

## Terms of Reference (ToR)

---

	<b>Development of the system of social and professional rehabilitation</b>
<b>Project number:</b>	00123514
<b>Project title:</b>	Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups
<b>Contract type:</b>	Contract for Professional Services
<b>Duty station:</b>	Home-based and expected travels to 7 pilot regions as required
<b>Duration:</b>	June 2022 – 30 September 2023

---

### A. General background and justification

Rehabilitation is an important investment in human capital and makes a significant contribution to ensuring the health of the population, economic and social development of society. Rehabilitation services are aimed at improving the quality of human life and contribute to the achievement of a number of Sustainable Development Goals.

In 2015, Kazakhstan ratified the Convention on the Rights of Persons with Disabilities (hereinafter – the CRPD). In accordance with article 26 of the CRPD, the State should organize, strengthen and expand comprehensive habilitation and rehabilitation services and programs aimed at providing persons with disabilities with opportunities to achieve and maintain maximum independence, full physical, mental, social and professional abilities and their full inclusion and involvement in all aspects of life.

Ensuring the availability of medical, social and professional rehabilitation is one of the principles of the state policy of the Republic of Kazakhstan in the field of social protection of people with disabilities<sup>1</sup> (hereinafter – PwD).

When there are appropriate recommendations in the individual rehabilitation program, technical aids and special means of transportation, social and special social services are provided to Kazakhstanis with disabilities at the expense of the state budget.

At the same time, the current system of rehabilitation of PwD in the country is not comprehensive and is not always adequate to the needs of the population to receive high-quality rehabilitation services.

30 rehabilitation centers operating in the social protection system annually cover with services only 2% of people with disabilities of first and second group. In addition to the low coverage, there are problems of a shortage of qualified specialists in the field of rehabilitation, inequality in the coverage of these services within the country, the remoteness of places where rehabilitation services are provided from the place of residence of people with disabilities. There are no unified approaches and methodology of a comprehensive system of rehabilitation and habilitation.

In this regard, the National Plan<sup>2</sup> for Social rehabilitation and habilitation, economic independence and high-quality employment of PwD are identified as one of the main directions of development until 2025.

The relevance of the development of a stable functioning system of social and professional rehabilitation is due to the modernization of the social service system carried out by the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan (hereinafter – the Ministry), the construction of new rehabilitation centers, the pilot implementation of Ten Qogam professional rehabilitation centers in the regions.

### B. Scope and objectives of this assignment

The ultimate goal of this Terms of Reference is to develop a strategy and unified integrated approaches to rehabilitation, habilitation and support systems for people with disabilities based on the study and analysis of national and international experience.

The main objectives of this Terms of Reference are:

- analysis and evaluation of the rehabilitation and habilitation system with an emphasis on the activities of rehabilitation centers, development of recommendations by taking into account international practice;
- development of draft Legislative Acts, including the approval of: Rules for organizing the activities of Centers for the rehabilitation of persons with disabilities of the system of social protection of the population (hereinafter referred to as the

---

<sup>1</sup> 2) sub-paragraph of 5 Article of the Law of the Republic of Kazakhstan "On social protection of people with disabilities in the Republic of Kazakhstan"

<sup>2</sup> The National Plan for ensuring the rights and improving the quality of life of persons with disabilities in the Republic of Kazakhstan until 2025 was approved by No. 326 Decree of the Government of the Republic of Kazakhstan dated 28 May 2019.

Rules), the Standard for the provision of services in a rehabilitation center (hereinafter referred to as the Standard), the minimum list of equipment necessary for the provision of services in Centers for the Rehabilitation of Persons with Disabilities” (hereinafter referred to as the List of Equipment);

- development of Protocols (Standards) for social and professional rehabilitation of persons with disabilities and their testing on the basis of individual pilot rehabilitation centers of the social protection system of the population;

- economic calculations and justifications related to the implementation of the Rules, Standards, Protocols and the List of Equipment;

- methodological support of Legislative Acts drafts (including the collection of proposals from interested state bodies and their elaboration, participation in the coordination of Legislative Acts with interested state bodies).

