

Functional Title: *National Consultant 'My Safe and Peaceful School'*

Location	Bishkek, Kyrgyzstan <i>Please note that substantial field travel including overnight stays in remote villages is regularly required</i>
Application Deadline:	26 September 2016, 9:00 am Bishkek time
Primary Category:	Women, Peace & Security
Type of Contract:	Special Service Agreement (SSA)
Remuneration: Kyrgyzstan	As per valid SSA scale used by UN Women
Languages Required: spoken)	Fluent English, Kyrgyz and Russian (written and
Starting Date: (when the selected candidate is expected to start)	1 October 2016
Duration of Initial Contract:	October 2016 through March 2018
Expected Duration of Assignment:	up to 360 fee days, on average 20 days a month

Background

UN Women was established by GA resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate to assist Member States and the UN system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women. Since 2001 UN Women (previously as UNIFEM) in Kyrgyzstan has been implementing catalytic initiatives on promoting women's economic, political and social rights. In 2012 a full Country Office was established.

The position is in support of the Finland-funded **"Livelihoods through Participation and Equal Access to Water"** project on securing livelihoods for vulnerable women, men and children, through their participation in community governance of water resources, and enhanced ability to use water efficiently.

The project strategy is to fairly, transparently and sustainably allocate scarce water resources at community level to enhance intra-community partnerships, community resilience and create opportunities for establishment of livelihoods that in the context of challenges increasingly associated with labour migration, present a credible alternative to such migration.

The consultancy supports the project empowerment components, with special emphasis on school students:

- *Empowerment of secondary school students to claim rights as citizens of the country based on the concept of equality, this leading to engagement of the target group in mechanisms established to allocate water resources effectively, and to hold gatekeepers accountable for fair allocation of scarce water resources*
 - ➔ Commitment to (gender) equality through improved (gender) relations and an understanding of the rights and duties of citizens, vs. the obligations of the state to protect
- *Empowerment of secondary school students to use available water resources effectively, and capacitation of duty bearers at WUA and local self-government level administer such resources*

effectively and justly

- ➔ Ability to act in own and communities' overall economic best interest based on available water resources. The consultant will specifically support the following project output and its realisation:

Output 1.2: Students have acquired advocacy and communication for change skills to influence attitude change in their communities in favour of more equitable and efficient use of natural resources will be achieved through integration of the '*My Safe and Peaceful School*' component into the curriculum of the selected schools. As part of this course the students will be supported to carry out a number of advocacy and communication for change activities covering the wider population of their communities to raise awareness of the general public about the sustainable use of natural resources, communicate importance of equal access and equitable use for resources by all population groups, as well as simple easy-to-use tips on how to improve water and land use in daily life in their households and gardens. Students showing superior aptitude will be involved in a multitude of activities conducted by UN Women beyond and outside the scope of this project to further consolidate their skills on influencing attitudes.

Indicator 1.2 is put forth to measure the number of people reached by the various advocacy actions of the students. It is expected to cover no less than 30,000 people in all target communities. The data on the reach-out will be collected from student reports supported with evidence (photos, print run, etc.).

The consultant will directly report to the UN Women Programme Specialist, who heads the Women, Peace and Security section of the UN Women Kyrgyzstan Country Office for WPS related activities under this ToR.

The consultant will be fully dedicated to the mandate and the values of UN Women, particularly to promoting Gender Equality as a strategy to reduce conflict, improve livelihoods and ensure fairness and justice; to Women Empowerment underpinning Gender Equality promotion efforts; to inter-ethnic tolerance and concord; and to respect for diversity. S/he will be fully conversant with the Constitutional requirements for the state to protect women and girls specifically against violence and youth in general against human rights abuse.

Tasks:

Under direct supervision and guidance of the International UN Women Programme Specialist, the Consultant, based at the UN Women Country Office in the Kyrgyz Republic will support the implementation of Finland-funded MSPS activities.

