

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

PUBLIC

Introducing crime prevention mechanisms	Project number/ cost centre:
	24.9009.2-005

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0. List of abbreviations

CSO	Civil Society Organisation
LSG	Local Self-Government
GIZ	German Development for International Cooperation
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

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 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 documents highlight the importance of the involvement of a wide range of stakeholders, including state institutions, 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 emphasizes a strong need for local police, LSGs, and CSOs to jointly plan crime-prevention measures at the local level.

Therefore, within PREVECA I (which was implemented in 2024), GIZ supported the introduction of a mechanism for joint planning of crime-prevention measures. GIZ provided a technical support to develop a guideline on elaboration, implementation, and monitoring of joint plans of crime prevention measures. The guideline was tested in two pilot communities - Bazar-Korgon and Jeti-Oguz municipalities. The piloting helped to adapt the final draft of the guideline to the local context. As the guideline become available, it is important (as a next step) to ensure wider and sustainable application of it in practice. Therefore, within PREVECA II, GIZ plans to:

- a. Support the implementation of existing joint plans in 2 pilot communities (covered within PREVECA I in 2024)
- b. Facilitate the development of joint plans in 2 additional municipalities (as new pilot communities)
- c. Integrate the guideline into the curricular of the National Training Centre of MOI KR
- d. Include the issue of joint plans in the agenda of the Crime Prevention Coordination Council created under the Cabinet of Ministers of KR.

2. Tasks to be performed by the contractor

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

1. Meeting with representatives of MOI KR and other relevant state agencies to ensure their involvement in supporting the implementation of joint plans for crime-prevention measures, as well as establish a contact with so called 'Contact Group' created within the Crime Prevention Coordination Council under the Cabinet of Ministers of KR. No cost arises for this task except for expert days.
2. Selecting 2 new pilot municipalities to be supported within PREVECA II. In cooperation with MOI KR and GIZ, the contractor must define criteria for selection of 2 new pilot municipalities that demonstrate high interest to participate in the relevant activities specified in this ToR. One of the selection criteria must be geographical proximity to the previous pilot communities (Bazar-Korgon and Jeti-Oguz). The contractor must involve the Contact Group in the selection process. For this purpose, 1 round table will be organised in the premise of the National Training Centre of MOI KR. It must last maximum 3 hours. Expected total number of participants – maximum 10 people (representatives of the Contact Group, GIZ and experts of the contractor). One coffee-

break for 10 people may be provided during the round table, the costs of which will be covered by GIZ under the contract. The conference room is expected to be provided by the National Training Centre of MOI KR for free.

3. Establishing local working groups in 2 new pilot communities. Each working group will be responsible for prioritising issues related to crime and violent extremism, and drafting a joint plan to address the prioritized issues. The working groups should include local police officers, representatives of LSGs, crime prevention centres and local CSOs working in the given municipalities. As part of this task, the contractor must hold meetings with local stakeholders in 2 new pilot communities to explain the importance of establishing local working groups. A maximum of 2 experts from the contracting company should go to 2 pilot communities and spend 2 full days in each. No cost arises for this task except for expert days and transport costs, accommodation, and per-diem.
4. Conducting a one-day training for members of local working groups in 2 new pilot municipalities on basis of crime prevention and application of the guideline developed within PREVECA I in 2024. The training should reach 20 participants and last 1 full day in each community. For this purpose, a maximum of 2 experts from the contracting company should travel to 2 new pilot communities. Two coffee-breaks and 1 lunch may be provided during the training in each community. All these costs as well as travel and transport costs of the experts will be covered by GIZ within the contract. It is expected that the conference rooms will be provided by the pilot LSGs for free as their own contribution.
5. Facilitating the process of developing joint plans for crime prevention measures by local working groups in 2 new pilot communities. The contractor must provide online advice to members of 2 new local working groups on the development and subsequent approval of their joint plans by relevant institutions. No cost arises for this task except for expert days.
6. Developing a training module on the involvement of local communities and LSGs in joint planning of crime prevention measures based on the guideline (developed within PREVECA I in 2024) and testing of it in practice in the pilot municipalities. This module is expected to be incorporated into the curricular of the National Training Centre of MOI KR. The final draft of the module must be submitted to the National Training Centre.
7. Supporting the implementation of 2 activities/initiatives planned jointly by 2 pilot communities covered under PREVECA I (Bazar-Korgon and Jeti-Oguz) in 2024.
 - a. Initiative #1 in Bazar Korgon: Youth awareness campaign on preventing violence and extremism among youth living in the given community, with the participation of about 100 people. A maximum of 2 experts from the contracting company must travel to Bazar Korgon to support the working group in organising the event and spend 3 full days there.
 - b. Initiative #2 in Jeti-Oguz: Supporting the institutionalising a psychological consultation service planned to be established under the LSG for victims of violence/extremism and parents/guardians of children in conflict with the law to prevent violence among youth. For this purpose, the contractor must include in its team a local psychologist (based in Karakol) who is expected to support the institutionalise a consultation service to victims of violence/extremism and parents/guardians of children in conflict with the law. A maximum of 2 experts must travel to Jeti-Oguz to monitor the process of consultation provided by the

psychologist and spend 2 full days in Jeti-Oguz. No cost arises for this task except for expert days and transport costs, accommodation, and per-diem.