### **C. Approach and methodology**

The potential Contractor (hereinafter - the Contractor) will have to submit an analytical work on the topic “Development of the system of social and professional rehabilitation in the field of social protection of the population”, including:

- analysis and evaluation of the rehabilitation and habilitation system with an emphasis on the activities of rehabilitation centers;
- recommendations based on international practice including draft Legislative Acts;
- draft Protocols (Standards) of social and professional rehabilitation of persons with disabilities;
- description of testing of Protocols (Standards) in rehabilitation centers;
- economic calculations and justifications related to the implementation of the Rules, Standards, Protocols and List of Equipment.

Also, the Contractor will provide methodological support for the draft Legislative Acts developed within the framework of this Terms of Reference, assisting the Ministry at the stage of their approval and adoption.

It is expected that the work will be carried out in stages: I Stage – 2022 (June – August); Stage II-2022 (September-December); Stage III – 2023 (January – September).

The main task of the I Stage is to study, analyze and evaluate the rehabilitation and habilitation system, develop recommendations.

The Contractor will start by studying the national system of rehabilitation and habilitation of people with disabilities, and then international experience. When analyzing the system of rehabilitation and habilitation of the Republic of Kazakhstan, it is necessary to consider it in a complex-medical, social and professional rehabilitation – to analyze their effectiveness, including from the point of view of their possible (necessary) stages, interdepartmental interaction and unified approaches. At this stage, the potential Contractor will assess the activities and resources of all rehabilitation centers of the social protection system of the population<sup>3</sup> (hereinafter – the rehabilitation centers). It is expected that as a result of the study, evaluation and analysis, a conclusion will be made about how the rehabilitation centers meet the requests for the recovery of lost functions, socialization and adaptation of people with disabilities to life in society.

Based on the analysis, the Contractor will develop a package of recommendations for the further development of social and professional rehabilitation. The recommendations should be specific, if it is necessary to make changes and additions to the legislation, draft Laws and Regulations and/or a comparative table on making changes and additions to the current legislation should be developed.

It is expected that by the end of September 2022, the Contractor will present the results of the first stage of analytical work.

The main task of the II Stage of the study will be the development of a methodology for the activities of rehabilitation centers. It is expected that the Contractor will develop a full route of rehabilitation (habilitation) from the moment of applying to the rehabilitation center until his discharge, as well as continuing rehabilitation at the place of residence. At this stage, the UNDP will ensure the interaction of Contractor performing this TOR and the TOR on the development of the ICF in the social protection system of the population.

Also, the Contractor, based on the contingent of rehabilitation centers, should propose and coordinate with the Ministry and the UNDP a list and structure of Protocols (Standards) for social and professional rehabilitation of persons with disabilities, and then begin to develop them. In total, at least 5 Protocols should be developed.

The protocols for the social and professional rehabilitation of persons with disabilities will be presented to the Ministry and finalized taking into account the comments and observations made.

---

<sup>3</sup> List is enclosed

At stage III, the Protocol for the Social and Professional Rehabilitation of Persons with Disabilities will be tested by the Contractor on the basis of 7 separate pilot institutions (organizations) (the list is indicated in Section F. "Duty Station" of this ToR). The Contractor will organize a discussion (meeting, round table) on this topic, will provide feedback from specialists of the rehabilitation centers on the applicability of the proposed draft protocols (standards).

In general, the Contractor will gradually submit separate sections of the analytical work for comments, which will be summarized in the final work.

The text of the analytical work should be presented in compliance with the norms of the literary language, be concise, consistent, logical and structured and have conclusions. Diagrams, tables, figures and other images can be used to illustrate the text.

By participating in this competition, the Contractor agrees that after completing the work and signing the act of completed work, the company will provide advice and explanations on issues related to this work, as well as take part in discussions on the topic of social and professional rehabilitation.

#### D. Expected results and payment terms

- 1) Analytical work "Development of the system of social and professional rehabilitation in the system of social protection of the population", including a description, analysis of national and international legislation and practice, conclusions and recommendations, proposed methods and tools, a description of testing (practical application), Legislative Acts projects, a comparative table on amendments and additions to existing Legislative Acts with calculations.
- 2) Presentation of the work in the Ministry;
- 3) Methodological support of draft Legislative Acts developed within the framework of this Terms of Reference at the stage of their approval and adoption.

