

TERMS OF REFERENCE

1. Background

The economic and environmental dimension of the OSCE Programme Office in Nur-Sultan (Programme Office) is updating a roster of pre-qualified Implementing Partners (IPs) to be further engaged in implementing projects.

The roster established following this procedure will be valid for five years and will be used for projects of value lower than 50,000 Euros.

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

An IP undertakes 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.

IPs used by the OSCE should be not-for-profit organizations and should operate in the Republic of Kazakhstan in conformity with the national legislation.

2. Project objectives

The Programme Office is especially interested in co-operation with non-governmental organizations possessing the necessary expertise in the following thematic areas:

- ✓ Participation and involvement in discussion and adoption processes of environmental legislation and regulation;
- ✓ Ensuring access to justice in environmental matters;
- ✓ Providing access to information in the field of environmental protection;
- ✓ Ensuring public participation in the environmental decision-making process;
- ✓ Ensuring sustainable use of the natural resources in the protected areas;
- ✓ Conservation of wetlands, including but not limited to: monitoring and assessing the state of wetlands, developing recommendations for listing wetlands on the Ramsar List, applying international standards Bird Life International for the protection of birds and preserving their habitat as well as Key Biodiversity Areas standard on identification of key biodiversity conservation areas.

3. Scope of the project and time frame

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

4. Minimum qualification requirements

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

- 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 5 years of experience. This requirement should be checked through registration data of the potential IP and through the provided lists of references and projects executed so far;
- IP's staff must be qualified in performing one or several of the above-mentioned tasks (Section 2. Project objectives) including but not limited in organization of trainings, seminars, roundtable and/or conferences, high-level events as well as development of strategic documents, report writing (narrative and financial), and accounting. This requirement should be checked by reviewing the CVs of relevant staff;
- IP must document financial capacity to implement projects funded by an international organization. This requirement shall be checked through separately prepared questionnaire for the financial capacity evaluation.

If these criteria are not fulfilled, IPs will not be included into the roster.

Professional capacity criteria

5. Mandatory (subject to evaluation)

- Extensive experience in one or several thematic areas indicated in Section 2. Project objectives (minimum 3 implemented projects in the last 5 years);
- CVs of staff proposed for project implementation must demonstrate experience in implementing activities on one or several thematic areas indicated in Section 2. Project objectives (project manager, project accountant and experts shall all have at least 5 years relevant work experience).

6. Desirable

- Experience in working with and coordinating the work with the representatives government structures, Parliament and civil society organizations for projects implementation;
- Experience in coordinating projects on one or several of the above-mentioned thematic areas (Section 2. Project objectives) for various donor organizations.
- Proven knowledge of international and/or national environmental legal frameworks;

7. List of required documents and selection process:

- Applicants profile (narrative part with description of field expertise, total years of experience etc.);
- Copy of registration documents;
- Copy of the official Statute/Charter;
- A listing of all IP Board Members, key management personnel, and proposed project staff with CVs (its obligatory to provide CVs of project manager and project accountant);
- A list of previous projects, including the donor, implementation period, short description of project and respective monetary values;

- Copies of the most recent financial statements for the IP, copies of the most recent management accounts, if available, (documents, which confirm that the IP has sufficient financial capacity to meet its obligations);
- Any other documents that proves IPs experience and expertise (reference letters, licenses and etc)

Assessment of applicants will be done based on provided package of documents, qualified applicants will be invited for an interview. As a result, successful candidates will be included to the Roster of Implementing Partners as per relevant thematic areas. Inclusion to the Roster does not automatically guarantee engagement to the implementation of any project.

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 and IP Agreement (IPA). The due diligence procedure is performed regularly on annual basis for all IPs from the OSCE roster who will be signing IPAs with OSCE.