|  |  |
| --- | --- |
| **Supporting the introduction of crime prevention tools and strengthening capacities of public and civil society actors engaging in crime prevention** | **Project number/ cost centre:**  **19.9012.6-005.00** |

**Contents**

[0. List of abbreviations 2](#_Toc153800433)

[1. Context 3](#_Toc153800434)

[The objective of the Terms of Reference (ToR) 3](#_Toc153800435)

[2. Tasks to be performed by the contractor 3](#_Toc153800436)

[Milestones 6](#_Toc153800437)

[Deadline/place/person responsible 6](#_Toc153800438)

[Period of assignment 7](#_Toc153800439)

[3. Concept 7](#_Toc153800440)

[Technical-methodological concept 7](#_Toc153800441)

[Project management of the contractor (1.6) 8](#_Toc153800442)

[4. Personnel concept 8](#_Toc153800443)

[Team leader 8](#_Toc153800444)

[Expert in crime prevention tools 9](#_Toc153800445)

[Lawyer 9](#_Toc153800446)

[Accountant 10](#_Toc153800448)

[Mobiliser 10](#_Toc153800449)

[5. Costing requirements 11](#_Toc153800450)

[Assignment of personnel and travel expenses 11](#_Toc153800451)

[6. Inputs of GIZ or other actors 15](#_Toc153800452)

[7. Requirements on the format of the tender 15](#_Toc153800453)

# List of abbreviations

GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH

CPCC Crime Prevention Coordination Council

CPC Crime Prevention Centre

CSOs Civil Society Organisations

KR Kyrgyz Republic

LSGs Local Self-Governments

MOI Ministry of Interior

PREVECA Prevention of Violent Extremism in Central Asia

ToR Terms of Reference

# Context

The programme ‘Prevention of violent extremism in Central Asia (PREVECA)’ is funded by the German Federal Foreign Office and its main partner in the Kyrgyz Republic (KR) is the Ministry of Interior (MOI) of KR. The overall objective of PREVECA is to support the state and civil society to prevent violence and reinforce the resilience of vulnerable groups against radicalisation. It also aims at enabling authorities, including law enforcement agencies, to develop specific skills, which will allow them to prevent violence, detect early signs of radicalisation, de-escalate situations with a radicalisation potential, and increase its outreach and communication with target groups, particularly youth to build trust and social cohesion.

In 2021-2022, a new Law on Crime Prevention and concept of state policy for 2022-2028 were adopted in KR. Building a social partnership is the core of the law and concept. Both the law and concept highlight the importance of the involvement of a wide range of stakeholders, including state agencies, local self-governments (LSGs), and civil society organisations (CSOs), in crime prevention and creation of conditions for systematic partnership between these institutions and the population.

In 2023, the Kyrgyz government issued a decree on the establishment of a Crime Prevention Coordination Council (CPCC) as an instrument to implement the law and concept. CPCC is tasked to coordinate the work of state agencies and CSOs engaging in crime prevention at the national level. MOI is assigned to play a lead role in CPCC by coordinating processes and harmonising approaches to crime prevention. Today, there is a high demand from MOI for enhancing its capacity to perform this role effectively.

The law also prescribes that the local police (e.g. neighbourhood police officers, juvenile delinquency inspectors), LSGs, crime prevention centres (currently existing and bringing together members of women’s committees, youth councils and elderly courts) need to jointly plan crime-prevention measures at the local level. However, no mechanism for such planning is now available throughout the country.

## The objective of the Terms of Reference (ToR)

To empower respective national and local institutions, which engage in crime prevention, through introducing unified mechanisms for joint planning of crime-prevention measures and strengthening their capacities.

# Tasks to be performed by the contractor

The contractor is responsible for performing the following tasks:

1. Develop a guideline on elaboration, implementation, and monitoring of joint plans for crime prevention. In cooperation with MOI, the contractor will draft the guideline based on legal norms of KR (including the Laws on Crime Prevention, on Local State Administration and LSGs, Concept of state policy on crime prevention for the period 2022-2028) and best practices of crime prevention, community safety, and prevention of violent extremism and radicalisation. The guideline should include key parameters and procedures of all stages for the development and implementation of the joint plans. It should also include mechanisms of integrating local perspectives into decisions made by CPCC. No cost arises for this task except for expert days. This task must be completed tentatively by mid-May 2024.
2. Organise a dialogue between different stakeholders from relevant state agencies and CSOs working on crime prevention to include their perspectives into the guideline (*please see Task 1*). The contractor will organise a round table (1) for maximum 35 participants who represent relevant state agencies and CSOs engaging in crime prevention. The list of the participants will be created by the contractor together with MOI. The round table will take place in Bishkek and last for a half day (from 9:00 till 13:00). The contractor should rent a conference hall, which can provide necessary equipment (e.g. beamer, screen, microphone etc.). Every participant should be provided with stationery (e.g. a pen, notebook) and handouts by the contractor. One coffee break may be provided during the round table by the contractor. All these costs will be covered by GIZ within the contract. This task must be done tentatively at the beginning of June 2024.
3. Create local working groups in two pilot municipalities (Jalal-Abad city, Jeti-Oguz in Issyk-Kul oblast) whose members are expected to develop joint plans of crime-prevention measures. The working groups must be comprised of representatives from LSGs, local police, crime prevention centres, and other local CSOs working in respective municipalities. Under this service, the contractor will conduct meetings with local stakeholders in Jala-Abad city and Jeti-Oguz (Issyk-Kul oblast) to explain the project and discuss the composition of the working groups. Two (2) experts from the contracting company must travel to Jalal-Abad city and spend two full days. The same experts need to travel to Jeti-Oguz (Issyk-Kul oblast) and spend two full days there as well. No cost is foreseen from the project for this activity except for expert days and their travel costs. The contractor must complete this task in June 2024.
4. Strengthen capacities of the local working groups in two municipalities (*please see Task 1*) on the basics of crime prevention and application of the guideline in practice to test it at the local level. Under this service, the contractor will conduct a training for the members of the working group in Jalal-Abad city on elaboration of joint plans of crime-prevention measures and how to identify and prioritise safety issues and develop specific measures to address prioritised issues. The total number of participants should not exceed 20 people. The training will last a full day (from 9:00 till 17:00). Two (2) experts from the contracting company must travel to Jalal-Abad city for this purpose. The local crime prevention centre or local government is expected to provide a room (with a table and chairs for all participants) as its own contribution. One coffee break and 1 lunch can be provided to all participants. Stationeries (e.g. pen, note-book) and handouts can also be provided to all participants. The same training (with the same content, number of participants and days, cost, etc.) will be conducted for the members of the working group in Jeti-Oguz. All these costs will be covered by GIZ within the contract. The trainings should be delivered in June 2024.
5. Facilitate the process of approval of the elaborated joint plans by respective LSGs and/or local internal affairs departments. Under this service, the contractor will consult online local stakeholders on how to get the approval of the developed joint plans by relevant institutions. No travel should be made by the contractor to Jalal-Abad city and Jeti-Oguz (Issyk-Kul oblast) within this task. The contractor must complete this task by mid-July 2024.
6. Strengthen capacities of CPCC in its effort to effectively coordinate the work of respective state agencies (e.g. MOI, Ministry of Education and Science, Ministry of Labour and Social Development, State Commission for Religious Affairs etc.) as well as CSOs engaging in crime prevention. Under this task, the contractor will help CPCC to conduct its meeting in the format of a round table (2). The round table will be devoted to establishing a working commission under CPCC whose task will be to develop proposals/recommendations for CPCC and organise the approval the guideline. The round table will take place in Bishkek. The contractor should rent a conference hall, which can provide necessary equipment (e.g. beamer, screen, microphone etc.). The maximum number of participants is 35 people from relevant state agencies and CSOs to be identified by the contractor together with the MOI. The round table will last a half day (from 9:00 till 13:00) and may include one coffee break for all participants. Every participant should be provided with stationery (e.g. a pen, notebook) during the round table. These costs (coffee break and stationery) will be covered by GIZ within the contract. The task must be completed by mid-August 2024.
7. Provide a technical assistance to the working commission (mentioned in the previous paragraph). Under this service, the contractor will conduct a workshop for the members of the working commission on how to improve the guideline and promote its approval by the MOI KR or Cabinet of Ministries of KR. The workshop will last 2 full days (from 9:00 till 17:00) and take place on the outskirts of Bishkek (e.g. Koi-Tash or another place). The contractor needs to rent a conference hall for 2 full days. The maximum number of participants is 20 people (except for experts from the team), who are the members of the working commission as representatives from relevant state agencies and CSOs. The participants will be invited by the MOI. Two (2) persons from the contracting company must participate in the workshop. The contractor needs to organise transport (e.g. minibus) for the participants from Bishkek to the venue and back. The contractor also needs to book rooms for the participants and team members in the hotel for 2 nights. Within 2 full days of the workshop, 4 coffee breaks, 2 lunches, and 2 dinners will be provided to the participants. Every participant should be provided once with stationery (e.g. a pen, notebook) by the contractor. All these costs will be covered by GIZ within the contract. This task must be completed by the end of August 2024.
8. Finalise the guideline. The final draft needs to be sent by the contractor to MOI, the Cabinet of Ministries of KR and relevant state agencies (a list of these agencies should be agreed with MOI) to approve the guideline. The right holder of the guideline should be the Ministry of Interior or the Cabinet of Ministers of the Kyrgyz Republic. This task must be completed by the end of September 2024.
9. The contractor submits the following reports to GIZ:

* A progress report in English. The report must describe the milestones achieved by mid-June 2024 and sent by the end of June 2024. *(5 pages)*
* The final report in English. The final report must describe the entire process of strengthening capacities of target groups and outputs achieved. The report must be submitted by 10 October 2024. *(5 pages)*

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

|  |  |
| --- | --- |
| Milestones | Deadline/place/person responsible |
| A draft of the guideline on elaboration, implementation, and monitoring of joint plans for crime prevention measures is developed | By mid-May 2024/Bishkek/Contractor |
| The local working groups in two pilot municipalities (Jalal-Abad city, Jeti-Oguz in Issyk-Kul oblast) are created | By the beginning of June 2024/Jalal-Abad, Jeti-Oguz/Contractor |
| The joint plans on crime prevention measures are developed in two pilot municipalities (Jalal-Abad city, Jeti-Oguz in Issyk-Kul) are developed | By mid-June 2024/Jalal-Abad, Jeti-Oguz/Contractor |
| The working commission under CPCC is formed | By mid-August 2024/Bishkek/Contractor |
| Capacities of the members of the working commission under CPCC on how to improve the guideline and organise its approval is strengthened | By the end of August 2024/Bishkek/Contractor |
| The final draft of the guideline on elaborating, implementing, and monitoring of the joint plans of crime prevention measures is sent to the Ministry of Interior | By the end of September 2024/Bishkek/Contractor |

## Period of assignment

Tentatively from 22 April 2024 until 10 October 2024.

# **Concept**

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses below correspond to the lines of the technical assessment grid.

## Technical-methodological concept

**Strategy (1.1)**: The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (*see Chapter 1 Context*) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (*see Chapter 2 Tasks to be performed*) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (*Tasks to be performed by the contractor*) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (*Tasks to be performed by the contractor*) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

## Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (*Tasks to be performed by the contractor*) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which must be factored into the fee schedules of the staff listed in the tender:

* Service-delivery control
* Managing adaptations to changing conditions
* Ensuring the flow of information between the tenderer and GIZ
* Assuming personnel responsibility for the contractor’s experts
* Process-oriented steering for implementation of the commission
* Securing the administrative conclusion of the project

# Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (*please see Chapter 7*), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

## Team leader

Tasks of the team leader:

* Overall responsibility for the advisory packages of the Contractor (quality and deadlines)
* Coordinating and ensuring communication with GIZ and others involved in the tasks described in Section 3
* Team management, particularly identifying the need for the assignments within the available budget, as well as planning and steering assignments and supporting his/her team.
* Reporting to GIZ in accordance with deadlines

Qualifications of the team leader:

* Education/training (2.1.1): University degree in conflict and security studies, political science, public policy, management, or another relevant discipline
* Language (2.1.2): C1-level (advanced) language proficiency in Kyrgyz, Russian, and English
* General professional experience (2.1.3): 10 years of professional experience in the police reform
* Specific professional experience (2.1.4): 5 years of experience in crime prevention
* Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company

## Expert in crime prevention tools

Tasks of the expert in crime prevention tools:

* Facilitate the development of the Guideline on the development, implementation, and monitoring of the joint plans of crime-prevention measures.
* Facilitate the creation of local working groups in two pilot municipalities.
* Train the working groups to identify and prioritise safety issues in their municipalities.
* Facilitate the process of developing the joint plans of crime-prevention measures in two pilot municipalities
* Train the local working groups (created in two pilot municipalities) on applying the Guideline in practice
* Produce an analytical report about lessons learned from the process of testing the Guideline and recommendations to improve it