It is expected that all results and final documents will be presented in Russian and the state languages for the beneficiary (MLSPP) and implementing partner (UNDP).

#	Deliverables	Estimated duration to complete	Review and approvals required	Payment %
1	Study and analysis of national and international systems of rehabilitation of PwD. <i>Expected Result: #1 Interim report on the work carried out.</i>	Upon receipt of deliverable, but not later than 2 months from the date of signing the contract	UNDP Project Manager and the Ministry	30%
2	Analysis of the activity of Rehabilitation Centers of the social protection system of the population of the Republic of Kazakhstan Conclusions and recommendations <i>Expected result: The first edition of the text of the analytical work</i>	Upon receipt of deliverable, but not later than 5 months from the date of signing the contract	UNDP Project Manager and the Ministry	
3	Development of draft Legislative Acts for approval: Rules for organizing the activities of the Centers for the Rehabilitation of Persons with Disabilities of the System of Social Protection of the Population; Standard for the provision of services in a rehabilitation center (hereinafter referred to as the Standard); The minimum list of equipment required for the provision of services in the Centers for the Rehabilitation of Persons with Disabilities"  <i>Expected results: NLA projects</i>	Upon receipt of deliverable, but not later than 5 months from the date of signing the contract	UNDP Project Manager and the Ministry	30%
4	Development of recommendations (including draft of Laws and Regulations, comparative table) <i>Expected results: Presentation of the first stage</i>	Upon receipt of deliverable, but not later than 5 months	UNDP Project Manager and	

	<i>of analytical work in the Ministry</i>	from the date of signing the contract	the Ministry	
5	Development of the methodology of the Rehabilitation Centers of the social protection system of the population of the Republic of Kazakhstan. Development of Protocols (Standards) for social and professional rehabilitation of persons with disabilities <i>Expected result: draft Protocols (Standards)</i>	Upon receipt of deliverable, but not later than 8 months from the date of signing the contract	UNDP Project Manager and the Ministry	
6	Testing of the methodology on the basis of 7 pilot rehabilitation centers of the social protection system of the population <i>Expected result: #2 Interim report on the work carried out</i>	Upon receipt of deliverable, but not later than 13 months from the date of signing the contract	UNDP Project Manager and the Ministry	30%
7	Presentation of the analytical work “Development of the system of social and professional rehabilitation in the field of social protection of the population of the Republic of Kazakhstan”. Revision in accordance with received comments  <i>Expected results: Final text of the analytical work</i>	Upon receipt of deliverable, but not later than 13 months from the date of signing the contract	UNDP Project Manager and the Ministry	10%
8	Methodological support of Legislative Acts projects  Signing of acts of the acceptance	Upon receipt of deliverable, but not later than 15 months from the date of signing the contract	UNDP Project Manager and the Ministry	

\* The contractor can independently determine the beginning of the implementation of tasks, based on available resources.

#### E. Duration

This assignment must be completed within agreed contract period from the date of signing the contract till 30 September 2023. The expected start date – June 2022.

#### F. Duty station

Work to be carried out at the location of Contractor. However, the Contractor should schedule the visits to 7 pilot regions as per table below, and to Nur-Sultan to discuss and present the results of the work.

#### TRAVEL SCHEDULE \*:

To carry out the scope of work under this contract, visits to 7 pilot regions are envisaged. The detailed work schedule and departure dates will be agreed with the Project Manager at the stage of the contract signing. Travel expenses must be included in the financial proposal.