The Consultant will:

Conduct regular field missions including of several day duration to remote areas (40% of time)

1. Prepare for, mobilise and conduct field missions to MSPS partner schools to monitor the MSPS implementation, liaise with partners, arrange logistics
2. Regularly support the implementation of the MSPS component in participating schools. The focus is on mobilizing youth for volunteering, sustaining volunteerism and facilitating volunteers (peers)
3. Arrange for and conduct training workshops on MSPS implementation for Peer Educators and focal teachers of a duration of several days, and regular monitoring visits to participating schools, and provide supervision support
4. After each field mission and periodically for each school where MSPS is being introduced prepare full analytical and timely reporting in the English language, identifying any issues and potential problems early on and proposing remedial action
5. Document the findings/results/lessons learned and follow-up actions required, obtaining stakeholder commitments to time-bound action and subsequently monitoring implementation

Provide implementation support to and monitoring of projects, components and/or activities (40%)

6. Provide substantive monitoring and supervision support on MSPS implementation, especially to peer educators at schools during periods where there are no field missions, hold regular telephone conferences
7. Conduct trainings on youth empowerment and related issues to youth, organize and facilitate training workshops on MSPS implementation.
8. Oversee implementation of MSPS by peer educators and provide support to drafting and implementing action plan on topics featured in the manual. Facilitate meetings of the student body and teachers and administration to finalise and endorse actions, have students commit to an action, and facilitate and oversee the implementation of the action plan and draft a substantive monitoring report
9. Help prepare draft project documents, work plans, budgets, Terms of Reference, proposals on implementation arrangements and reports required for the purposes of annual work planning, resource mobilization, collaboration with partners, reporting to donors, as well as drafting official letters
10. Support timely and quality implementation of activities under the relevant AWP in line with deliverables
11. Timely preparation of progress, narrative & final reports for consolidated by Bishkek-based personnel
12. Present information on project activities to stakeholders, and ensure dissemination to broader public
13. In carrying out tasks, liaise with implementing partners on routine implementation of the project activities, track use of resources against outputs achieved and indicators met
14. In relation to specified tasks ensure the maintenance of a filing system, reports or other documentation related to the programme and administrative matters of the programme in hard and electronic formats
15. Logistics support as required to programme needs; provision of assistance in organizing and holding seminars, conferences, trainings, and meetings
16. Arranges travel and hotel reservations for visiting missions, prepares own and volunteers' travel authorizations and other documents
17. Ensures facilitation of knowledge building and sharing through synthesis of lessons learnt and best practices under the project supported in deliverables due

Assist the office in relation to other programmatic and logistical activities under relevant supervision (20% of time)

Logistics:

It is at the discretion of the UN Women Country on a case by case basis to decide to take up the offeror on his/her financial proposal related to the transportation cost of one of the scheduled field visits, or to provide the offeror with transportation through a UN Women service provider or by means of a UN Women official vehicle. For overnight stays outside the duty station the respective UN Women local DSA rules and rates apply which are the maximum amounts considered under the financial proposal. Travel is under restrictions from UNDSS and by starting the consultancy the consultant will need to have passed the online Basic Security in the Field II and the Advanced Security in the Field courses.

Results/Expected Output:

- Using the resources provided by UN Women (vehicle, material, introductions) s/he will **contribute to** the indicators of the project supported, namely to have several peer educators each in six secondary schools in southern Kyrgyzstan and four schools in northern Kyrgyzstan lead groups of peers who **complete the MSPS course and take action that is documented and reported** with results flowing from implementation being analyzed. The Consultant will guide, coach and facilitate all stakeholders in this regard, and documents and reports on the completion of tasks.
- The **Consultant is responsible for** ensuring that students from 10 schools in several municipalities, towns, etc. are organized into groups of approx. 15 peers and have been i. trained to conduct MSPS peer-to-peer work; ii. that no less than 20 peer educators conduct and complete all training as per the

course, including facilitating drafting and implementing action plans; iii. that implementation of action plans is documented and reports are available with UN Women Bishkek; and iv. that positive results flow from MSPS implementation (lessening of conflicts, racketeering, lower incidence of bride kidnapping, effective use of water resources, etc.).