Qualifications of the expert in crime prevention tools:

* Education/training (2.2.1): University degree in security studies, political science, law, social studies, or a related field and/or completed a formal course in crime prevention
* Language (2.2.2): C1-level (advanced) language proficiencyin Kyrgyz and/or Russian
* General professional experience (2.2.3): 7 years of professional experience in the police reform
* Specific professional experience (2.2.4): 5 years of experience in developing and introducing crime prevention tools

## Lawyer

Tasks of the lawyer:

* Legal analysis of the normative legal framework in crime prevention
* Bring the project products (e.g. the guideline, training module) into compliance with legal regulatory norms of the Kyrgyz Republic
* Provide a technical support in getting the project products (e.g. the guidelines, the training module) to be approved by respective state institutions

Qualifications of the lawyer:

* Education/training (2.3.1): University degree in law
* Language (2.3.2): C1-level (advanced) language proficiencyin Kyrgyz and/or Russian
* General professional experience (2.3.3): 5 years of professional experience in the police reform
* Specific professional experience (2.3.4): 5 years of practical experience in handling legal issues, in-depth knowledge of the crime prevention law of Kyrgyz Republic

## Accountant

Tasks of the accountant:

* Ensure finance compliance with GIZ rules and regulations
* Prepare all finance reports required by GIZ and submit them to the organisation on time
* Control deadline of processing payments coming from the team
* Provide a proper printing and filing of the vouchers with full package of the required supporting documents
* Other duties and responsibilities related to accounting and required by the team leader and GIZ

Qualifications of the accountant:

* Education/training (2.5.1): University degree in accounting, finance, or business administration
* Language (2.5.2): C1-level (advanced) language proficiencyin Kyrgyz and/or Russian
* General professional experience (2.5.3): 7 years of experience in financial planning and strategy, quality management
* Specific professional experience (2.5.4): 5 years of experience in delivering financial services to the projects funded by international donors

## Mobiliser

Tasks of the mobiliser:

* Mobilise the pilot communities to participate in the elaboration of the joint plans in crime prevention
* Establish and maintain the communication with working commission members and respective state agencies on the training module
* Organise logistics of the trips to the pilot municipalities
* Write minutes from the meetings

Qualifications of the mobiliser:

* Education/training (2.6.1): University degree in political science, public policy, social studies etc.
* Language (2.6.2): C1-level (advanced) language proficiencyin Kyrgyz
* General professional experience (2.6.3): 5 years of experience in mobilising national stakeholders and local communities
* Specific professional experience (2.6.4): 3 years of experience in mobilising national stakeholders and local communities for different projects funded by international donor agencies

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

* Team skills
* Initiative
* Communication skills
* Efficient, partner- and client-focused working methods
* Interdisciplinary thinking

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

# Costing requirements

A maximum of 100 person-days (expert days) is foreseen for contract implementation. In agreeing with the number of expert-days, the approach will be to determine the number as "up-to".

## Assignment of personnel and travel expenses

All business travel must be agreed in advance by the officer responsible for the project.