Institutions	Location	Number of trips	Number of days** (maximum)
State Institution “Regional Center for Rehabilitation of People with Disabilities”	Atyrau, Atyrau region	1	10
Municipal Public Institution “Zhambyl regional Center for Rehabilitation and adaptation of people with disabilities of the Department of Coordination of Employment and Social Programs of the Akimat of Zhambyl region”	Taraz, Zhambyl region	1	10
Municipal Public Institution “Rehabilitation Center of Karaganda region” the Department of	Karkaralinsk, Karaganda region	1	10

Coordination of Employment and Social Programs of Karaganda region			
Municipal Public Institution “Kostanai Regional Rehabilitation Center for people with disabilities” the Department of Coordination of Employment and Social Programs of the Akimat of Kostanai region”	Kostanai, Kostanai region	1	10
Municipal Public Institution “Rehabilitation Center for people with disabilities” the Department of Coordination of Employment and Social Programs of the Akimat of Kyzylorda region”	Talsuat village, Kyzylorda region	1	10
Municipal Public Institution “Regional Center for the provision of special social services for the rehabilitation of the elderly and people with disabilities “Ardagerler uyi” the Department of Coordination of Employment and Social Programs of Pavlodar region	Pavlodar, Pavlodar region	1	10
Municipal Public Institution “Rehabilitation Center for people with disabilities” Grekhovo village of Zyryanovsk rayon, East-Kazakhstan region”	Grekhovo village, Zyryanovsk rayon, East-Kazakhstan region	1	10
Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan	Nur-Sultan	1	2
Total:			72 days

\* Due to the current situation related to the COVID-19 pandemic and the possible resumption of restrictions on free movement in Kazakhstan, the organization of travel / public events may be restricted. In this case, the company must have all the necessary resources to conduct meeting/ works / presentations / events online / remotely using digital technologies. If the situation described above occurs, the amount of the offer included in the travel and event arrangements will be deducted from the contract.

\*\* Duration of the business trip to the regions may be revised downwards by the Contractor.

#### **G. Responsibility and accountability**

The Contractor fully coordinates its actions with the UNDP and the Ministry on a regular basis and/or at the request of the Project Manager.

In other words, the Contractor interacts with the Project Manager to resolve the day-to-day issues that arise during the assignment. The potential contractor also interacts with representatives of the Ministry and holds working meetings with them when they are considered necessary.

The Contractor is fully responsible for the quality and volume of work performed, has the appropriate competence and ensures the timely implementation of the activities specified in this Terms of Reference. The Contractor must submit all materials related to the assignment to the project manager and the Ministry for comments and approval.

The Contractor undertakes to comply with the information security policies and procedures of the beneficiary and UNDP.

In case of poor quality of work of the Contractor, UNDP reserves the right to terminate the contract unilaterally.

The UNDP Project reserves the right to make changes to the scope of services (increase or decrease) no more than 25% of the total offer, that do not affect the overall nature of the work and cost of services under the contract.

In connection with the COVID 19 pandemic, the Contractor undertakes to provide all the necessary protective equipment for its employees and comply with all the norms and recommendations of the WHO, as well as local authorized bodies of the Republic of Kazakhstan for performing work during the period of the introduction of quarantine measures and emergency situations. The service provider is responsible for the proper and timely provision of its employees involved in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, passing the COVID-19 test (if necessary) for the period of Contract.

#### **H. Qualification requirements for suppliers of services**

The service provider can be a company / organization that is duly registered and meets the following requirements:

1. Must have legal capacity to enter into agreements (certificate of registration/re-registration, Charter to be submitted);

2. Have financial stability (certificate of absence of debt in tax authorities), audited financial statements for 2020-2021. If the company is exempted from the audit - a confirmation certificate from the contractor. Profit and loss statement, balance sheets for 2020-2021. VAT certificate (if applicable). If company is not a VAT payer, written confirmation should be submitted.
3. Company's profile with detailed activity information confirming the following:
  - at least 5 years of experience in conducting research, preferably in the field of medicine, social and professional rehabilitation
  - at least 3 years of experience in the field of rehabilitation of persons with disabilities;
4. Provide a list of services rendered over the last 3 (three) years in the required field to confirm the experience (the name of the Customer, the subject of services/works, the year of service provision and Customer's contact details (e-mail, phone number and full name of contact person);
5. Provide not less than 2 positive reviews and recommendations from previous customers over the past 3 years for similar /analogous services (on official letterhead, signed and dated);
6. Availability of material and technical base (Internet connection, computers, office equipment), provide written confirmation;
7. Availability of the methodology of implementation and the work schedule (must include a description of the methods and procedures for performing the work, the composition of the team and the distribution of responsibilities);
8. Availability of qualified personnel with the necessary work experience and qualifications according to the table below to perform work under this ToR, with the provision of a **detailed CV**, documents confirming the expert's qualifications (**diplomas**, certificates of advanced training in the subject area, other certificates), as well as **written confirmation** from each employee that they will be available during the entire term of the contract;
  - At least one employee must be proficient in English at the upper-intermediate level (provide a resume with confirmation);
  - It is required to involve at least one international expert in the field of rehabilitation and habilitation of PwD.

