

Terms of reference (ToRs) for the procurement of services below the EU threshold

PUBLIC

Strengthening capacities of social pedagogues in preventing violent extremism	Project number/ cost centre: 24.9009.2-005
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CONTENT

0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	3
	Reporting	5
	Period of assignment.....	5
3.	Concept.....	6
	Technical-methodological concept	6
4.	Personnel concept.....	7
	Team Leader	7
	Trainer in non-violent communication	7
	Trainer in prevention of extremism	7
	Trainer in digital technologies	8
	Accountant	8
5.	Costing requirements	9
6.	Requirements on the format of the tender	13
7.	Processing of personal data	13
	Annexes	13

0. List of abbreviations

AI	Artificial Intelligence
GIZ	German Development for International Cooperation
KR	Kyrgyz Republic
MES KR	Ministry of Education and Science of the Kyrgyz Republic
MOI KR	Ministry of Interior of the Kyrgyz Republic
PREVECA	Project "Prevention of Violent Extremism in Central Asia"
ToR	Terms of References

1. Context

The Project 'Prevention of violent extremism in Central Asia (PREVECA)' is funded by the German Federal Foreign Office. The main partner of the project 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 August 2022, a concept of the state policy in crime prevention for 2022-2028 was adopted in the Kyrgyz Republic. The concept highlights the importance of the strengthening prevention measures in high schools by involving public and civil society actors. In addition, in February and March 2023, the Law of the Kyrgyz Republic 'On Countering Extremist Activities' and the Programme of the Cabinet of Ministers of the Kyrgyz Republic on Countering Extremism and Terrorism for 2023-2027 were adopted respectively. Both documents demonstrate a special role of educational institutions in preventing extremism, radicalism and hate speech. Finally, in October 2024, the Minister of Education and Science of the Kyrgyz Republic (MES KR) issued an order on strengthening prevention measures to counter and prevent bullying and cyberbullying in high schools.

All documents mentioned above highlight the importance of strengthening capacities of pedagogues involved in the education and upbringing of children and adolescents to create proper conditions for implementing prevention measures in a structured and systemic way. Moreover, these documents point out that cyberbullying, fraud, and the propaganda of radical views are serious issues faced by young people in the digital space. Without the skills to think critically and analyse information, they can easily become victims of fake information, propaganda, and manipulation. To address these issues, it is necessary to strengthen capacities of social pedagogues as they work directly with high school students and one of their main tasks is to work on crime prevention in high schools. It is also necessary to develop a sustainable structure for the work of social pedagogues, taking into account digital threats, as well as training in digital tools and prevention of extremism, radicalism and hate speech in the high-school environment.

2. Tasks to be performed by the contractor

The contractor is responsible for performing the following tasks:

1. Discuss the project proposal on capacity building of social pedagogues within PREVECA with representatives of the Institute for Professional Development and Retraining of Pedagogical Workers and the Osh Institute of Education under MES KR in their premises in Bishkek, which are key institutions responsible for professional development of teachers and social pedagogues. No cost arises for this task except for expert days.
2. Develop modules of 3 trainings on non-violent communication, prevention of extremism, hate speech, bullying, cyberbullying as well as application of multimedia tools in education. An online application form should also be prepared as a tool to invite and select social pedagogues for these trainings. No cost arises for this task except for expert days.