Specification of inputs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Number of experts** | **Number of days per expert** | **Total** | **Comments** |
| **Designation of the team leader** | **1** |  |  |  |
| **Designation of the expert in crime prevention tools** | **1** |  |  |  |
| **Designation of the lawyer** | **1** |  |  |  |
| **Designation of the expert in training module in crime prevention** | **1** |  |  |  |
| **Designation of the accountant** | **1** |  |  |  |
| **Designation of the mobiliser** | **1** |  |  |  |
| **Travel expenses** | **Quantity** | **Price (KGS)** | **Total (KGS)** | **Comments** |
| *To organise meetings to establish a local working group in Jalal-Abad city and Jeti-Oguz (1st trip). Two from the contracting company must travel to Jalal-Abad city and Jeti-Oguz for this purpose.* | | | | |
| **Per-diem allowance in Jalal-Abad city** | **2 full days** (per expert) |  |  |  |
| **Per-diem allowance, reduced rate, in Jalal-Abad city** | **2 half days** (per expert) |  |  |  |
| **Overnight allowance in Jalal-Abad city** | **3 nights** (per expert) |  |  |  |
| **Per-diem allowance in Jeti-Oguz (Issyk-Kul)** | **2 full days** (per expert) |  |  |  |
| **Per-diem allowance, reduced rate, in Jeti-Oguz (Issyk-Kul)** | **2 half days** (per expert) |  |  |  |
| **Overnight allowance in Jeti-Oguz (Issyk-Kul)** | **3 nights** (per expert) |  |  |  |
| *Conducting a one-day training on the development of joint action plans for crime prevention at the local level (2nd trip). Two persons from the contracting company must travel to Jalal-Abad city and Jeti-Oguz for this purpose.* | | | | |
| **Per-diem allowance in Jalal-Abad city** | **1 full days** (per expert) |  |  |  |
| **Per-diem allowance, reduced rate, in Jalal-Abad city** | **2 half days** (per expert) |  |  |  |
| **Overnight allowance in Jalal-Abad city** | **2 nights** (per expert) |  |  |  |
| **Per-diem allowance in Jeti-Oguz (Issyk-Kul)** | **1 full days** (per expert) |  |  |  |
| **Per-diem allowance, reduced rate, in Jeti-Oguz (Issyk-Kul)** | **2 half days** (per expert) |  |  |  |
| **Overnight allowance in Jeti-Oguz (Issyk-Kul)** | **2 nights** (per expert) |  |  |  |
| *Workshop for the members of the working commission on improving and promoting the approval of the Guideline. Two members of the group from the contracting company must participate in the workshop.* | | | | |
| **Overnight allowance in Koi-Tash** | **2 nights** |  |  |  |
| **Transport** | **Quantity** | **Price (KGS)** | **Total (KGS)** | **Comments** |
| **Domestic flights (return tickets)** |  |  |  | 2 experts; 2 trips Bishkek-Jalal-Abad-Bishkek |
| **Travel expenses (car) Bishkek-Jeti-Oguz (Issyk-Kul)-Bishkek** |  |  |  | 2 experts; 2 trips Bishkek-Jeti-Oguz-Bishkek |
| **Travel expenses (transfer Bishkek-‘Manas’ airport-Bishkek)** |  |  |  | 2 experts; 2 trips Bishkek-Manas (airport)-Bishkek |
| **Other costs** | **Number** | **Price** | **Total** | **Comments** |
| **A ½-day (from 9:00 till 13:00) round table 1** |  |  |  | The budget contains the following costs:   * 1 coffee break for 35 participants * Stationeries (e.g. pen, notebook) for 35 participants * Rental of conference hall in Bishkek * Printing handouts for 35 participants |
| **A ½-day (from 9:00 till 13:00) round table 2** |  |  |  | The budget contains the following costs:   * 1 coffee break for 35 participants * Stationeries for 35 participants * Rental of a conference hall in Bishkek * Printing handouts |
| **2-day workshop (1) on how to elaborate, implement, and monitor a joint plan of crime prevention measures for the members of the working commission (from 9:00 till 17:00 each day)** |  |  |  | The budget contains the following costs:   * 4 coffee breaks; 20 participants + 3 experts * 2 lunches; 20 participants + 3 experts * 2 dinners for 20 participants + 3 experts * Overnight allowance for 20 participants; 2 nights * Transfer (minibus) for 20 participants + 3 experts * Rental of a conference hall for 2 days * Stationeries (e.g. pen, notebook) for 20 participants * Printing handouts for 20 participants |
| **A 1-day (from 9:00 till 17:00) training on elaboration of joint plans of crime-prevention measures for the members of the local working group in Jalal-Abad** |  |  |  | The budget contains the following costs:   * 1 coffee break; 20 participants * 1 lunch; 20 participants * Stationeries for 20 participants * Printing of training materials |
| **A 1-day (from 9:00 till 17:00) training on elaboration of joint plans of crime-prevention measures for the members of the local working group in Jeti-Oguz (Issyk-Kul)** |  |  |  | The budget contains the following costs:   * 1 coffee break for 20 participants * 1 lunch for 20 participants * Stationeries for 20 participants * Printing of training materials |

# Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

* The national project coordinator of PREVECA who is based in Jalal-Abad may provide a support in logistics to the contractor in the project activities in Jalal-Abad.
* MOI, as a main partner of PREVECA, of the project is expected to provide a room (with a table, chairs for 35 participants, beamer etc.) for the 1st session of CPCC as its own contribution.
* The local crime prevention centres or local governments (Jalal-Abad and Jeti-Oguz) are expected to provide a room (with chairs for all participants) for the meetings/trainings conducted within the project in the given pilot municipalities.

# Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in Russian or English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops, or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.