

## **TERMS OF REFERENCE**

### **1. Background**

The Politico-Military Dimension of the OSCE Programme Office in Nur-Sultan (POiN) is establishing a roster of pre-qualified Implementing Partners (IPs) to be further engaged in implementing projects aimed at enhancing dialogue and co-operation on security issues, promoting local self-governance and parliamentary development, as well as youth mainstreaming in Kazakhstan in line with the OSCE commitments and best practices. Once established, the roster will be valid for three years and will be used for projects of value lower than 50,000 Euro.

The potential IPs included in this roster will be contacted by the POiN and invited to submit a project proposal(s). After evaluation of the project proposals according to the criteria established for each particular project, an IP will be selected.

Each IP will be responsible for the day-to-day management of a project. This includes the management of funds and human resources and entails planning and executing project activities, supervision of performance and monitoring.

### **2. Objectives of the project**

The project objectives are:

- Legislative and executive branches enhance parliamentary functions and their implementation (as per Outcome 1.1);
- Think tanks, academic institutions and youth organizations work more closely with the Parliament and political parties to promote political modernization and a secure environment (as per Outcome 1.2).

### **3. Scope of the project and time frame**

The IP could be contracted for selected project activities from the period of 30 April 2021 - 30 November 2021. The time for submission of narrative and financial reports will be defined as per implementing partner agreement.

### **4. Expected Output and Performance Indicators**

**Services of IPs are required for the following:**

- Provision of expert support and consultation to the state authorities on issues of local self-governance, parliamentary development, promotion of youth, security risks;
- Implementation of capacity-building activities on the issues of local self-governance, parliamentary development, promotion of youth, security risks;
- Undertaking targeted and comprehensive research projects;
- Conducting a survey on local population's awareness on maslikhat's activities and presentation of its findings;
- Conducting seminars on youth engagement in decision-making process in the Parliament;
- Conducting events on promoting and enhancing youth participation in political and civic life;

- Organization of events for public discussions of the issues of local self-governance, parliamentary development, promotion of youth, security risks;
- Drafting analytical reports on the above mentioned issues;

**Minimum qualification requirements to the IP and staff proposed for the project (all criteria and info in line with the due diligence checklist)**

**5. Eligibility**

IPs used by the OSCE should be not-for-profit organizations and should operate in conformance with national legislation in the areas in which they are active.

**6. Minimum qualification requirements**

- IPs must possess a formal registration / license to operate;
- Selected IPs will have to be well-established non-governmental organizations with preferably not less than two years of experience in the sphere of local self-governance, parliamentary development, youth and security. This requirement should be checked through registration data of the potential IP and through the provided lists of references and projects executed so far;
- IPs staff must be qualified in the organization of training seminars, roundtable discussions and/or conferences, including high-level events as well as the development of strategic documents, report writing (narrative and financial), and accounting. This requirement should be checked by reviewing of presented CVs;
- IPs must document financial capacity to implement projects funded by an international organization. This requirement should be checked through a separately prepared questionnaire for the evaluation of a potential IP's financial capacity.

If these criteria are not fulfilled, IPs cannot qualify.

**Professional capacity criteria**

**7. Mandatory (subject to evaluation)**

- Experience in the sphere of drafting strategic documents and/or programs (min. two years);
- Extensive and proven experience of developing training programs and actual training of various organizations on different topics (min. three implemented projects aimed at strengthening capacity of different beneficiaries in the last five years);
- Experience in the organization of events with participation of ministries, state agencies, parliament and civil society (at least three projects / events in the last five years);
- CVs of staff proposed for project implementation must demonstrate experience in drafting and presentation of reports findings to a diverse audience (project manager, project accountant and experts should all have at least two years relevant work experience).

**8. Desirable (additional points to the basic evaluation, if two or more IPs have the same final score)**

- Experience working with and coordinating the work of civil society organizations for projects implementation;
- Experience in coordinating similar projects for various donor organizations;
- Proven knowledge of international and/or national legal frameworks.

**Note: Due diligence**

Once qualified and on the OSCE roster, the IP should be able to pass the standard OSCE due diligence before being contracted through an IP Agreement (IPA). The due diligence procedure is performed regularly and on an annual basis for all IPs from the OSCE roster who will be signing IPAs with OSCE.