This work is achieved by weekly interaction with peer educators, focal teachers, school authorities, parents and peers by phone and/or e-communications. This will encourage and facilitate peer groups to proceed with the MSPS course

The contractor will undertake the following field missions to the number of schools indicated in brackets, the identity of which will be confirmed subsequently:

Bishkek – [in Batken province:] Uch Korgon (2) – Halmion (2) – Kulundu (1) – Maksat (1). Return road trip from Osh is 1,000 kms. The trip is to commence on Monday and complete on Saturday. This trip will take place in 2016 in October, November, December; in 2017 in February, March, May, September, October, November and December; and in 2018 in late January and mid-March for a total of 12 weeklong trips.

Bishkek – Asyl-Bash of Sokuluk district (2) and Novopavlovka (2). The visits will take place monthly between October 2016 and May 2017, and between September 2017 and March 2018 for a total of 15 visits. Visiting four schools is counted as two fee days. Return road distance between Bishkek and Asyl-Bash is 80 kms and return distance between Bishkek and Novopavlovka is 30kms.

Of the 360 fee days under this contract 102 fee days are set aside for field visits. For any additional field visits that may be undertaken as agreed with UN Women, UN Women will provide the UN DSA, relevant UN terminals, air-ticket if necessary, and offeror's amount for road transportation or provide a vehicle. Days not spent in the field are worked in UN Women offices in Bishkek or if agreed in Osh and only between Mondays and Fridays. Each full day spent in the field is counted as one fee day. Each eight hours documented to be worked in the office are counted as one fee day. UN Women is making available a desk, laptop computer, printer and mobile phone and SIM card available for official purposes.

Prior to the beginning of each calendar month the contractor will provide a draft monthly workplan to be reviewed and agreed with UN Women.

Deliverables (Written submissions):

Payment will be disbursed on a monthly basis upon submission and approval of deliverables and exact approved timesheets and certification by the UN Women Programme Specialist that the services have been satisfactorily performed. For each monthly payment the following is required to be submitted and accepted by the supervisor:

1. Timesheet indicating daily time and total days worked indicating the nature of work/result
2. A narrative report covering work in relation to tasks as per this ToR on a monthly basis
3. Training module on MSPS implementation (using available material), training plan and post-training report with attendance list and feedback on each participant for trainings during a month
4. On a monthly basis a progress report covering the implementation of the course MSPS in each of the peer education groups and indicating which session has been taught, who has been in attendance, whether action plans were developed, implemented and documented and a report on the work done by each peer-group in the calendar month in question; similar progress reports for the other components
5. Copies of action plans due and overview over which sessions have been attended to over the preceding calendar month for each peer group
6. Two reports on implementation of action plans (one to be provided upon completion of the first part of the MSPS manual and the second to be provided upon completion of the second part of the

- MSPS manual)
- 7. Other documentation clearing all mission travel during the reporting period
- 8. A concise lessons learned report with recommendations and issues worth noting
- 9. Other reports as required or assigned

Subject to early submission of properly filled documentation, for field missions 80% advance payment for DSA is made. If air-tickets are booked by UN Women, they are booked on the basis of submission of properly filled documentation.

Required Skills and Experience

Education:

- An undergraduate university degree

Experience:

- This Consultant position does not require formal full-time work experience, however, two years of documented part-time volunteering experience with an official entity is mandatory (no less than 25% of full time)
- Proven incidences of civic engagement at school, university or community level
- Proven experience in working with youth and
- Competent in the usage of computers and office software packages (MS Word, Excel, PPT, etc.).