3. Recruit participants of 3 trainings among social pedagogues working in Jalal-Abad, Osh and Chui oblasts online by using the application form prepared while developing after the modules (please see Task 2). The total number of participants in each location (Jalal-Abad, Osh and Chui oblasts) should be 20 persons. No cost arises for this task except for expert days.
4. Conduct training #1 on non-violent communication for social pedagogues to use the gained knowledge in their work. This training must be conducted in 3 locations (in Bishkek for social pedagogues working in Chui oblast; in the city of Osh for social pedagogues working Osh oblast; and in the city of Jalal-Abad for social pedagogues working in Jalal-Abad oblast). The training must last 2 full days (from 9:00 till 17:00 each day) in each location. The total number of participants must not exceed 20 persons. Maximum 3 persons from the contracting company must travel to the cities of Osh and Jalal-Abad for this purpose. The contractor should rent a conference hall, which can provide necessary equipment (e.g. beamer, screen, internet etc.), in each location where the training will be conducted. Each participant may be provided with handouts in electronic format only. Each participant should be provided with stationaries (pen and note-book). During the training, 2 coffee-break and 1 lunch can be organised for participants in each day. All these costs will be covered by GIZ within the contract.
5. Conducting training #2 on prevention of violent extremism, bullying and cyberbullying, including psychological and physical violence among high school students in the work of social pedagogues. This training must also be conducted in 3 locations (in Bishkek for social pedagogues working in Chui oblast; in the city of Osh for social pedagogues working Osh oblast; and in the city of Jalal-Abad for social pedagogues working in Jalal-Abad oblast). The participants of this training must be the same people as in training #1. The training must also last 2 full days (from 9:00 till 17:00 each day) in each location. The total number of participants must not exceed 20 persons. Maximum 3 persons from the contracting company must travel to the cities of Osh and Jalal-Abad for this purpose. The contractor should rent a conference hall, which can provide necessary equipment (e.g. beamer, screen, internet etc.), in each location where the training will be conducted. Each participant may be provided with handouts in electronic format only. During this training, 2 coffee-break and 1 lunch can be organised for participants in each day. All these costs will be covered by GIZ within the contract.
6. Conducting training #3 on applying digital technologies (including multimedia tools, digital platforms, and artificial intelligence) in the work of social pedagogues. This training must be conducted in 3 locations (in Bishkek for social pedagogues working in Chui oblast; in the city of Osh for social pedagogues working Osh oblast; and in the city of Jalal-Abad for social pedagogues working in Jalal-Abad oblast). The participants of this training must be the same people as in training #1 and #2. This training must also last 2 full days (from 9:00 till 17:00 each day) in each location. The total number of participants must not exceed 20 persons. Maximum 3 persons from the contracting company must travel to the cities of Osh and Jalal-Abad for this purpose. The contractor should rent a conference hall, which can provide necessary equipment (e.g. beamer, screen, internet etc.), in each location where the training will be conducted. Each participant may be provided with handouts in electronic format only. During this training, 2 coffee-break and 1 lunch can be organised for participants in each day. All these costs will be covered by GIZ within the contract.

7. Conduct Eduthon¹ for teams formed by participants of trainings #1, #2, #3. This event should take place in 3 locations (in Bishkek for social pedagogues working in Chui oblast; in the city of Osh for social pedagogues working Osh oblast; and in the city of Jalal-Abad for social pedagogues working in Jalal-Abad oblast). The event is aimed at identifying initiatives from the participants that is expected to be implemented by them under the consultations of the contractor. This event should last 1 full day (from 9:00 till 17:00) in each location. The total number of participants must not exceed 20 persons. Maximum 3 persons from the contracting company must travel to the cities of Osh and Jalal-Abad for this purpose. The contractor should rent a conference hall, which can provide necessary equipment (e.g. beamer, screen, internet etc.), in each location where the event will take place. During the event, 2 coffee-break and 1 lunch can be organised for participants. All these costs will be covered by GIZ within the contract.
8. Provide online consultation to selected participants of the trainings on implementing initiatives selected during the Eduthon (please see 7). No cost arises for this task except for expert days.

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

Milestones	Deadline/place/person responsible
Modules of 3 trainings for social pedagogues have been developed	By 01.05.2025/Bishkek/Contractor
Participants of 3 trainings have been selected	By 15.05.2025/Bishkek/Contractor
Trainings #1, #2, #3 have been conducted for selected social pedagogues	By 01.08.2025/Bishkek, Osh city, Jalal-Abad city/Contractor
Eduthon has been conducted for participants of trainings #1, #2, #3	By 01.09.2025/Bishkek, Osh city, Jalal-Abad city/Contractor
Winners of «Eduthon» have been consulted in implementing their initiatives	By 30.09.2025/Bishkek/Contractor

Reporting

The Contractor must submit a final report (5 pages) in Russian or English. The report must describe the entire process of strengthening capacities of target groups and outputs achieved. The report must be submitted by 05 October 2025.

Period of assignment

Tentatively from 10 April 2025 till 05 October 2025

¹ **Eduthon** is an educational hackathon in social pedagogues come together in teams to develop educational solutions in a limited amount of time. These can be methodological developments, new lesson formats, educational projects, or innovative teaching approaches. The aim of the event is to create educational solutions, exchange experience, develop creative thinking and teamwork skills.

