



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19.10.2021

REF No.: IC/020/21

Country: Uzbekistan

Description of the assignment: International Consultant on Capacity Development in Functional Review

Project name: Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan

Period of assignment/services (if applicable): 80 working days within 13 months (November 2021 – December 2022) with at least 3 visits to Uzbekistan for at least 5 w/days each.

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than November 10, 2021** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=102713 (cut and paste into browser address bar if the link does not work).

Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=84699. (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (November 10, 2021) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and

minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

UNDP “Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan” project aims to enhance the capacity of government agencies for improved public service delivery by expanding accessibility to public services, integrating service delivery systems and decentralizing their access; as well as by enabling the necessary mechanisms to support these changes and ensuring their sustainability.

By improving delivery of public services, the project will contribute to improving the quality of life of vulnerable sectors of the population in rural areas - such as women, youth and children, the elderly, and people with disabilities – by enhancing their access to public services and by increasing the quality of service delivery. This project also aims to strengthen citizen participation through a variety of outreach and social accountability mechanisms that enhance people’s voice in decision-making processes and increase their access to information; effectively increasing the transparency of Uzbekistan’s local governance system.

The project objectives are congruent with government policy demands in designing and implementing initiatives that would foster institutional effectiveness, transparency and participation and change management. Thus, project objectives are clearly linked with the country’s reform aspirations and strategies.

The project has organized the functional review of: 1) khokimiyats; 2) preschool education departments; 3) drinking water supply departments (Suvoqava) in five pilot districts. Some proposals resulting from the functional analysis of khokimiyats were discussed during a meeting at the Ministry of Economic Development and Poverty Reduction and were integrated in the draft Government resolution on new structure of district khokimiyats. An article about the functional analysis of khokimiyats was published in the magazine “Economic review”.

The FR of other institutions (back offices) continues. The Public Services Agency, the Cadaster Agency under the Tax Committee and the Ministry of Construction have been selected as target institutions for the on-going FR.

The International Consultant on will provide strategic guidance on implementation of all the project initiatives related to the capacity building activities of government officials in FR initiatives and knowledge transfer in public services delivery in Uzbekistan.

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree in Management, Political Science, Public Administration, International Relations, IT, Economics, Social Sciences, Administration, Law or related fields.

II. Years of experience:

- At least overall 5 years of relevant professional experience performing a similar technical assistance role on FR in government and private companies.
- Experience of working at the government and international organizations.
- Experience of development manual/ guide or instructions (at least 2).
- Experience with training (at least 3) and development in challenging and transitional environments.

III. Competencies:

- Excellent analytical and interpersonal skills including oral and written communication;
- Strong research, data analysis and reporting skills;
- Solid knowledge of modern business processes modeling notations;
- Demonstrated programme management skills including results-based orientation, preparation of work plans, monitoring and evaluation and leading cross-cultural teams;
- Previous experience working in transition environments would be an advantage;
- Previous experience in performing a similar role in UNDP would be an advantage.

IV. Language requirements:

- Fluency in written and spoken English. Knowledge of Russian would be an advantage

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

Proposal:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);

(ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed a [Personal History Form \(P11 form\)](#) before contract issuance

(iii) Provide a detailed **Action plan/methodology** on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

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5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

#	Deliverables	Timeframe	Payment
1.	<ul style="list-style-type: none"> National partners capacity needs assessment report for FR based on visits to pilot regions and desk review prepared and accepted by Supervisor. Review the most relevant international experience, Concept note and agenda on organization of certified training courses on FR of internationally recognized institutions for representatives of national partners prepared and accepted by Supervisor. 	January 20, 2022	20%
2.	<ul style="list-style-type: none"> A manual on FR (universal for ministries and agencies, local government institutions) prepared and accepted by Supervisor 	May 15, 2022	20%
3.	<ul style="list-style-type: none"> Concept note of study tour with detailed programme on practical implementation of FR benchmark EU countries prepared and accepted by Supervisor 3-day training on FR (Part 1) for 30 national partners conducted, report accepted by Supervisor (Training in Uzbekistan). 	June 30, 2022	20%
4.	<ul style="list-style-type: none"> Online training course (at least 10 hours divided in 5 modules) on FR for national partners prepared and uploaded to E-learning 	September 15,	20%

	platform accepted by Supervisor	2022	
5.	<ul style="list-style-type: none"> 3-day training on FR (Part 2) for 30 national partners conducted, report accepted by Supervisor (Training in Uzbekistan). A report with recommendations to the government for scaling up the FR model to improve the functions and structure of national partners prepared and accepted by Supervisor 	December 15, 2022	20%

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

* Technical Criteria weight; [55 points]

* Interview as a part of technical criteria weight; [15 points]

* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the

Financial Evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>		
At least overall 5 years of relevant professional experience performing a similar technical assistance role on FR in government and private companies Work experience in years: <ul style="list-style-type: none"> More than 8 years – 15 5 - 7 years - 12 Less than 5 years is not acceptable 	15%	15
Experience of working at the government and international organizations.	5%	5

<p>Experience of development manual/guide/instructions (at least 2).</p> <p>Number of services:</p> <ul style="list-style-type: none"> ▪ More than 5 – 10 ▪ 2-4 manuals/guides/instructions – 7 ▪ Less than 2 is not acceptable 	10%	10
<p>Experience with training (at least 3) and development in challenging and transitional environments</p> <ul style="list-style-type: none"> ▪ 6 and more trainings – 15 ▪ 3-5 trainings – 12 ▪ Less than 3 is not acceptable 	15%	15
<p>Knowledge of language</p> <ul style="list-style-type: none"> ▪ English & Russian – 10 ▪ English: 8 	10%	10
<p><u>Interview</u></p> <ul style="list-style-type: none"> ▪ Very good – 15 ▪ Good - 10 ▪ Satisfactory - 5 ▪ Poor - 0 	15%	15
<p><u>Financial offer</u></p>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- [OFFEROR'S LETTER TO UNDP](#) CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL