IC)

Any request for clarification must be sent by standard electronic communication to the e-mail nurlan.tleubayev@undp.org and in e-mail subject please indicate **Request_Ref.2021-121**.

1. BACKGROUND

UNDP is the global development organization of the UN system with presence in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so that countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping partners achieve the Sustainable Development Goals including the Goals related to the good health and well-being.

Since 2010, UNDP is a Funding recipient of the project "Support to Country Coordinating Committee on Work with International Organizations on HIV and Tuberculosis issues" funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter – The Global Fund). The project is aimed at provision of logistic and administrative support to CCM through its Secretariat.

In Kazakhstan, the Country Coordinating Committee on Work with International Organizations on HIV and Tuberculosis issues (hereinafter the "CCM") has been established in 2002. On May 05, 2020, the Prime-Minister of the Republic of Kazakhstan signed a new Resolution "On establishment of the Country Coordinating Mechanism on work with international organizations in the sphere of HIV-infection and Tuberculosis" ensuring equal participation of the representatives of the CSOs, PLHIV, People affected by TB, PWID, SW, MSM in the work of CCM, its decision making as well as in interaction with the constituencies in terms of covering the needs of most vulnerable and leaving no one behind. The CCM is mandated to coordinate the development of funding proposals on HIV and TB, oversee the implementation of country-level activities with the international organizations and ensure participatory decision-making (decisions made between decision-makers, service providers and key affected populations).

The CCM Secretariat was established in 2011 and works closely with national and international partners to support HIV and TB responses. The CCM Secretariat staff under the Governance Unit of UNDP provides technical support to partners and participates in the implementation of CCM functions; represents UNDP at multi-stakeholder fora including public-private dialogues, government, and civil society dialogue initiatives.

In early 2021, the CCM participated in the Global Fund's project "CCM Evolution", within this project CCM functions were analysed in 4 main areas: oversight, engagement, positioning, and operations. Based on the results of the analysis, the following threshold values were determined: oversight - 83%, engagement - 75%, positioning - 50%, operations - 92%. To raise the thresholds to 100%, the CCM agreed on 15 April 2021 a list of relevant activities that received financial support from the Global Fund and will be carried out until the end of 2023.

The Global Fund's [Country Coordinating Mechanism \(CCM\) Policy](#) outlines that the CCM should be positioned at the highest level responsible for multi-partner and multi-sectorial development planning in a country. The Global Fund encourages all countries to build on their national structures, wherever possible, and to position the CCM and/or CCM functions within existing platforms to contribute to central coordination of health programs, investments, and pandemic preparedness. In countries actively preparing for transitioning away from Global Fund financing for at least one disease component, positioning planning and implementation may imply more urgent timelines. These two points should be used to adapt the role of the CCM to support a successful transition process and to promote increased sustainability. This can include gradually shifting essential CCM functions and principles to national system as early as possible for proactive transition planning, rather than waiting for a transition grant. Mapping existing health governance bodies in a country is the first step towards institutionalizing CCM functions. This assignment is a part of the "CCM Evolution" event. The local consultant will identify existing national health structures, governance mechanisms and platforms responsible for coordinating the health sector and disease-specific issues. For the transition context, this should have an added focus on key national stakeholders that are most appropriate for strengthening transition planning, preparedness, implementation, and overall efforts to strengthen sustainability.

The consultant will map each identified platform's position within the national systems and in relation to the CCM.

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

The local consultant is expected to perform the following tasks:

#	Description of activity	Timing	Expected Result/Output
1	Undertake a desk review of relevant documents. Interview key stakeholders at the national level. Meeting with CCM Evolution task force members.	3 weeks after contract signing	<ul style="list-style-type: none"> Governance documents of up to 10 governance bodies (health, social, human rights) reviewed (CCM included). <p>When available, Sustainability and Transition assessment reviewed.</p> <p>At least one stakeholder per governance body interviewed, including one high-level government official.</p>
2	Map existing national health structures. The map should show the national structures and their relationship within the national health sector.	4 weeks after contract signing	Organigram showing the positions and relations of up to 10 health governance bodies (CCM included).
3	Organize an in-country	4-5 weeks after	Presentation on key results.

	consultation meeting with Task force members and partners.	contract signing	Key findings and conclusions from the mapping exercise.
4	Develop a summary report. An executive summary of key findings, conclusions, options and next steps (including activities for inclusion in baseline assessment work plan – <i>optional</i> based on country context).	4-5 weeks after contract signing	Report drafted (2-4 pages) with thematic tables and analysis on: <ul style="list-style-type: none"> • Mandate • Composition • Structure • Legal Status • Anchorage level to the national system.

