

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

PUBLIC

Prevention of extremism and other forms of violence through the implementation of initiatives by youth	Project number/ cost centre: 24.9009.2-005
---	--

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.....	5
	Technical-methodological concept	5
4.	Personnel concept.....	6
	Team Leader	6
	Trainer on extremism and other forms of violence	7
	Trainer on planning	7
	Trainer on local self-government	7
	Accountant	8
5.	Costing requirements	8
6.	Requirements on the format of the tender	11
7.	Processing of personal data	11
	Annexes	11

0. List of abbreviations

GIZ	German Development for International Cooperation
LSGs	Local self-governments
KR	Kyrgyz Republic
MOI KR	Ministry of Interior of the Kyrgyz Republic
PREVECA	Project "Prevention of Violent Extremism in Central Asia"
ToR	Terms of References
YIG	Youth initiative groups

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.

Youth are among the most vulnerable groups, easily exposed to various influences, including extremist ones. Due to a lack of information and skills, many young people are often unable to take advantage of local opportunities. They are not involved in decision-making processes at the local level and left behind from the development processes. Local youth organisations are often passive and lack the power to unite young people. While carrying out prevention work among youth, local self-governments (LSGs) and police need to take opinions of youth into account and involve them in this work not only as an object but also as authors and organisers of prevention measures. Supporting youth in coming up with initiatives and implementing them will be far more effective in preventing extremism and other forms of violence in the environment they live, work, or study.

In this regard, PREVECA plans to support activities aimed at increasing the capacities of youth to mobilise and implement youth initiatives to prevent extremism and other forms of violence among youth, including those not covered by formal youth groups, committees and organisations. Target communities are:

- Myrza-Ake municipality, Uzgen rayon
- Atabekov municipality, Suzak rayon
- Kochkor-Ata city, Nooken rayon

2. Tasks to be performed by the contractor

The contractor is responsible for performing the following tasks within the contract:

1. Create a Youth Initiatives Group (YIG) in the target communities. The total number of YIG members in each community should be 14 people aged 16-25 years old. 50% of them must be girls. The ethnic composition of the group must also reflect the diversity of the target communities. A primary task of YIG is to generate ideas, plan and implement youth initiatives to prevent extremism and other forms of violence (e.g. bullying, cyberbullying, school racketeering, suicide, etc.) in target communities. No cost arises for this task except for expert days.
2. Conduct training #1 'Extremism and other forms of violence' for YIG members in each target community. The aim of the training is to provide participants with basic knowledge about extremism and other forms of violence, develop an aversion to violence. The training must last one full day (from 9:00 till 17:00) in each target community. The contractor may rent a conference hall for 1 day to conduct the training. Two coffee-break and 1 lunch may be provided to 14 participants during the training. Each participant may be provided with stationaries (pen, notepad) and handouts during the training. All these costs will be covered by GIZ under the contract.
3. Conduct training #2 'Identifying and analysing needs of youth in preventing extremism and other forms of violence' for YIG members in each target community. During a

practical part of the training, (under the trainer's facilitation), participants must identify and analyse needs of youth in preventing extremism and other forms of violence in their communities. The training must last one full day in each target community. The contractor may rent a conference hall for 1 day to conduct the training. Two coffee-break and 1 lunch may be provided to 14 participants during the training. Each participant may be provided with stationaries (pen, notepad) and handouts during the training. All these costs will be covered by GIZ under the contract.