Skills:

- Proven presentation skills
- Proven skills of training youth on empowerment or social change agendas
- Proven organisational skills

Language requirements:

- Fluency in English, Kyrgyz and Russian required

Evaluation Procedure

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- An undergraduate university degree
- Two years of documented part-time volunteering experience with an official entity is mandatory (no less than 25% of full time), or full-time work experience
- Fluent written language skills in Kyrgyz, English, and Russian

The short-listed individual consultants will be further evaluated based on a cumulative analysis scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 100 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of 70 points obtainable under technical evaluation);

C is the price of the evaluated proposal;

C_{low} is the lowest of all evaluated proposal prices among responsive proposals; and

X is the maximum financial points obtainable (30 points)

Technical evaluation will be represented through desk review of applications and further interview, depending on the short-listed candidates' qualifications.

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

#	Criteria for technical evaluation	Scoring	Max. points
Desk review based on P11			
1	An undergraduate university degree	<i>These items are mandatory. If either one is not met, the offeror's proposal will not be further considered</i>	N/A
2	This Consultant position does not require formal full-time work experience, however, two years of documented part-time volunteering experience with an official entity is mandatory (no less than 25% of full time)		
3	Written language skills as indicated in the P11		
Interview			
4	Proven incidences of civic engagement at school, university or community level		15
5	Proven skills of training youth on empowerment or social change agendas		15
6	Proven credibility with secondary schools students age 14 to 17		15
7	Fluency in verbal Kyrgyz, Russian and English.	<i>Up to: 5 pts for fluency in Rus; 10 pts for fluency in English; 10 pts for fluency in Kyrgyz</i>	25
Maximum Total Technical Scoring			70

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 49 points), will be compared.

WINNING CANDIDATE

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

APPLICATION PROCESS AND SUBMISSION PACKAGE

Applications with mandatory marking "National Consultant 'My Safe and Peaceful School'" need to be submitted on or before 09:00 AM on Monday, 26 September 2016, to the following email address:

hr.kyrgyzstan@unwomen.org

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1. Letter of Intent with a 1-2 page brief technical proposal describing suitability to undertake the assignment;
 2. Duly filled Personal History Form (P11), including records on past experience in similar projects/assignments and specific outputs obtained. No other formats than a UN P-11 will be considered;

3. Financial proposal (in KGS) - confirming the number of advertised working days. The financial offer should include all costs related to completion of the task under the current Terms of Reference.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

Only short-listed candidates will be contacted. Candidates can only be shortlisted if they profess to meet all the mandatory requirements in the Terms of Reference. Applications without the completed P11 form are incomplete and will NOT be considered for further assessment.

The Consultant shall promote a client-oriented approach consistent with UN Women rules and regulations and commits to high standards of quality, productivity and timeliness in the delivery of tasks. The Consultant will meet and apply the highest standards of integrity and impartiality.

The Consultant must be fully dedicated to the mandate and the values of UN Women, particularly to promoting Gender Equality as a strategy to reduce conflict, improve livelihoods and ensure fairness and justice; to Women Empowerment underpinning Gender Equality promotion efforts; to inter-ethnic tolerance and concord; and to respect for diversity.

Financial Proposal Format

Breakdown by Cost Component

	Item	Unit cost in KGS	Number of units	Total cost in KGS
1	Daily fee		360	
2	All-inclusive Daily Subsistence Allowance for nights spent during southern trip (not to exceed the UN DSA rate of KGS 3,025/night)		60	
3	Air travel Bishkek – Osh – Bishkek (return)		12	
4	Road transportation cost as lump-sum for the southern trip indicated		12	
5	Road transportation cost as lump-sum for the northern trips indicated		15	
6	Other related costs (to be specified!)			
7	Total	N/A	N/A	

Please note that the Financial Proposal must be all-inclusive and take into account various expenses incurred by the consultant during the contract period itemizing the following: fee rate per working day, daily subsistence allowance rate for every day in field for the purposes of the assignment, necessary local travel expenses by the most appropriate means of transportation and the most direct economy class practicable route and any other relevant expenses required for the purposes of the assignment. The Financial Proposal should be provided in KGS; if the proposal is provided in any other currency it will be converted as per UN exchange rate on the date of post closure.