**Requirements for the main staff and qualifications of a group of experts involved in the implementation of work on this technical assignment:**

#	Team composition	Number of people	Min. acceptable educational level and field of study	Special skills / experience
1	Project manager	1	Higher medical education or education in the field of healthcare or related sciences	<ul style="list-style-type: none"> <li>- at least 3 years of experience as a manager/coordinator in carrying out research work;</li> <li>- at least 5 (five) years of work experience in the scientific and educational system in the field of healthcare;</li> <li>- skills and experience in collecting, systematizing, analyzing information and using information systems;</li> <li>- fluent in Russian and Kazakh languages;</li> </ul>
2	Senior experts:	Min 1	higher medical education or economic, financial education, social work, healthcare or related social sciences	<ul style="list-style-type: none"> <li>- at least 5 (five) years of research and consulting experience in the field of socio-economic development, the provision of social services or rehabilitation;</li> <li>- at least 2 (two) years of experience in the development of programs, mechanisms, strategies and recommendations;</li> <li>- participation in research and work on the topic of the social sphere is an advantage;</li> <li>- fluent in Russian and Kazakh languages;</li> <li>- knowledge of good English is preferable;</li> </ul>
3	Junior experts:	Min 1	Higher education in the field of humanities, economics, finance,	<ul style="list-style-type: none"> <li>- at least 3 (three) years of research and consulting experience in the field of socio-economic development, the provision of social services or rehabilitation;</li> </ul>

			social work, health care or related social sciences	<ul style="list-style-type: none"> <li>- at least 1 (one) year of experience in the development of programs, mechanisms, strategies and recommendations;</li> <li>- knowledge of excellent Russian is mandatory,</li> <li>- knowledge of English at least intermediate level.</li> </ul>
4	International expert	1	Higher education in the field of humanities, economics, finance, social work, health care or related social sciences	<ul style="list-style-type: none"> <li>- at least 3 (three) years of experience in the field of rehabilitation and habilitation of PwD</li> </ul>
5	Lawyer	1	Higher education (legal, public administration)	<ul style="list-style-type: none"> <li>- At least 3 (three) years of experience in legal work;</li> <li>- experience in the development and maintenance of the processes of approval and submission for consideration, approval of Legislative Acts of the Republic of Kazakhstan for at least 1 year;</li> <li>- knowledge of legal techniques;</li> <li>- knowledge of the Russian language is mandatory, the Kazakh language is preferred.</li> </ul>

\* The requirement for the number of specialists reflects the vision of UNDP and the Ministry but is not exhaustive and can be changed.

Any adjustments among the personnel during the period of work must be agreed with the UNDP and the Ministry.

#### I. Payment Schedule

The price offer shall include all company's costs with a detailed breakdown by items stipulated under the "Expected Results and payment terms" section, as well as the Contractor's agreement with the conditions and requirements of the Terms of Reference. The price offer shall include all indirect and direct costs (VAT, if applicable, and other mandatory payments). Travel expenses must be included in the financial proposal. The Contractor must specify if it pays the VAT or not.

This contract sets a fixed price based on the achieved result, regardless of the extension of its specified period.