3. 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 Fehler! Verweisquelle konnte nicht gefunden werden. 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 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

4. 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 6*), 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 2
- 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

Required qualifications of the team leader:

- Education/training (2.1.1): Higher education in communication, conflict studies or related fields or/and completed a formal course in prevention of extremism
- Language (2.1.2): Fluent in Kyrgyz and Russian
- Professional experience (2.1.3): 7 years of experience in prevention of extremism
- Leadership/management experience (2.1.4): 7 years of management/leadership experience as project team leader or manager in a company

Trainer in non-violent communication

Tasks of the trainer in non-violent communication:

- Develop a module of the training in non-violent communication in the work of social pedagogues
- Conducting training #1 non-violent communication in 3 locations (Bishkek, Osh, and Jalal-Abad)
- Support the development of the concept of Eduthon
- Provide consultation on the given topic to selected participants of the trainings in implementing their initiatives online during the period of the contract

Required qualification of the trainer in non-violent communication:

- Education/training (2.2.1): Higher education in communication, journalism or related field and/or completed a formal course in non-violent communication
- Language (2.2.2): Fluent in Kyrgyz and Russian
- Professional experience (2.2.3): 7 years of experience in conducting trainings or other activities in non-violent communication

Trainer in prevention of extremism

Tasks of the trainer in prevention of extremism:

- Develop a module of the training #2 in prevention of extremism, including bullying, cyberbullying and psychological violence among youth

- Conduct the training #2 in prevention of extremism, including bullying, cyberbullying and psychological violence among youth in 3 locations (Bishkek, Osh, and Jalal-Abad)
- Provide consultation on the given topic to selected participants of the trainings in implementing their initiatives online during the period of the contract

Required qualification of the trainer in prevention of violent extremism:

- Education/training (2.3.1): Higher education in prevention of violence (extremism), psychology or related field
- Language (2.3.2): Fluent in Kyrgyz and Russian
- Professional experience (2.3.3): 7 years of experience in conducting trainings in prevention of extremism and/or bullying and cyberbullying

Trainer in digital technologies

Tasks of the trainer in digital technologies:

- Develop a module of the training in applying multimedia tools, artificial intelligence, digital platforms in the work of social pedagogues
- Conduct the training in applying multimedia tools, artificial intelligence, digital platforms in the work of social pedagogues in 3 locations (Bishkek, Osh, and Jalal-Abad)
- Provide consultation on the given topic to selected participants of the trainings in implementing their initiatives online during the period of the contract

Required qualification of the trainer in digital technologies:

- Education/training (2.4.1): Higher education in IT and/or related field or completed a formal course in multimedia tools and digital technologies in education
- Language (2.4.2): Fluent in Kyrgyz and Russian
- Professional experience (2.4.3): 7 years of experience in applying multimedia tools and digital technologies in education

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

Required qualification of the accountant:

- Education/training (2.5.1): University degree in accounting, finance, or business administration
- Language (2.5.2): Fluent in Kyrgyz and/or Russian
- Professional experience (2.5.3): 7 years of experience in financial planning and strategy, and delivering financial services to the projects funded by international donors

5. Costing requirements

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

The bidder must proceed from the table “Specification of costs” (shown below) while preparing its commercial proposal.

Specification of costs:

Fee days	Number of experts	Number of days per expert	Total	Comments
Team leader	1	80		
Trainer in non-violent communication	1	25		
Trainer in prevention of extremism	1	25		
Trainer in digital technologies	1	25		
Accountant	1	25		
Travel expenses	Quantity	Price (KGS)	Total (KGS)	Comments
<i>Conducting training #1 in the cities of Jalal-Abad and Osh. Maximum 3 experts from the contracting company must travel to the cities of Jalal-Abad and Osh for this purpose.</i>				
Overnight allowance in Jalal-Abad city	3 nights per expert			Max. 3 experts
Overnight allowance in Osh city	3 nights per expert			Max. 3 experts
Per-diem allowances in the cities of Jalal-Abad and Osh	5 full days per expert	1 500 per person per full day		Max. 3 experts
<i>Conducting training #2 in the cities of Jalal-Abad and Osh. Maximum 3 experts from the contracting company must travel to the cities of Jalal-Abad and Osh for this purpose.</i>				
Overnight allowance in Jalal-Abad city	3 nights per expert			Max. 3 experts
Overnight allowance in Osh city	3 nights per expert			Max. 3 experts
Per-diem allowances in the	5 full days per expert	1 500 per person per full day		Max. 3 experts

