



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref. IC-2022-107

Date: September 23, 2022

Description of the assignment:	National Consultant on Community-Oriented Policing
Work location:	Home-based
Project name:	Support to Police Reform in Kazakhstan
Period of assignment/services (if applicable):	October – December 2022 (60 working days)

Proposal in *.pdf format should be submitted to email address procurement.kz@undp.org with reference to **IC-2022-107** and **name of position** in the subject line no later than **17:00 (Astana time) on October 07, 2022**.

Important Note: Technical and Financial Proposals must be submitted in separate PDF files (Annexes 4 and 5).

Any request for clarification must be sent by standard electronic communication to the address aigerim.batyrbekova@undp.org.

1. BACKGROUND

UNODC supports Member States to make the world safer from drugs, organized crime, corruption and terrorism, and is committed to promoting human rights, peace and security, and development for all by tackling these threats. Through its global, regional and country programs, UNODC provides its services to Member States in reducing the use of and trafficking in illicit drugs, people and commodities, countering organized crime, corruption, and terrorism, as well as in promoting drug and crime prevention and criminal justice reform.

In 2021, UNODC signed a new Program for Central Asia for the period from 2022 to 2025 with all Central Asian countries, including Kazakhstan. One of the core objectives of the UNODC Program for Central Asia is strengthening the rule of law through prevention of crime and promotion of effective, fair, humane, and accountable criminal justice systems in line with UN standards and norms.

UNODC has longstanding experience in working to support nationally owned strategic police reform processes informed by the international evidence base on effectiveness. In 2021, UNODC launched a new project entitled “Support to Police reform in Kazakhstan” with the aim to strengthen national capacity in Kazakhstan in the implementation of community-oriented and human rights-based policing in support of the rule of law. The project includes a range of tailored advisory and capacity building activities to assist the Ministry of Internal Affairs in improving their human resources policy, strengthening police-community relations and building public trust in the police.

According to the National Development Plan of the Republic of Kazakhstan until 2025, the Ministry of Internal Affairs is undertaking work on a gradual transition from the force-based model to a community-oriented model of policing aimed at providing quality police services. In this context, the Ministry of Internal Affairs has requested UNODC support in the implementation of a pilot project to analyse and improve the service-oriented processes of the police department in Pavlodar city. UNODC will engage a national consultant to support the development and coordination of selected activities to help the Government to advance the police reform pilot in line with international promising practice and standards and norms.

PURPOSE OF WORK:

The purpose of the consultancy is to support UNODC in providing assistance to the Ministry of Internal Affairs (further – “beneficiary”) in the implementation of a pilot service-oriented policing model in Pavlodar city Police Department (further – “project”), including liaising with the national and local police officials, civil society, engaged experts and other relevant stakeholders. The national consultant will work under the direct supervision of the relevant UNODC Crime Prevention and Criminal Justice Officers in UNODC Headquarters, and in close consultation with the National Programme Officer in Kazakhstan.

2. SCOPE OF WORK

The national consultant will carry-out the following tasks:

- Jointly with the National Programme Officer, handle the liaison with the beneficiary on project activities planning and implementation.
- Coordinate with, and provide methodological guidance to, the experts engaged by UNODC to conduct businesses process analyses in selected locations, and a sociological survey to ensure the timely delivery of quality outputs in accordance with the respective experts’ terms of reference.
- Coordinate with, and provide support to, experts engaged in capacity building activities that are carried out by UNODC.
- Conduct working meetings and facilitate discussions with key stakeholders in Pavlodar city to assess needs with regard to the introduction of service-oriented and community-oriented policing, including training needs for neighbourhood police officers.
- Provide the beneficiary project team with methodological guidance for the development of mechanisms for ensuring effective monitoring of the Pavlodar Pilot Project on Service Oriented Policing (goals, indicators, tasks, risk assessment and risk mitigation strategies, etc.).
- Provide UNODC HQ and ROCA with regular updates on the progress of the implementation UNODC supported dimensions of the Pavlodar Pilot Project (sociological survey and analysis

of business processes) as well as the other aspects of the Pilot Project on Service-Oriented Policing, to ensure that UNODC has a comprehensive understanding of the status of the overall initiative,

- Draft an interim consultancy report for presentation to UNODC. The report should be at least 10 pages, in English and Russian, and should detail progress, and results of activities as outlined above.
- Draft a final consultancy report for presentation to UNODC. The report should be at least 20 pages, in English and Russian, and should provide a summary of the activities carried out, the main findings and recommendations to UNODC and beneficiary.
- Prepare and deliver a presentation of the final consultancy report at UNODC roundtable discussions dedicated to the police reform.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

An advanced university degree (Master's degree or equivalent) in fields of law, criminology, international relations, public administration, project/programme management or other relevant disciplines is required. Specialized training in programme management, strategic planning, monitoring and evaluation, and statistics is an asset.

