

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**Объявление тендера на услуги индивидуального консультанта**

Empowered lives.
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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE # 2022-070

Date: 08/11/2022

Allowable Manner of Submitting Proposals	<ul style="list-style-type: none"> - Official Address for e-submission: tender.kgz@undp.org - Free from virus and corrupted files - Format: PDF files only. - Max. File Size per transmission: 10 MB; - Max. No. of transmission: unlimited - Mandatory subject of email “International Consultant_Inception Phase UNPRPD MPTF_PN 2022-070”; - Virus Scanning Software to be Used prior to transmission; - Time Zone to be Recognized: Kyrgyzstan (GMT+6)
Deadline for Submission	Date and Time: 21 November 2022, 17:30 (+6 GMT, Bishkek time)
Documents to be included in proposal	<ul style="list-style-type: none"> - Proposal: Resume/CV (describing past experience in similar projects) - Signed confirmation of interest and submission of financial proposal form (the form is attached), Annex 1, Financial Proposal Form - Copy of ID (passport) - Copy of Diploma and required certificates - Any supporting documents to demonstrate skills as per requirements

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail: procurement.sdg.kg@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

TERMS OF REFERENCE

Project Name	Inception Phase of the United Nations Partnership on the Rights of Persons with Disabilities Multi-Partner Trust MPTF (UNPRPD MPTF) in the Kyrgyz Republic
Assignment title	International Consultant to lead the implementation of the Inception Phase of the UNPRPD MPTF (4th Funding Round Call for Proposals)
Start/End Dates	December 2022 – February 2023
Estimated Working Days	30 working days
Supervisor	Chief Technical Advisor on Rule of Law
Location	Home-based (10 working days); Kyrgyz Republic (20 working days)
Type of Contract:	Individual Contract

I. BACKGROUND

National estimates report that the prevalence of disability in the Kyrgyz Republic is about about three percent, affecting 194,000 people (53% women), with an overall increase of 21.5 percent over the past seven years, and a total increase in child disability from 22.4 thousand in 2010 to 32 thousand children in 2020. At the end of 2018, the total number of recipients of state benefits as related to disability (57,204) made up approximately 15% of the total recipients of state benefits (365,227)¹. According to the National Statistical Committee, every year on average about 11,000 people are recognized as persons with disabilities for the first time, while more than 4,000 cases of disability are reported among children. Disability prevalence both in general and in women’s groups and persons of working age is considerably higher in rural areas compared to urban areas. Likewise, among children, there is also a higher level of disability in rural areas (71%) versus urban areas (29%), including more than a thousand children who do not enroll in a school due to disabilities every year.

In this context, in the past few years, the rights of people with disabilities (PWDs) have been increasingly ranking high on the national development agenda, leading to the ratification, in May 2019, of the United Nations Convention of the Rights of the People with Disabilities (UNCRPD), and the establishment, shortly after, of an Interagency Working Group, tasked with drafting the Initial Action Plan for implementation of the CRPD in 2019-2022 and the concept for the programme “Accessible country” (“Доступная страна”) aimed at elimination of discrimination against PWDs in various areas and improvement of accessibility of infrastructures. The national Population Housing Census² has also finally been conducted from March 25 to April 3, 2022, providing for the first time updated data on disability based on Washington Group Questions. The full report on disability is expected to be finalized by the end of the year.

However, despite these promising pledges, PWDs continue to be the hardest hit by the current gaps in economic and human development and experience serious challenges of discrimination, poverty and severe difficulties in accessing fundamental rights. The implementation of the UNCRPD is lagging behind while the legal and policy frameworks still do not fully comply with the ratified international human rights framework and disability-inclusion standards.³ This also includes one of the main legislations on disability, the Law No. 38 on the Rights and Guarantees of Persons with Limited Health Functions, which continues to reflect the medical model of disability. In December 2020, a new inter-agency governmental body, the National Disability Council (NDC), has been established to accelerate, coordinate and oversee efforts towards implementation of the CRPD, while the Ombudsman Institute (the National Human Rights Commission) has also formed a “Coordination Council for PWDs and their Families”. However, the “Accessible country” has not been approved due to political and COVID-19 circumstances, while both the NDC and the Ombudsman’s Coordination Council are still lacking resources and are not yet effective as expected.

Against this backdrop, the participating UN organizations (PUNOs), i.e. UNICEF, UNDP and UNFPA, under the overall coordination of the Office of the Resident Coordinator (RCO), have been invited to implement the Inception Phase of the

¹ UNICEF (2021) “Situation Analysis: Children and Adolescents Disabilities in Kyrgyzstan.”