4. Conduct training #3 'Planning initiatives to prevent extremism and various forms of violence' for YIG members in each target community. During the training, the participants should gain knowledge about planning measures, as well as develop their initiative proposals based on the needs identified and analysed during the training #2. The training must last one full day in each target community. The contractor may rent a conference hall for 1 day to conduct the training. Two coffee-break and 1 lunch may be provided to 14 participants during the training. Each participant may be provided with stationaries (pen, notepad) and handouts during the training. All these costs will be covered by GIZ under the contract.
5. Conduct training #4 'Interaction of youth with LSGs' for YIG members in each target community. During the training, the participants must be familiarised with LSG structures, their roles and mandate in addressing youth issues, particularly in the prevention of extremism and other forms of violence. In addition, (under the trainer's support) the participants must prepare presentations of their initiatives (prepared during training #3) for representatives of LSGs, police and administration of educational organisations. The training must last one full day in each target community. The contractor may rent a conference hall for 1 day to conduct the training. Two coffee-break and 1 lunch may be provided to 14 participants during the training. Each participant may be provided with stationaries (pen, notepad) and handouts during the training. All these costs will be covered by GIZ under the contract.
6. Organise and conduct a round table with the participation of YIG members and representatives of LSGs, local police and administrations of educational organisations in each target community. During the round table, YIG members will present their initiatives prepared during training #3 to representatives of LSGs, police and administrations of educational organisations. The overall objective of the round table is to involve the YIG members in decision-making process related to the prevention of extremism and other forms of violence at the local level. Specific objectives of it are to discuss the initiatives of YIG with representatives of LSGs, police and administration of educational organisations, and receive financial or other forms of support from them to implement their initiatives. To complete this task, a maximum of 2 experts from the contracting company must travel to each target community and spend 2 full days in each of them. Relevant LSGs are expected to provide a conference room for conducting the round table for free as their own contribution. One coffee-break may be provided to 25 participants in each target communities during the round table. These costs will be covered by GIZ under the contract.
7. Provide consultations to the YIG members in the implementation of their initiatives planned to be implemented during the trainings (mentioned above). Each YIG is expected to implement a minimum of 1 initiative in its community. For this purpose, a maximum of 2 experts from the contracting company should travel to each target community and spend 2 full days in each of them. No costs are foreseen 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
YIG is created in each target community	By 01.06.2025 / Atabekov, Kochkor-Ata, Myrza-Ake / Contractor
Trainings #1, #2, #3, #4 are conducted for the YIG members in each target community	By 01.08.2025 / Atabekov, Kochkor-Ata, Myrza-Ake / Contractor
Initiatives of YIG members are formulated and planned in each target community	By 31.08.2025 / Atabekov, Kochkor-Ata, Myrza-Ake / Contractor
Initiatives of YIG members are presented to representatives of LSGs, police and educational organisations in the target communities	By 15.09.2025 / Atabekov, Kochkor-Ata, Myrza-Ake / Contractor
Minimum 1 initiative is implemented by YIG members in each target community	01.10.2025 / Atabekov, Kochkor-Ata, Myrza-Ake / Contractor

Reporting

The Contractor must submit:

- A progress report in Russian or English. The progress report must describe the milestones achieved by 01.08.2025. The progress report must be sent by 01.08.2025.
- A final report 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 15.10.2025.

Period of assignment

Tentatively from the beginning of 15 May 2025 till 15 October 2025.

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
- Create YIG in each target community

- Organise a round table between YIG members and representatives of LSGs, police and educational organisations
- Report to GIZ in accordance with deadlines

Required qualifications of the team leader:

- Education/training (2.1.1): Higher education in public administration, history, social science, conflict studies or other related fields and/or completed a formal course on the prevention of extremism
- Language (2.1.2): Fluent in Kyrgyz and Russian
- Professional experience (2.1.3): 7 years of experience in involving youth in decision-making processes at the local level
- Leadership/management experience (2.1.4): 7 years of management/leadership experience as project team leader

Trainer on extremism and other forms of violence

Tasks of the trainer on extremism and other forms of violence:

- Prepare materials for training #1 'Extremism and other forms of violence among youth'
- Conduct training #1 'Extremism and other forms of violence among youth' for YIG members in each target community
- Providing consultations for YIG members during the implementation of their initiatives

Required qualification of the trainer on extremism and other forms of violence:

- Education/training (2.2.1): Higher education in law, social sciences, psychology, communications, or related fields and/or completed a formal course on prevention of extremism
- Language (2.2.2): Fluent in Kyrgyz and Russian
- Professional experience (2.2.3): 7 years of experience in delivering trainings on extremism and/or other forms of violence, preferably to youth from diverse backgrounds

Trainer on planning

Tasks of the trainer on planning:

- Prepare materials for training #2 'Identifying and analysing needs of youth in preventing extremism and other forms of violence' and #3 'Planning initiatives to prevent extremism and various forms of violence'
- Conduct trainings #2 and #3 for YIG members in each target community
- Providing consultations for YIG members during the implementation of their initiatives

Required qualification of the trainer on planning:

- Education/training (2.3.1): Higher education in planning and/or other related fields and/or completed a formal course on planning, communications, prevention of extremism and violence
- Language (2.3.2): Fluent in Kyrgyz and Russian
- Professional experience (2.3.3): 7 years of experience in conducting trainings on planning and/or communications, preferably to youth from diverse backgrounds

Trainer on local self-government

Tasks of the trainer on local self-government:

- Prepare materials for training #4 'Interaction of youth with LSGs'
- Conduct training #4 for YIG members in each target community

- Provide a support in organizing and conducting a round table between YIG members and representatives of LSGs, police and educational organisations
- Providing consultations for YIG members during the implementation of their initiatives

Required qualification of the trainer on local self-government:

- Education/training (2.4.1): Higher education in public administration, local self-government, finance or other related field and/or completed a formal course in local self-government
- Language (2.4.2): Fluent in Kyrgyz and Russian
- Professional experience (2.4.3): 7 years of experience of conducting trainings on local-selfgovernments, preferably to youth from different background

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	42		
Trainer on extremism and other forms of violence	1	30		

Trainer on planning	1	30		
Trainer on local self-government	1	35		
Accountant	1	25		
Travel expenses	Quantity	Price (KGS)	Total (KGS)	Comments
<i>Creating YIG in target communities. For this purpose, a maximum of 2 team members from the contracting company must travel to Myrza-Ake, Atabekov and Kochkor-Ata and spend 2 full days in each community.</i>				
Overnight allowance in Jalal-Abad city	7 nights per person			Maximum 2 persons
Per-diem allowances	6 full days per person	1 500 per person per full day		Maximum 2 persons
<i>Conducting trainings #1 and #2 for YIG members in each target community. For this purpose a maximum of 2 team members must travel to Myrza-Ake, Atabekov and Kochkor-Ata and spend 3 full days in each target community.</i>				
Overnight allowance in Jalal-Abad city	10 nights per person			Maximum 2 persons
Per-diem allowances	9 full day per person	1 500 per person per full day		Maximum 2 persons
<i>Conducting trainings #3 and #4 for YIG members in each target community. For this purpose a maximum of 2 team members must travel to Myrza-Ake, Atabekov and Kochkor-Ata and spend 3 full days in each target community.</i>				
Overnight allowance in Jalal-Abad city	10 nights per person			Maximum 2 persons
Per-diem allowances	9 full days per person	1 500 per person per full day		Maximum 2 persons
<i>Organising a round table between YIG members and representatives of LSGs, police and educational organisations. For this purpose a maximum of 2 team members must travel to Myrza-Ake, Atabekov and Kochkor-Ata and spend 2 full days in each target community.</i>				
Overnight allowance in Jalal-Abad city	7 nights per person			Maximum 2 persons
Per-diem allowances	6 full days per person	1 500 per person per full day		Maximum 2 persons
<i>Providing consultations for YIG members during the implementation of their initiatives. For this purpose a maximum of 2 team members must travel to Myrza-Ake, Atabekov and Kochkor-Ata and spend 2 full days in each target community.</i>				
Overnight allowance in Jalal-Abad city	7 nights per person			Maximum 2 persons

Per-diem allowances	6 full days per person	1 500 per person per full day		Maximum 2 persons
Transport	Quantity	Price (KGS)	Total (KGS)	Comments
Domestic flights (return ticket)				Maximum 2 persons 6 trips (Bishkek-Jalal-Abad city-Bishkek)
Transport (car)				Maximum 2 persons 6 trips (Jalal-Abad city-Myrza-Ake-Jalal-Abad city). The one-way distance between Jalal-Abad city and Myrza-Ake is 60 km
Transport (car)				Maximum 2 persons 6 trips (Jalal-Abad city-Kochkor-Ata city-Jalal-Abad city). The one-way distance between Jalal-Abad city and Kochkor-Ata city is 60 km
Transport (car)				Maximum 2 persons 6 trips (Jalal-Abad city-Atabekov-Jalal-Abad). The one-way distance between Jalal-Abad city and Atabekov is 15 km
Transport (car)				Maximum 2 persons 6 trips (Bishkek–Manas Airport–Bishkek)
Other costs	Number	Price	Total	Comments
Conducting trainings #1, #2, #3, and #4 for the YIG members in the target communities				The budget covers the following costs: <ul style="list-style-type: none"> ▪ Rental of a conference hall for 14 persons for 4 full days ▪ 8 coffee-break for 14 persons ▪ 4 lunches for 14 persons ▪ Stationaries (pen, notepad) for 14 participants ▪ Printing handouts

Organising a round table between YIG members and representatives of LSGs, police and educational organisations.				<p>The budget covers the following costs:</p> <ul style="list-style-type: none"> ▪ 1 coffee-break for 25 persons in each target community (in total 75 persons in all target communities) ▪ Printing handouts
---	--	--	--	---

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