Payments shall be made in 4 tranches upon satisfactory completion of each item under the "Expected Results and payment terms" section of the Terms of Reference and authorization of deliverables upon submission of an act of acceptance and an invoice. The Contractor's proposal must be submitted indicating the lump sum payment according to the tranches indicated below:

Results		Payment %
Deliverable 1 & 2	#1 Interim report on the work carried out and the first edition of the text of the analytical work are submitted	30
Deliverables 3, 4 & 5	Presentation of the first stage of analytical work in the Ministry was conducted and draft Protocols (Standards) was submitted	30
Deliverables 6	Testing of the methodology was conducted and #2 Interim report on the work carried out was submitted	30
Deliverables 7 & 8	Final text of the analytical work was submitted and a certificate of completion has been signed	10
<b>TOTAL</b>		<b>100</b>

#### J. Confidentiality

Information related to this work must not be transferred to third parties, with the exception of authorized recipients (UNDP, the Ministry), including after end of the contract. Transfer of any information related to work to subcontractors or other parties must be strictly coordinated with UNDP and the Ministry.

All employees of a potential contractor who have access to data and internal documents of state bodies will have to sign a non-disclosure statement of information related to this work.

All information related to this work must be kept confidential and used only for the above work purposes. UNDP and the Ministry must be immediately notified of any unauthorized copying, use or disclosure of information related to this project.

## K. Selection Criteria

Contractors will be assessed by a cumulative approach/Highest Combined Score based on technical qualifications and a financial proposal:

- weight of a technical proposal (70%)

### Technical Proposal Evaluation Criteria

- Expertise of the Firm [40%]
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [30%]
- Management Structure and Qualification of Key Personnel [30%]

	<b>Evaluation criteria/subcriteria</b>	<b>Max. points</b>
<b>1</b>	<b>Expertise of the Firm (40%)</b>	<b>280</b>
1.1	At least 5 years of experience in conducting research, preferably in the field of medicine, social and professional rehabilitation; <i>5 years (minimum requirement) – 105 points;</i> <i>6-7 years – 127.5 points;</i> <i>8 years and above - 150 points.</i>	150
1.2	At least 3 years of experience in the field of rehabilitation of persons with disabilities; <i>3 years (minimum requirement) – 56 points;</i> <i>4-5 years – 68 points;</i> <i>6 years and above – 80 points.</i>	80
1.3	Availability of material and technical base (Internet connection, computers, office equipment) <i>Presence – 10 points.</i>	10
1.4	Provide a list of services rendered over the last 3 (three) years in the required field to confirm the experience (the name of the Customer, the subject of services/works, the year of service provision and Customer's contact details (e-mail, phone number and full name of contact person) <i>Presence – 20 points.</i>	20
1.5	Provide not less than 2 positive reviews and recommendations from previous customers over the past 3 years for similar /analogous services <i>Presence – 20 points.</i>	20
<b>2</b>	<b>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%)</b>	<b>210</b>
2.1	Understanding the nature and scope of the services provided by the Contractor. It is required to provide a description of the approach to performing the work, taking into account the specifics of the services. The Contractor must show that the chosen approach will ensure the effective implementation of the project within the established time frame. <i>Fully addressed in sufficient detail – 91 points</i> <i>Exceeds the requirements - 130 points</i>	130
2.2	Compliance of the volume of services offered with the requirements of the Terms of Reference (availability of a work plan, description of the distribution of responsibilities and tasks, justification of the choice of the proposed tools for each subtask) <i>Fairly comprehensive – 56 points</i> <i>Fully comprehensive – 80 points</i>	80
<b>3</b>	<b>Management Structure and Qualification of Key Personnel (30%)</b>	<b>210</b>
<b>3.1</b>	<b>Project Manager</b>	<b>60</b>
	Higher medical education or education in the field of healthcare or related sciences <i>Bachelor's degree - 7 points,</i> <i>Master's degree – 8.5 points,</i> <i>Doctor's degree - 10 points.</i>	10
	at least 3 years of experience as a manager/coordinator in carrying out research work <i>3 years – 10.5 points;</i>	15