cities of Jalal-Abad and Osh				
<i>Conducting training #3 in the cities of Jalal-Abad and Osh. Maximum 3 experts from the contracting company must travel to the cities of Jalal-Abad and Osh for this purpose.</i>				
Overnight allowance in Jalal-Abad city	3 nights per expert			Max. 3 experts
Overnight allowance in Osh city	3 nights per expert			Max. 3 experts
Per-diem allowances in the cities of Jalal-Abad and Osh	5 full days per expert	1 500 per person per full day		Max. 3 experts
<i>Conducting Eduthon in the cities of Jalal-Abad and Osh. Maximum 3 experts from the contracting company must travel to the cities of Jalal-Abad and Osh for this purpose</i>				
Overnight allowance in Jalal-Abad city	2 nights per expert			Max. 3 experts
Overnight allowance in Osh city	2 nights per expert			Max. 3 experts
Per-diem allowances in the cities of Jalal-Abad and Osh	3 full days per expert	1 500 per person per full day		Max. 3 experts
Transport	Quantity	Price (KGS)	Total (KGS)	Comments
Domestic flights (return ticket)				Max. 3 experts; 4 trips (Bishkek-Jalal-Abad; Osh-Bishkek)
Transport (car)				Max. 3 experts; 4 trips (Jalal-Abad city-Osh city)
Transport (car)				Max. 3 experts; 4 trips (Bishkek–Manas Airport–Bishkek)
Other costs	Number	Price	Total	Comments
Training #1 (9:00-17:00) in the city of Jalal-Abad				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Stationaries (pen, note-book) for 20 participants ▪ Transport costs of participants

Training #2 (9:00-17:00) in the city of Jalal-Abad				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Transport costs of participants
Training #3 (9:00-17:00) in the city of Jalal-Abad				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Transport costs of participants
Training #1 (9:00-17:00) in the city of Osh				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Stationaries (pen, note-book) for 20 participants ▪ Transport costs of participants
Training #2 (9:00-17:00) in the city of Osh				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Transport costs of participants
Training #3 (9:00-17:00) in the city of Osh				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days

				<ul style="list-style-type: none"> ▪ Transport costs of participants
Training #1 (9:00-17:00) in Bishkek				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Stationaries (pen, note-book) for 20 participants ▪ Transport costs of participants
Training #2 (9:00-17:00) in Bishkek				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Transport costs of participants
Training #3 (9:00-17:00) in Bishkek				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 2 full days ▪ 4 coffee-break for 20 persons within 2 full days ▪ 2 lunch for 20 persons within 2 full days ▪ Transport costs of participants
Eduthon 9:00-17:00) in the city of Jalal-Abad				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 1 full day ▪ 2 coffee-break for 20 persons ▪ 1 lunch for 20 persons ▪ Stationaries (pen, note-book) for 20 participants ▪ Transport costs of participants
Eduthon 9:00-17:00) in the city of Osh				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 1 full day ▪ 2 coffee-break for 20 persons ▪ 1 lunch for 20 persons

				<ul style="list-style-type: none"> ▪ Stationaries (pen, note-book) for 20 participants ▪ Transport costs of participants
Eduthon 9:00-17:00) in Bishkek				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ Rental of a conference hall for 20 persons for 1 full day ▪ 2 coffee-break for 20 persons ▪ 1 lunch for 20 persons ▪ Stationaries (pen, note-book) for 20 participants ▪ Transport costs of participants

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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 Russian or 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 **Fehler! Verweisquelle konnte nicht gefunden werden.** of the ToR 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.

7. Processing of personal data

Personal data collected by GIZ may be transferred to the contractor for the fulfilment of the contract. The contractor is obliged to protect this data in accordance with GDPR regulations, in particular Art. 44-50 GDPR. The contractor must act as an independent data controller for the personal data it processes in connection with the contract and must comply with the applicable obligations under data protection law.

Annexes

1. Assessment grid for the technical evaluation of tenders