

**Terms of Reference  
Logistic Support Consultant  
for the Joint UN Spotlight Country Programme**

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<b>Location:</b>	Bishkek, Kyrgyzstan
<b>Primary Category:</b>	EVAWG
<b>Type of Contract:</b>	SSA (Special Service Agreement)
<b>Languages Required:</b>	Fluency in English, Russian and Kyrgyz
<b>Starting Date:</b>	20 January 2021
<b>Expected end date:</b>	20 December 2021
<b>Period of contract:</b>	11 months (up to 220 working days)

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**I. Background**

The United Nations (UN) in partnership with the European Union (EU) launched a regional multi-year Spotlight Initiative to eliminate all forms of violence against women and girls (VAWG), including harmful practices (HP), and aims at achieving transformational change. Through a comprehensive approach, the *Spotlight Initiative* will focus its work on SGBV against women and girls through six key pillars: strengthening, developing and implementing relevant legislation and policies; strengthening national and sub-national institutions; preventing violence through evidence-based programmes and campaigns; ensuring the collection and use of prevalence and incidence data; strengthening or establishing essential services for victims/survivors; and partnering directly with women’s movements and civil society.

The *Spotlight Initiative* in Central Asia will focus on SGBV against women and girls, and cover three countries (Afghanistan, Kyrgyzstan and Tajikistan). Kyrgyzstan among other countries was selected based on agreed primary criteria, including the prevalence of SGBV (including data from women’s experience of violence in their lifetime and in the past 12 months and indicators making up the Gender Inequality Index); and secondary criteria that assessed current investments in ending violence against women and girls (EVAWG) at a national level and overall absorption capacity; political will and an overall enabling environment, including for civil society, national and partner capacities, to significantly progress interventions to prevent and respond to DV/IPV. The six pillars of the *Spotlight Initiative’s* theory of change, will be implemented at a country-level and with selected pillars at a regional level which will add value in maximizing the investment, and contributing to the scale, sustainability, visibility, lessons learnt and adaptation of approaches throughout the region.

**II. Objective**

The purpose of the assignment is to provide logistical support in facilitation of Country Programme Document implementation at the national and sub-national levels ensuring effective and efficient management of information flow, coordination of existing partnerships and networking, and follow-up on deadlines and commitments. The Consultant is expected to work in close collaboration with Programme Assistant and Technical Coherence Specialist under direct supervision of Programme Coordinator and overall guidance of National Programme Officer.

**III. Scope of work/duties and responsibilities**

Under the overall supervision of the Programme Coordinator and day-to-day coordination with Programme Assistant, Logistic Support Consultant will be responsible for implementing the following scope of activities as described below:



- Provide technical and logistical support in organizing events (online and offline workshops, trainings, meetings) related to Spotlight Initiative (SI) with participation of SI programme team, respective UN Agencies' staff and respective partners.
- Organize regular and ad-hoc meetings with key Spotlight Initiative partners, prepare minutes and summaries of actions to be taken, tracking of progress on planned issues, follow-up with focal points.
- Assist to organize programme related procurement processes and selection of implementation partners.
- Liaise with key partners and consultants to compile their inputs and ensure proper documentation.
- Provide translation of documents and interpretation during meetings to English, Russian and Kyrgyz.
- Provide clerical assistance with correspondence, paperwork, and protocols.
- Provide technical support with Zoom meetings, documentation conversion, and recordings.
- Other tasks as required.

The UN Women Country Office in Kyrgyzstan will provide overall guidance to the consultant by making available:

- Guidelines for Spotlight Initiative.
- Country Programme Document and 2020 Annual Work Plan.
- Programme budget plan.
- Other relevant information, analysis and data.

#### IV. Duration of the assignment

The contract assignment will be up to 11 months between 20 January 2021 and 20 December 2021.

#### V. Duty station

The assignment will be implemented in Bishkek, Kyrgyzstan (home-based during COVID-19 imposed restrictions), with possible trips to the regions of the country. Possible field trips to be covered separately based on TRF.

#### VI. Key Deliverables

The assignment deliverables shall be:

Deliverables	Period, month	Target Date
<ul style="list-style-type: none"> <li>• Translation of OSPA materials</li> <li>• Assistance for Zoom meetings and preparation of protocols</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	20 January – 20 February 2021	By 21 February 2021
<ul style="list-style-type: none"> <li>• Logistical support for media self-assessment kick off</li> <li>• Translation of OSPA materials</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 February – 20 March 2021	By 21 March 2021