²<https://kyrgyzstan.un.org/en/176799-population-and-housing-census-started-march-25-kyrgyzstan>

³ UNICEF (2021) “Situation Analysis: Children and Adolescents Disabilities in Kyrgyzstan.”

UNPRPD Multi-Partner Trust Fund (MPTF; 4th Funding Round Call for Proposals) in order to promote national progress on disability-inclusive development and the rights of PWDs in the Kyrgyz Republic. In particular, the UNPRPD MPTF aims at supporting the following objectives:

1. **Objective One** – *Advance CRPD implementation at the country level by focusing on the essential preconditions for disability inclusion across sectors, translating these into concrete policies, programs, and/or services which lead to systemic changes through a cohesive, inter-sectoral approach;*
2. **Objective One** - *Improve and increase the implementation of disability inclusive SDGs at the country level by providing fundamental support to the UN's collective response to the SDGs – including UNCTs, governments, OPDs, and civil society – to address national priorities and gaps concerning persons with disabilities in their national planning to advance the SDGs.*

II. OBJECTIVE OF THE ASSIGNMENT

Under the direct supervision of the Chief Technical Advisor on Rule of Law and the guidance of the Senior Advisor on Strengthening Parliament Democracy and Rule of Law, in close collaboration with the RCO, the UNCT and the PUNOs (UNFPA, UNDP, UNICEF) and with the full assistance of a number of national experts who will be recruited to support the Inception Phase, the International Consultant is expected to lead the implementation of the Inception Phase of the UNPRPD MPTF project. The Induction Workshop and the Situational Analysis processes should include all potential programme partners, such as participating UN organizations, government stakeholders, OPDs, and civil society, and additional stakeholders, such as donors, private sector, should be consulted during the data collection process of the Situational Analysis.

III. SCOPE OF WORK

In line with the Term of Reference, UNPRPD MPTF Guiding Document and the operational guidelines of the UNPRPD MPTF Fourth Funding Call, as well as the UNPRPD MPTF's Strategic Operational Framework (SOF) 2020-2025, the International Consultant will conduct the implementation for Inception Phase, specifically supporting the following tasks:

- 1) In line with MPTF training materials, conduct the **UNPRPD Joint Program Induction Training: Cross-cutting Approaches and Preconditions for Disability Inclusive Development** for PUNOs and national stakeholders' representatives. The purpose of the Induction Workshop is to provide basic training on the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive SDGs, UNPRPD's cross-cutting Approaches, preconditions for disability inclusion, and elements of the situational analysis. The Induction Workshop is a standardized training module developed by UNPRPD's Technical Secretariat to ensure consistency between country level stakeholders. It is important to ensure that persons with disabilities play a key role in the delivery of the workshop. The workshop should prepare the UNCT, government, OPDs, and other partners to complete the Situational Analysis and Full Proposal in line with UNPRPD's new Strategic Operational Framework. This five-day workshop should be delivered before the UNCT undertakes the Situational Analysis or Full Proposal, as it will ensure familiarity with the CRPD and disability inclusive SDGs and understanding of UNPRPD's Cross-Cutting Approaches and the preconditions for disability inclusion.
- 2) In line with UNPRPD MPTF template, plan and develop the **Situational Analysis** and implementation through holding consultative meetings with identified national implementing partners and stakeholders; developing data collection protocols, undertake data collection, data analysis and report writing. The purpose of the Situational Analysis is to conduct a comprehensive review of the national context. Through this process, PUNOs and project's partners, including Organizations of People with Disability (OPDs) should engage in active dialogue on the contextual factors affecting CUNRPD and SDG implementation and the preconditions to disability inclusion in order to ensure that the project's interventions will be based on the national needs, demands and respond to national challenges. The Situational Analysis will inform UNCTs in the development of the Full Proposal

- 3) Hold a national validation and dissemination meetings of situational analysis report.

IV. FINAL DELIVERABLES		
PRODUCTS	DEADLINE	PAYMENT STRUCTURE
Methodology & Induction Workshop <ol style="list-style-type: none"> 1. Presentation of methodology of the assignment and implementation plan 2. UNPRPD Joint Program Induction Training conducted, including submission of training report (4 days training) 	<p>Within 1 week after contract signing</p> <p>December 2022</p>	20%
Situation analysis and validation <ol style="list-style-type: none"> 3. Initial Analysis and filled data tools and presentations 4. Conduct an in depth Situation Analysis based on the UNPRPD MPTF guidance and template, including: <ul style="list-style-type: none"> • Desk review/literature review • Focus group discussions • Key informant interviews • Stakeholder mapping • Broad consultations with DPOs and underrepresented groups • Drafting the analysis • Final report with executive summary, conclusion and key recommendations 5. Presentation and consultations with all concerned stakeholders on the analysis and validate findings relevant to the program design phase 	<p>Within 3 months after contract signing</p>	80%
Total		100%

V. REPORTING REQUIREMENTS AND TERMS OF PAYMENT

1. The above results should be accepted and signed by the UNDP Team Leader of Accountable Institutions, Justice and Peace and CTA Rule of Law and the Senior Advisor Strengthening Parliament Democracy and Rule of Law. Accepted documents will be basis for payments (see table above).
2. All reports should be provided in both printed and electronic versions in English language, with detailed description of the fulfilled tasks, according to the present Terms of Reference. Analytical documents (memo, summary), reports and notes developed by the expert should be attached to the reports as annexes, which will serve as a justification for payment.