Experience & Qualifications:

Required:

- Minimum five (5) years of extensive practical experience in the field of crime prevention and criminal justice.
- Experience in conducting research, including for the purpose of program development, with strong skills in quantitative and qualitative data collection and analysis.
- In-depth knowledge of issues related to crime prevention and criminal justice in the country.
- Excellent analytical, drafting, editing and communication skills (writing, reading and speaking) in English and Russian languages. Knowledge of Kazakh language is an asset.
- Readiness for business trips in Kazakhstan.

Desired:

- Experience in developing similar technical assistance programs and working with international organizations.
- Ability and willingness to work under pressure and with tight deadlines.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The following documents only in PDF should be attached to the application (proposal) and sent

by e-mail to the following address: procurement.kz@undp.org indicating **IC Ref.2022-107** in the email subject no later than 16.00 (Astana time zone) **October 07, 2022**:

- Duly accomplished Letter of Confirmation of Interest and Availability; Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per UNDP template provided.
- Personal detailed CV in English, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- Methodology describing which approach will be applied and how the task will be performed. The methodology must demonstrate candidate's In-depth knowledge of issues related to crime prevention and criminal justice in the country
- Copies of higher education diplomas and other relevant documents
- Due to the technical features of e-mail, the size of the file/s should not exceed 19 Mb per e-message.

Please make sure you have provided all requested documentation. ONLY fully submitted applications would be considered.

The type of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in TOR, can be accessed at

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

- Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

5. FINANCIAL PROPOSAL

This contract is concluded in national currency (Kazakh tenge) for a fixed amount, including the cost of consulting services.

Payment will be made in 3 tranches after the satisfactory completion of each item of the scope of work of the Terms of Reference and approval of the results by the UNODC Crime Prevention and Criminal Justice Officers in Vienna.

In this regard, the Consultant's proposal must be submitted indicating a lump sum payment for the following tranches:

Stage of work	% of the contract amount
Result 1	30%
Result 2	
Result 3	30%
Result 4	40%

6. EVALUATION

Individual consultants will be evaluated based on **Combined Scoring method** – where the qualifications 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 (methodology, CV, diplomas, Annex-IV and Annex -V) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: **Technical Evaluation – 70%** (maximum 500 points), which consists of technical scoring of qualifications and experience;
- Step IV: **Financial Evaluation – 30%**

Step II: Shortlisting (Pass/fail)

Only candidates meeting the mandatory criteria below will be included in the shortlist and allowed to the technical evaluation:

- An advanced university degree (Master's degree or equivalent) in fields of law, criminology, international relations, public administration, project/programme management or other relevant disciplines;
- Minimum five (5) years of extensive practical experience in the field of crime prevention and criminal justice.
 - o Experience in conducting research, including for the purpose of program development, with strong skills in quantitative and qualitative data collection and analysis.
 - o In-depth knowledge of issues related to crime prevention and criminal justice in the country to be explained in the methodology.
 - o Excellent analytical, drafting, editing and communication skills (writing, reading and speaking) in English and Russian languages.
 - o Readiness for business trips in Kazakhstan to be confirmed in Annex 4 "OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST".

Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only top 3 high scored candidates obtaining a minimum of 70% (350 points) of the maximum obtainable points for

the technical criteria (500 points) shall be invited for the financial evaluation.

Technical scoring of qualifications and experience – maximum 500 points:

Technical Evaluation Criteria	Max. points	Assessment
An advanced university degree (Master's degree or equivalent) in fields of law, criminology, international relations, public administration, project/programme management or other relevant disciplines is required.	80	Master's = 56; PhD or equivalent = 80
Specialized training in programme management, strategic planning, monitoring and evaluation, and statistics is an asset	20	Has specialization = 20 points No specialization = 0
Minimum five (5) years of extensive practical experience in the field of crime prevention and criminal justice.	150	5 years of experience – 105 points +15 points for each additional year Maximum – 150 points
Experience in conducting research, including for the purpose of program development, with strong skills in quantitative and qualitative data collection and analysis	100	1 year of experience – 70 points +10 points for each additional year Maximum – 100 points
Excellent analytical, drafting, editing and communication skills (writing, reading, and speaking) in English and Russian languages. Knowledge of Kazakh language is an asset.	50	Knowledge of Russian and English languages only = 35 points +knowledge of Kazakh = 50 points
Methodology	100	Methodology is assessed as: Poor = 20; Satisfactory = 40; Good = 70; Very good = 80; Excellent = 100

Maximum Obtainable Score	500	
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Step IV: Financial evaluation – 30%:


The following formula will be used to evaluate financial proposal:

Lowest priced proposal/price of the proposal being evaluated * 100%.

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%).

ANNEXES**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS****ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE****ANNEX 4 - OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST****ANNEX 5 - FINANCIAL PROPOSAL FORM****APPROVED BY:****Karina Yamashita**

Head of Procurement Unit

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 Signature: 5342F048-B6A5-4E65-8722-08E541DBE71B