For detailed information, please refer to the Term of Reference (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Master's degree in public health, finance, public administration or business administration, or related field.
- At least 3 years experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international levels.
- At least 3 years professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
- Proven understanding and experience of working with strategic, organizational, financial and management issues.
- Proven understanding and experience of working with the Global Fund processes and its funding model.
- At least 3 years of professional experience (international or national) working in planning and management in the humanitarian sector.
- At least 3 years experience in public health and disease program management with focus on HIV and AIDS, tuberculosis, and malaria.
- Documented experience of coordination across multiple stakeholders.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents **in PDF** to be attached to the Offer (maximum size 25Mb per one e-mail transmission) and should be sent to **procurement.kz@undp.org** with indication of **Ref.2021-121** in the e-mail subject not later **10-00 AM (Nur-Sultan time) of September 10, 2021**:

- Duly accomplished Annex 4 "Offeror's Letter to UNDP confirming interest and availability for the Individual contractor" using provided UNDP template; Financial Proposal Annex-5 that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided; the document should be provided separately from other required below documents. If the Offeror is employed by an organization / company / institution and he / she expects his / her employer to charge management fees in the process of his / her employment with UNDP in accordance with the Reimbursable Loan Agreement (RLA), the Offeror should indicate at this stage and ensure that all such costs are duly included in the financial proposal submitted to UNDP;
- Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) and skills relevant to the assignment;
- Other documents certifying the work experience, expertise, education, and skills (**diploma**, qualification improvement certificates, awards, etc.);
- A brief essay explaining why the candidate considers himself the most suitable candidate for the

announced position and including a methodology on the application of an approach to the implementation of technical specifications;

5. FINANCIAL PROPOSAL

This contract is in the national currency tenge with a lump sum of payments for each completed output. The quotation must include all expenses of the expert, any other relevant expenses for the task and necessary to obtain the above outputs.

Payment will be made after the approval of interim reports, based on the above outputs by the UNDP Head of Governance Unit and National commission and signing of the certificate of completion for each output by the UNDP program officer.

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

6. EVALUATION

Individual consultants will be evaluated based on **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%:

- Step I: **Preliminary evaluation** of offers (ONLY fully and timely submitted applications with all required documentation (CV, essay, methodology, Annex-IV and Annex-V, diploma) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: **Technical Evaluation** – 70%, consists of technical scoring of qualifications and experience (maximum 700 points);
- Step IV: **Financial Evaluation** - 30%.

Step II: Shortlisting (Pass/fail)

Only candidates who meet the mandatory criteria below will pass to the technical assessment, candidates who do not meet one or more of the criteria below will not be considered:

- Master's degree in public health, finance, public administration or business administration, or related field.
- At least 3 years experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international levels.
- At least 3 years professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
- At least 3 years of professional experience (international or national) working in planning and management in the humanitarian sector.
- At least 3 years experience in public health and disease program management with focus on HIV and AIDS, tuberculosis, and malaria.

Step III: Technical Evaluation including interview – 70%:

UNDP will conduct a desk review to technically evaluate the candidates who passed Preliminary evaluation. Only candidates obtaining a minimum of 490 points of the maximum obtainable points for the technical criteria (700 points) shall be considered for financial Evaluation.

Technical scoring of qualifications and experience – maximum 700 points:

Criteria	Maximum points	Assessment (points)
Master's degree in public health, finance, public administration or business administration, or related field.	120	Master degree – 100 PhD - 120
At least 3 years experience in developing	100	3 years – 70

partnerships in political environments and in mediating complex issues and deliverables at country, regional and international levels.		4 years – 80 5 years – 90 More than 5 years - 100
At least 3 years professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.	100	3 years – 70 4 years – 80 5 years – 90 More than 5 years - 100
Proven understanding and experience of working with strategic, organizational, financial and management issues.	80	Has required experience = 80 No skills = 0
Proven understanding and experience of working with the Global Fund processes and its funding model.	80	Has required experience = 80 No skills = 0
At least 3 years of professional experience (international or national) working in planning and management in the humanitarian sector.	80	3 years – 50 4 years – 60 5 years – 70 More than 5 years - 80
At least 3 years experience in public health and disease program management with focus on HIV and AIDS, tuberculosis, and malaria.	80	3 years – 50 4 years – 60 5 years – 70 More than 5 years - 80
Documented experience of coordination across multiple stakeholders.	60	Has required experience = 60 No skills = 0
TOTAL	700	

Step IV: 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%).

APPROVED BY:

Zhanat Tileumuratova
Procurement Associate

Signature:

Zhanat Tileumuratova

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE

ANNEX 4 & 5- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL FORM