



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 6 May 2014

Country: Kyrgyzstan

Description of the assignment: Programme Management Facilitator

Project name: Global Environment Facility Small Grants Programme in Kyrgyzstan

Period of assignment/services : 1 June 2014 – 30 November 2014 (120 working days)

Applications and financial proposals should be submitted in the sealed envelope no later than 15 May 2014 3.00 p.m. to the following address: GEF SGP office, 197 Tynystanov street, 1st floor, Bishkek.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: MedinaJ@unops.org before 14 May 2014 3.00 p.m. Medina Jumakadyrova 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.

1. BACKGROUND

The GEF SGP is a global and multi-focal area GEF project, approved for funding by the GEF Council on a rolling replenishment, and 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.

The Programme will mobilize a qualified **Programme management facilitator**. His/her overall responsibility is to ensure that both internal and external Programme communications, networking with stakeholders through consultations, web applications and outreach materials are well-planned and executed in a way that allows for successful Programme performance both internally within GEF SGP Kyrgyzstan as well as beyond. The Programme management facilitator will work with GEF SGP archives and produce relevant knowledge products and improve them over time to become effective and value adding to partners and main beneficiaries. Besides tasks pertaining to communication, the Programme facilitator will be required to act pro-actively while assisting to National Coordinator in conduction of NSC meetings, recruiting new NSC members and preparing knowledge management materials for them. Programme management facilitator will also review project reports and make recommendations to National Coordinator on the progress of projects and update the global GEF SGP website.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Programme management facilitator will undertake the following tasks:

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.

The Programme management facilitator will provide (as a final results):

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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Eligibility criteria:

- 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

2. Financial proposal

3. Personal CV (P11) including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- Lump sum contract

The financial proposal shall specify a monthly payment for accomplished outputs. Payments are based upon output, i.e. upon delivery of the services specified in the TOR after submission of required reports on the work completed, filled time sheets. The final payment will be made after submission of final report on services provided.

Travel: In the event of unforeseeable travel, the respective Business Unit and the Individual Contractor should agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be paid.

6. EVALUATION

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.

ANNEXES:

1. TOR
2. Offeror's letter of interest
3. P11 form
4. General terms and conditions