



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 November 2015

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**Country:** Kyrgyzstan

**Description of the assignment:** Logistics Assistant

**Project name:** OHCHR ROCA's support to Coordination Council for Human Rights

**Period of services (if applicable):** 200 effective person days (January-September 2016)

Proposal should be submitted at the following address 41, Usenbaev Street, Bishkek, 720021, Kyrgyzstan no later than at **13.00, 11 December 2015**.

Bid opening will take place at the address indicated above on 11 December 2015, 13.30 – 14.00 (local time). All prospective vendors who submit quotation may participate in it

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail [procurement\\_roca@ohchr.org](mailto:procurement_roca@ohchr.org). OHCHR ROCA 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.

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### **BACKGROUND**

In 2013, the President of the Kyrgyzstan asked the United Nations for support in formulating peacebuilding plans and projects. A Joint Steering Committee (JSC) consisting of 28 members was then established with representatives from the Parliament, the Presidential Administration, the Government, State agencies, civil society organizations and the United Nations. A peacebuilding needs analysis was also conducted that included over 120 individual interviews, workshops in Osh and Bishkek, conflicts assessment reports, and other development documents relevant for Kyrgyzstan, including the National Sustainable Development Strategy (2013-2017) and the Concept on Strengthening the National Unity and Interethnic Relations. Based on the analysis, the JSC approved the Peacebuilding Priorities Plan, the framework under which all Peacebuilding Fund projects are implemented.

OHCHR is presently implementing two Peacebuilding Fund Projects, "Peace and Reconciliation through strengthening the Rule of Law and Human Rights Protection" and "Unity in Diversity".

### **MAIN OBJECTIVES, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

Under the overall supervision of the OHCHR Deputy Regional Representative for Central Asia and direct supervision of the OHCHR Coordinator of the Programme Management Support Unit, the logistics assistant supports the provision of logistic/administrative services for the implementation of a number of activities under the Peacebuilding Fund Projects of OHCHR in full compliance with UNDP rules, regulations, policies and strategies.

### **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

Under the supervision of the OHCHR Coordinator of the Programme Management Support Unit, the incumbent will:

- Assist in organizing of the DPCC ROL and HR WG meetings;
- \* Provide logistic and organizational support in the implementation of relevant project activities;
- \* Provide administrative support in the organization of conferences, workshops, trainings, study tours;
- \* Arrange travel and hotel reservations, air tickets' reservations, and prepare travel authorizations;
- \* Provide logistical and organizational support to Programme/Project personnel, International experts and members of national authorities and civil society for their participation in project events;
- \* Provide support in ensuring visibility of project's events;
- \* Provide all necessary support in organization of the above, as well as report to submission to UNDP office;
- \* Prepare requests of payment orders, purchase orders, contracts, and other forms related to travel entitlements and procurement of goods and services with all supporting documents for issuance;
- \* Facilitate the translation of material provided by Programme staff by translators and translation companies and ensure the monitoring of quality of translation;
- \* Provide support on the grants procedures for the grants on languages and on monitoring.

## **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education/Academic Qualifications:**

- University degree in Law/ Political Science/ International Relations/ Business Administration / Social Science.
- Masters in Law/ Political Science/ International Relations/ Business Administration / Social Science is an asset.

### **II. Experience:**

- Minimum 2 years of work experience, as a logistics assistant/ office manager/ assistant

### **III. Language Skills:**

- Working knowledge of English and fluency in Russian; Knowledge of Kyrgyz is an asset.

## **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Cover letter explaining the relevance of candidate's experience;
2. Signed copy of P11 form outlining the candidates qualifications and relevant experiences;
3. Signed copy of Financial Proposal (form for financial proposal is attached)
4. Copy of Diploma and Recommendation letters from at least two last Employers

The proposal should be submitted no later than **13.00, 11 December 2015** by post OHCHR, ROCA, 41, Usenbaev Street, Bishkek, 720021, Kyrgyz Republic.

## **FINANCIAL PROPOSAL**

- **Payment**

Payment should be made based on installments with a total of four (4) installments. Payments are based upon outputs, i.e. upon delivery of the services specified in the TOR.

- **Travel**

The assignment envisages travel cost within the country to provide logistics support on going activities.

Duty Station: Bishkek, with some travels to the regions on occasions (e.g. to deliver trainings).

The travel envisaged seven trips to the regions: 5 trips to Osh city – for 3 days each; 2 trips Cholpon Ata city - for 3 days each.

Transportation costs during travels to Cholpon Ata city - 3 days each are connected with travels of relevant project staff therefore transportation will be provided and covered by OHCHR for achieving the objectives under the present TOR.

All 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 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.

## **EVALUATION**

Individual consultants will be evaluated based on the following methodology of cumulative analysis

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 received a highest score out of pre-determined set of weighted technical and financial criteria specific to the work

The following criteria will be applied for the evaluation:

Total score=Technical Score + Financial Score

Example

\* Technical Criteria weight; [70%], maximum 700 points

\* Financial Criteria weight; [30%], maximum 300 points

Only those candidates who receive minimum 490 (70% from 700) in the technical part of evaluation will 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 take place in 3 stages.**

**First stage:** Prior to detailed evaluation all applications will be thoroughly screened against eligibility criteria (minimum qualification, and experience) as per the ToR in order to determine whether they are compliant or not.

<b>Eligibility criteria</b>	
1.	University degree in Law/ Political Science/ International Relations/ Business Administration / Social Science.
2.	Minimum 2 years of work experience, as a logistics assistant/office manager/ assistant

**Second Stage: Technical Evaluation**

The short-listed candidates will be evaluated on the following criteria (the evaluation process will include thorough screening submitted documents, written test and interview):

Evaluation Criteria	Weight, %	Score points (max.)
Technical	70%	700
Education including:	15%	Maximum 150 points including
University degree in Law/ Political Science/ International Relations/ Business Administration / Social Science.		100
Additional 50 points: Masters in Law/ Political Science/ International Relations/ Business Administration / Social Science		50
Experience including:	18%	Maximum 180 points including
Minimum 2 years of work experience, as a logistics assistant/ office manager/ assistant		100
Additional points: For experience more than 2 years in the above mentioned areas of work - 20 points per every extra year but not more than 80 points in total		80
Language skills:	7%	Maximum 70 points
<ul style="list-style-type: none"> <li>Fluent Russian 11-25 points – Easily 0-10 point – not easily</li> <li>Working knowledge in English 11-25 points – Easily</li> </ul>		25  25



**ANNEX II – FINANCE PROPOSAL**

**ANNEX III – IC contract form**

**ANNEX IV – General Terms for IC contracts**