<ul style="list-style-type: none"> <li>• Administrative and logistical assistance to the preparation of Women Rise for All forum on 8 March 2021</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 March – 20 April 2021	By 21 April 2021
<ul style="list-style-type: none"> <li>• Logistical support for GALS kick off activities</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 April – 20 May 2021	By 21 May 2021
<ul style="list-style-type: none"> <li>• Assistance to the selection of implementing partners</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 May – 20 June 2021	By 21 June 2021
<ul style="list-style-type: none"> <li>• Clerical support for SI semiannual reporting</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 June – 20 July 2021	By 21 July 2021
<ul style="list-style-type: none"> <li>• Logistical support for CSO supporting activities kick off</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 July – 20 August 2021	By 21 August 2021
<ul style="list-style-type: none"> <li>• Virtual Reality tool implementation support</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 August – 20 September	By 21 September 2021
<ul style="list-style-type: none"> <li>• Clerical support for budget revision</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 September – 20 October 2021	By 21 October 2021
<ul style="list-style-type: none"> <li>• Logistical support for UNiTE campaign kick off</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 October – 20 November 2021	By 21 November 2021
<ul style="list-style-type: none"> <li>• Logistical support for UNiTE campaign finalization</li> <li>• Translation and meeting minutes preparation</li> <li>• Submission of approved timesheet and interim report on implementation of the tasks and deliverables as per TOR</li> </ul>	21 November – 20 December 2021	By 21 December 2021

All the documents, including drafts, consultation materials, presentations and reports should be submitted in English language.

The payments will be made in KGS at the UN Operational Rate for Exchange (UNORE) effective at the month of payment and in 11 instalments per reported number of fee days based on submitted and approved timesheet, and after all the deliverables are submitted, accepted and approved.



**Inputs**

UN Women Country Office in Kyrgyzstan will provide the contractor with a computer, transportation in UN vehicles or hired vehicles during missions, and necessary information and materials for the fulfilment of tasks, and provide office space in UN Women’s office, as required.

**Performance evaluation**

Contractor’s performance will be evaluated based on: ability to take up this assignment within the timelines mentioned above, responsibility, initiative, communication, accuracy, and quality of the products delivered.

**Required experience and qualifications**

**Education:**

- Bachelor’s degree in development related disciplines, economics, international relations, or other social science fields.

**Experience and knowledge:**

- At least one year of work experience in the area of administration and/ or secretary support.
- Competent in the usage of computers and office software packages (MS Word, Excel, etc.).
- Work experience in development projects is an asset.
- Experience in data collection/ analysis is an asset.

**Language**

**Requirements:**

- Fluency in English, Kyrgyz and Russian

**VII. Application and Selection Process**

**Application procedure**

Applications should include the following documentation package:

- Financial proposal, indicating a total lump sum to include all costs relating to the delivery of activities as per above description.
- P-11 form including experience in similar assignments. This form can be downloaded at <http://www.unwomen.org/about-us/employment>.

Financial proposal format:

Deliverables	Unit	Unit value in USD	Number of units	Total cost in USD
Daily fee				
(other expenses)				
<b>TOTAL</b>				

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant during the contract period. The financial proposal should be provided in USD. If the proposal is provided in any other currency, it would be converted as per UN exchange rate on the date of post closure.

**Evaluation of applicants**

The evaluation starts with shortlisting of potential candidates and received applications against the mandatory requirements. Only full applications will be considered. Shortlisted candidates will be then evaluated using a cumulative analysis method taking into consideration the combination of the applicants' technical qualifications and experience, and financial proposal. The contract will be awarded to the individual consultant whose offer has been evaluated and determined as:

- Technically responsive/compliant/acceptable to the requirements of the ToR; and
- Having received the highest cumulative (technical & financial) score out of below defined technical and financial criteria.

**The selection of candidates will be done in 3 stages:**

**1<sup>st</sup> 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	Bachelor's degree in development related disciplines, economics, international relations, or other social science fields
2	At least one year of work experience in the area of administration and/ or secretary support
3	Competent in the usage of computers and office software packages (MS Word, Excel, etc.)
4	Work experience in development projects is an asset
5	Experience in data collection/ analysis is an asset

**2<sup>nd</sup> stage:** Technical Evaluation

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
<i>Technical</i>	70%	70
<b>Experience, including:</b>	<b>35%</b>	<b>Maximum 35 points, including:</b>
At least one year of work experience in the area of administration and/ or secretary support.	20%	Up to 20 points
Competent in the usage of computers and office software packages (MS Word, Excel, etc.).	5%	Up to 5 points
Work experience in development projects is an asset.	5%	Up to 5 points
Experience in data collection/ analysis is an asset	5%	Up to 5 points
<b>Knowledge, skills and competencies, including:</b>	<b>35%</b>	<b>Maximum 35 points, including:</b>
Bachelor's degree in development related disciplines, economics, international relations, or other social science fields	20%	Up to 20 points
Fluency in English, Kyrgyz and Russian	15%	Up to 15 points

**3<sup>rd</sup> stage:** Financial evaluation will be conducted according to the method described below:





The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A suggested formula is as follows:  $p=30 (\mu/z)$

Where:

p - points for the financial proposal being evaluated;

$\mu$  - price of the lowest priced proposal;

z - price of the proposal being evaluated

**The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.**



**Annex I: Financial Proposal**

***BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL***

Please provide breakdown of Cost by Components:

<b>Deliverables</b>	<b>Unit</b>	<b>Unit value in USD</b>	<b>Number of units</b>	<b>Total cost in USD</b>
<b>Consultant's fee</b>	month		11 months	
(other expenses)				
<b>TOTAL</b>				