	4-5 years- 12.5 points; 6 years and above – 15 points.	
	at least 5 (five) years of work experience in the scientific and educational system in the field of healthcare for at least 10 years 5 years – 14 points; 6-7 years – 17 points; 8 years and above – 20 points.	20
	skills and experience in collecting, systematizing, analyzing information and using information systems Absence - 0 points; Presence – 10 points.	10
	fluent in Russian and Kazakh languages Knowledge of Kazakh and Russian – 5 points.	5
3.2	<b>Senior expert</b>	<b>50</b>
	higher medical education or economic, financial education, social work, healthcare or related social sciences Bachelor's degree – 7 points, Master's degree – 8.5 points, Doctor's degree - 10 points.	10
	at least 5 (five) years of research and consulting experience in the field of socio-economic development, the provision of social services or rehabilitation 5 years – 10.5 points; 6-7 years- 12.5 points; 8 years and above – 15 points.	15
	at least 2 (two) years of experience in the development of programs, mechanisms, strategies and recommendations 2 years – 7 points; 3-4 years – 8.5 points; 5 years and above – 10 points.	10
	participation in research and work on the topic of the social sphere is an advantage Absence - 0 points; Presence – 5 points.	5
	fluent in Russian and Kazakh languages Knowledge of Kazakh and Russian – 5 points.	5
	knowledge of good English is preferable No knowledge of English – 0 points; Knowledge of English – 5 points.	5
3.3	<b>Junior expert</b>	<b>35</b>
	Higher education in the field of humanities, economics, finance, social work, health care or related social sciences Bachelor's degree - 7 points, Master's degree – 8.5 points, Doctor's degree - 10 points.	10
	at least 3 (three) years of research and consulting experience in the field of socio-economic development, the provision of social services or rehabilitation 3 years - 7 points; 4-5 years- 8.5 points; 6 years and above – 10 points.	10
	at least 1 (one) year of experience in the development of programs, mechanisms, strategies and recommendations Less than 1 year – 0 points 1 year – 3.5 points; 2 years and above – 5 points;	5
	knowledge of excellent Russian is mandatory Knowledge of Russian – 5 points.	5
	knowledge of English at least intermediate level	5

	<i>Knowledge of intermediate English – 5 points.</i>	
3.4	<b>International expert</b>	<b>25</b>
	Higher education in the field of humanities, economics, finance, social work, health care or related social sciences <i>Bachelor's degree - 7 points, Master's degree – 8.5 points, Doctor's degree - 10 points.</i>	10
	At least 3 (three) years of experience in the field of rehabilitation and habilitation of PwD; <i>3 years – 10.5 points; 4-5 years- 12.5 points; 6 years and above – 15 points.</i>	15
3.5	<b>Lawyer</b>	<b>40</b>
	Higher education (legal, public administration) <i>Bachelor's degree – 4.9 points, Master's degree – 5.9 points, Doctor's degree – 7 points.</i>	7
	At least 3 (three) years of experience in legal work; <i>3 years – 10.5 points; 4-5 years- 12.5 points; 6 years and above – 15 points.</i>	15
	Experience in the development and maintenance of the processes of approval and submission for consideration, approval of Legislative Acts of the Republic of Kazakhstan for at least 1 year; <i>1 year – 5.6 points; 2 years and above – 8 points.</i>	8
	Knowledge of legal techniques; <i>Presence – 3 points.</i>	3
	- knowledge of the Russian language is mandatory, the Kazakh language is preferred <i>Knowledge of Russian – 4.9 points, Knowledge of Kazakh and Russian – 7 points</i>	7

**Please note that if the offeror does not meet any of the minimum technical qualification criteria/requirements given in the Terms of Reference (TOR), it will be assessed by a score of zero and automatically disqualified. The disqualified offerors will not be evaluated further.**

- weight of a financial proposal (30%);

UNDP General Terms and Conditions of Contract (GTCs) shall be fully accepted.

**This TOR is prepared by:**

Botagoz Yussupova, Project Manager

Signature

DocuSigned by:  
*Botagoz Yussupova*

Date of Signing

29-May-2022  
29-May-2022 A4FB...

**This TOR is approved by:**

Ainur Baimyrza, Head of Governance Unit

Signature

DocuSigned by:  
*Ainur Baimyrza*

Date of Signing

30-May-2022  
30-May-2022 4FA...