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| **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** |

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# 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.

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 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 in crime prevention. No cost arises for this task except for expert days. This task must be completed tentatively by the end of July 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 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 completed tentatively by mid-August 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 tentatively by the end of August 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 crime-prevention plans 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 contractor should rent a conference hall in the city of Jalal-Abad, which can provide necessary equipment (e.g. beamer, screen, microphone etc.). 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 by 20 September 2024.
5. Facilitate the process of the elaboration of 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-October 2024.
6. 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) for further approval. 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 25 October 2024.
7. The contractor submits the following reports to GIZ:

* A report in English. The report must describe the entire process of strengthening capacities of target groups and outputs achieved. The report must be submitted by 30 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 to be tested | By the end of July 2024/Bishkek/Contractor |
| The local working groups in two pilot municipalities (Jalal-Abad city, Jeti-Oguz in Issyk-Kul oblast) are created | By the end of August 2024/Jalal-Abad, Jeti-Oguz/Contractor |
| Trainings on the development of a joint plan on crime prevention are conducted for representatives of pilot municipalities (Jalal-Abad city, Jeti-Oguz in Issyk-Kul | By 20 September 2024/Jalal-Abad, Jeti-Oguz/Contractor |
| Joint plans on crime prevention measures are developed in two pilot municipalities (Jalal-Abad city, Jeti-Oguz in Issyk-Kul) | By mid-October 2024/Jalal-Abad, Jeti-Oguz/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 25 October 2024/Bishkek/Contractor |

## Period of assignment

Tentatively from 24 June 2024 until 30 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 and Russian
* 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.

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 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 Guideline developed by the Contractor into compliance with legal regulatory norms of the Kyrgyz Republic.
* Provide a technical support in consulting and sending the project products (e.g. the guidelines) to 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 local working groups in pilot municipalities and respective state agencies on development of the joint plans and conducting trainings.
* 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 and Russian.
* 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

Specification of inputs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Number of experts** | **Number of days per expert** | **Total** | **Comments** |
| **Designation of the team leader** | **1** | **78** | **78** |  |
| **Designation of the expert in crime prevention tools** | **1** | **78** | **78** |  |
| **Designation of the lawyer** | **1** | **20** | **20** |  |
| **Designation of the accountant** | **1** | **20** | **20** |  |
| **Designation of the mobiliser** | **1** | **20** | **20** |  |
| **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 experts from the contracting company must travel to Jalal-Abad city and Jeti-Oguz for this purpose.* | | | | |
| **Per-diem allowance in Jalal-Abad city** | **4 full days**  (for 2 experts) | **1 500 KGS per person** |  |  |
| **Per-diem allowance, reduced rate, in Jalal-Abad city** | **4 half-days** (for 2 experts) | **1 000 KGS per person** |  |  |
| **Overnight allowance in Jalal-Abad city** | **6 nights**  (for 2 experts) |  |  |  |
| **Per-diem allowance in Jeti-Oguz (Issyk-Kul)** | **4 full days** (for 2 experts) | **1 500 KGS per person** |  |  |
| **Per-diem allowance, reduced rate, in Jeti-Oguz (Issyk-Kul)** | **4 half-days** (for 2 experts) | **1 000 KGS per person** |  |  |
| **Overnight allowance in Jeti-Oguz (Issyk-Kul)** | **6 nights**  (for 2 experts) |  |  |  |
| *Conducting 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** | **2 full days**  (for 2 experts) | **1 500 per person** |  |  |
| **Per-diem allowance, reduced rate, in Jalal-Abad city** | **4 half days** (for 2 experts) | **1 000 KGS per person** |  |  |
| **Overnight allowance in Jalal-Abad city** | **4 nights**  (for 2 experts) |  |  |  |
| **Per-diem allowance in Jeti-Oguz (Issyk-Kul)** | **2 full days**  (for 2 experts) | **1 500 KGS per person** |  |  |
| **Per-diem allowance, reduced rate, in Jeti-Oguz (Issyk-Kul)** | **4 half days** (for 2 experts) | **1 000 KGS per person** |  |  |
| **Overnight allowance in Jeti-Oguz (Issyk-Kul)** | **4 nights**  (for 2 experts) |  |  |  |
| **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 in Bishkek** |  |  |  | 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 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:   * Rental of a conference-hall in the city of Jalal-Abad * 2 coffee breaks for 20 participants * 1 lunch; 20 participants * Stationeries for 20 participants * Printing of training materials 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 Jeti-Oguz (Issyk-Kul)** |  |  |  | The budget contains the following costs:   * Rental of a conference-hall in Jeti-Oguz * 2 coffee breaks for 20 participants * 1 lunch for 20 participants * Stationeries for 20 participants * Printing of training materials for 20 participants |

# 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, is expected to provide support in inviting participants of the roundtable, developing and ensuring the start of planned activities.

# 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.