VI. QUALIFICATION REQUIREMENTS

- Minimum Bachelor's degree in social sciences (sociology, anthropology, economics, development studies, etc.),
- A minimum of seven years of professional work experience in working in the area of disability and/or the rights of persons with disabilities.
- Excellent report writing skills (*Previous sample report in English*)
- Proven experience in quantitative and qualitative data collection and analysis related to disability issues (*Previous projects/assignments when coordinating and/or leading on qualitative/quantitative data collection and analysis*).
- Experience in writing of situation analysis on disability (*previous project's assessment on disability and/or situation analysis*)
- Previous experiences in facilitating trainings/workshops on disability
- Previous experience working for UN agencies and/or MPTF is an asset.
- Experience working in CIS region is an asset.
- Fluency in English. Fluency in Russian is an asset.

VII. SCOPE OF PRICE PROPOSAL

Contracts based on lump-sum

Lump-sum contractPreferred Currency of Offer: United States Dollars (US\$)

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).

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS**Statement of Medical Fitness for Work**

Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

TRAVEL REQUIREMENTS

Target sites	# of visits and overnights
One visit to Kyrgyzstan	20 working days
Dates of visits to be agreed with UNDP	

Travels are foreseen in line with the public health situation of the country (Covid-19). All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. The consultant may be required to visit persons with disabilities and engage in work at the community level, jointly with the national consultant for the Situation Analysis and developing the full programme proposal. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. 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.

SECURITY CLEARANCE

The Consultant/Contractor will be requested to undertake the security training (BSAFE). These requirements apply for all Consultants, attracted individually or through the Employer

UNDP INPUT

Security charges are not applicable

EVALUATION

Offerors will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person whose offer has been evaluated and determined as

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Total score=Technical Score + Financial Score

Technical Criteria weight – 70%, 700 scores maximum

Financial Criteria weight – 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria:

1	Minimum Bachelor's degree in social sciences (sociology, anthropology, economics, development studies, etc.)
2	A minimum of seven years of professional work experience in working in the area of disability and/or the rights of persons with disabilities

2nd stage: Technical Evaluation of technical proposals – desk review. Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical evaluation:	70%	700
Professional work experience in working in the area of disability and/or the rights of persons with disabilities. <i>50 points for every additional year more than 7 (eligibility criteria), but no more than 150 points in total</i>	15%	150
Proven experience in quantitative and qualitative data collection and analysis related to disability issues (<i>Previous projects/assignments when coordinating and/or leading on qualitative/quantitative data collection and analysis</i>). <i>50 points for every project/assignment, but no more than 100 points in total</i>	10%	100
Experience in writing of situation analysis on disability	10%	100

<i>50 points for every project's assessment on disability and/or situation analysis but no more than 100 points in total</i>		
Previous experiences in facilitating trainings/workshops on disability <i>50 points for every training/workshop, but no more than 100 points in total</i>	10%	100
Excellent report writing skills (<i>Previous sample report in English</i>) <i>50 points – excellent</i> <i>10 points – satisfactory</i>	5%	50
Previous experience working for UN agencies and/or MPTF is an asset.	5%	50
Experience working in CIS region is an asset	5%	50
Language skills Fluency in English (required) <i>50 points – excellent</i> <i>10 points – poor</i>	5%	50
Language skills Fluency in Russian (asset) <i>50 points – excellent</i> <i>10 points – poor</i>	5%	50
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.		
Financial:	30%	300
3rd stage: Financial evaluation (according to the method described above) <i>Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation</i> The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.		

Approved by

Project Manager UNDP	Signature	Date
Mr. Erkin Kasybekov, Assistant Resident Representative	<small>DocuSigned by:</small> <i>Erkinbek Kasybekov</i>	08-Nov-2022
Ms. Erkina Urazbaeva, Team Leader of Accountable Institutions, Justice and Peace Programme Area	<small>BB25B180D6764F5... DocuSigned by:</small> <i>Erkina Urazbaeva</i> <small>F5EF974A10B748C...</small>	08-Nov-2022