

Annex 2



TERMS OF REFERENCE for the GEF SGP Kyrgyzstan Programme management facilitator

Project Name	Global Environment Facility Small Grants Programme (GEF SGP)
Short title of Assignment:	Programme management facilitator
Duty station:	Bishkek, Kyrgyz Republic
Type of Contract:	Individual Contract
Duration of Contract:	From June 1, 2014 to November 30, 2014 (120 working days)

BACKGROUND

The Programme Management Facilitator will work in the Global Environment Facility Small Grants Programme in Kyrgyzstan.

The SGP is a global and multi-focal area GEF project, approved for funding by the GEF Council on a rolling replenishment, implemented on behalf of the GEF partnership by UNDP, and executed by UNOPS. The overall objective of the Programme is to support projects of non-governmental and community-based organizations demonstrating that community action can maintain the fine balance between human needs and environmental imperatives.

Programme management facilitator will work under direct supervision and guidance of GEF SGP National Coordinator in Kyrgyzstan and will be accountable to him. Programme management facilitator will maintain working-level contacts with UNDP CO staff, main stakeholders and beneficiaries, and will participate at the events of SGP when required.

OBJECTIVE

To provide assistance to GEF SGP Kyrgyzstan and National Coordinator directly on the issues of managerial facilitation support in accordance with the implemented Programme.

SCOPE OF WORK

His/her overall assignment is to:

1. Assist GEF SGP National Coordinator in creation of GEF SGP local network of CSOs for knowledge networking and information dissemination;
2. Update GEF SGP local website and global GEF SGP database with projects results and outputs;
3. Work with GEF SGP archives and compiles data of its best practices, publications and media outreach materials;

4. Assist GEF SGP National Coordinator in conducting planned NSC meetings, draft minutes with further follow-up;
5. Assist GEF SGP National Coordinator in updating the list of NSC members;
6. Work with GEF SGP materials to elaborate guidelines for NSC members;
7. Assist GEF SGP National Coordinator in reviewing project reports and give recommendations on them;
8. Fulfill additional ad hoc assignments as designated by National Coordinator.

FINAL DELIVERABLES

PRODUCTS	DEADLINE	PAYMENT STRUCTURE
<ul style="list-style-type: none"> • Grantees' reports reviewed. Based on the work done recommendations to NC are given for further action on a project; • GEF SGP archives are reviewed: best practices, publications, media files are collected; • Arranged NSC meeting (financial and logistic support; preparation, conduction of the NSC meeting and finalization of its results in accordance with GEF SGP operational guidelines); 	End of June 2014	16.00%
<ul style="list-style-type: none"> • Global SGP database is updated with records on projects' progress; • Best practices, publications and media files of GEF SGP archives are posted on the local website; • Assisted NC in recruitment of new NSC members in accordance with GEF SGP operational guidelines; • Arranged NSC meeting (financial and logistic support; preparation, conduction of the NSC meeting and finalization of its results in accordance with GEF SGP operational guidelines); 	End of July 2014	16.00%
<ul style="list-style-type: none"> • Grantees' reports reviewed. Based on the work done recommendations to NC are given for further action on a project; • Elaborated a document: a guide on SGP operational guidelines for NSC members (including TOR, procedures, project indicators, etc.); • Created a GEF SGP network for CSOs; 	End of August 2014	16.00%
<ul style="list-style-type: none"> • Global SGP database is updated with records on projects' progress; • Assisted in arranging NC trips for M&E of GEF SGP projects with further follow-up; 	End of September 2014	16.00%

<ul style="list-style-type: none"> • Grantees' reports reviewed. Based on the work done recommendations to NC are given for further action on a project; • The local website is updated with a list of OP5 projects with their description and results; 	End of October 2014	16.00%
<ul style="list-style-type: none"> • Global SGP database is updated with records on projects' progress; • Arranged NSC meeting (financial and logistic support; preparation, conduction of the NSC meeting and finalization of its results in accordance with GEF SGP operational guidelines); • Conducted a tender on Premise Lease for GEF SGP for the year 2015. 	End of November 2014	20.00%

Result: Assistance to GEF SGP program and National Coordinator on the issues of managerial facilitation is provided and approved by National Coordinator.

REPORTING REQUIREMENTS

Programme management facilitator presents results in a generalized written report (hardcopy and e-version in Word and PDF format) on the following:

1. Created GEF SGP local network of CSOs;
2. Updated GEF SGP local web site and global database;
3. Compiled data of GEF SGP best practices, publications and media outreach materials;
4. Conducted NSC meetings with minutes and follow-up;
5. Updated list of NSC members;
6. Elaborated guidelines for NSC members;
7. Recommendations to National Coordinator and grantees on project reports.

Draft of a report should be submitted to National Coordinator for comments prior to its final completion.

QUALIFICATION AND COMPETENCY REQUIREMENTS

- University degree in social sciences;
- Minimum 3 years of relevant administrative experience including financial management;
- Minimum 3 years of relevant work with projects with local communities;
- Experience of work with projects related to environment is an asset;
- Experience in usage of office equipment and computer applications;
- Experience in support and updating websites;
- Excellent drafting and analytical skills;
- Work experience with CSOs or International donor organizations is an asset;
- Excellent knowledge of Kyrgyz, Russian, English.

SUBMISSION OF APPLICATIONS

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

- Proposal:
 - (i) Explaining why they are the most suitable for the work, letter of interest

- Signed P11 form (including past experience in similar projects and at least 3 references),
- Filled financial proposal (template is enclosed)

EVALUATION PROCESS

The contract will be awarded to that candidate, who will meet all the requirements as per ToR and who will offer the lowest financial proposal.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Recommended contractors over 62 years of age and who are required to travel should undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment at their own expenses.

Contracted Consultants are required to have vaccinations/inoculations at their own expense when traveling to certain countries, as designated by the UN Medical Director. A copy of the list should be provided to the subscriber prior to signing the agreement so that his/her personal physician can attest to the required vaccinations/inoculations having been performed, as part of the certification described above.