8. Preparing a presentation on the joint planning mechanisms tested in pilot municipalities for the Coordination Council on Crime Prevention under the Cabinet of Ministers of KR. The contractor must summarise the experience gained during PREVECA I and II and prepare a presentation in Kyrgyz and Russian languages in PPTX format. The presentation will be supplemented with accompanying materials. Also, the contractor will make a formal proposal to the MOI and/or the Cabinet of Ministers to hold a meeting of the Coordination Council and include the presentation in its agenda. If the meeting takes place, the contractor must make the presentation to the members of the Council. 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
2 municipalities are selected as new pilot municipalities	By 30.05.2025/Bishkek/Contractor
Local working groups are established in 2 new pilot communities	By 30.06.2025/Bishkek/Contractor
Trainings on developing joint plans for new local working groups are conducted in 2 new pilot municipalities	By 30.07.2025/municipalities/Contractor
Joint plans for crime prevention measures are developed and submitted for approval in 2 new pilot municipalities	By mid-Aug 2025/municipalities/Contractor
The training module on community and LSG involvement in crime prevention measures is developed and submitted to the National Training Centre of MOI KR	By 30.08.2025/Bishkek/Contractor
2 initiatives within joint plans for crime prevention measures are implemented in 2 old pilot communities	By 30.09.2025/Bazar-Korgon and Jeti-Oguz/Contractor
A presentation of the mechanism on the joint planning of crime prevention measures is prepared in the Russian and Kyrgyz languages	By 01.10.2025/Bishkek/Contractor

Reporting

The Contractor must submit:

- A progress report (5 pages) in Russian or English. The progress report must describe the milestones achieved by 30 July 2025
- 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 10 October 2025.

Period of assignment

Tentatively from the beginning of May 2025 till 10 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
- Reporting to GIZ in accordance with deadlines

Required qualifications of the team leader:

- Education/training (2.1.1): Higher education in conflict studies, political science, public policy or related fields
- Language (2.1.2): Fluent in Kyrgyz and Russian
- Professional experience (2.1.3): 7 years of experience in crime prevention
- Leadership/management experience (2.1.4): 7 years of management/leadership experience as project team leader

Expert in crime prevention mechanisms

Tasks of the expert in crime prevention mechanisms:

- Support in developing a training module on engaging local communities and LSGs in crime prevention and joint planning
- Supporting the process of establishing local working groups in 2 new pilot municipalities
- Providing online consultation for members of the local working groups to develop and approve joint plans in 2 new pilot municipalities
- Preparing a presentation on the mechanism of joint planning for crime prevention measures for the Coordination council

Required qualification of the expert in crime prevention mechanisms:

- Education/training (2.2.1): Higher education in security, criminal justice, political science, law, social studies or related field and/or completed a formal course in crime prevention
- Language (2.2.2): Fluent in Kyrgyz and Russian
- Professional experience (2.2.3): 7 years of experience in developing and introducing crime prevention tools

Expert on developing a training module on crime prevention

Tasks of the expert on developing a training module on crime prevention:

- Develop a training module on the involvement of local communities and LSGs in joint planning for crime prevention measures
- Support the conducting of the training for 2 new municipalities
- Provide consultation on the given topic to selected participants of the trainings in implementing their initiatives online during the period of the contract
- Communicate with the Training Centre of MOI KR in incorporating the training module into its curricular

Required qualification of the expert in developing a training module on crime prevention:

- Education/training (2.3.1): Higher education in security, political science, law, social studies or related field, and/or completed a formal course in crime prevention
- Language (2.3.2): Fluent in Kyrgyz and Russian
- Professional experience (2.3.3): 7 years of experience in introducing mechanisms of crime prevention into educational programmes

Local psychologist (for Jeti-Oguz)

Tasks of the local psychologist:

- Support in providing consultations for victims of violence/extremism and parents/guardians of children in conflict with the law to prevent violence among youth
- Writing monthly reports on consultation sessions (without indicating personal data of clients) to Local Police Department and LGG and tracking of dynamics of problems related to violence among youth in the given community

Required qualification of the local psychologist:

- Education/training (2.4.1): Higher education in psychology
- Language (2.4.2): Fluent in Kyrgyz and Russian
- Professional experience (2.4.3): 7 years of experience in providing psychological consultations, including for victims of violence and/or parents of children in conflict with the law

Mobiliser of local communities

Tasks of the mobiliser of local communities:

- Mobilise pilot communities to participate in the development of joint plans for crime prevention measures
- Establish and maintain liaison with members of local working groups in pilot municipalities to develop joint plans and trainings
- Organise logistics for the experts to travel to the pilot communities
- Writing minutes during the meetings with the members of the working groups

Required qualification of the mobiliser of local communities:

- Education/training (2.5.1): Higher education in political science, public policy, social studies or another related field
- Language (2.5.2): Fluent in Kyrgyz and Russian
- Professional experience (2.5.3): 7 years of experience in mobilising national stakeholders and local communities for the implementation of various projects

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 (2.6.1): University degree in accounting, finance, or business administration
- Language (2.6.2): Fluent in Kyrgyz and/or Russian
- Professional experience (2.6.3): 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	80	
Expert in crime prevention mechanisms	1	75	75	
Expert in developing a training module on crime prevention	1	60	60	
Local psychologist	1	40	40	
Mobiliser of local communities	1	30	30	
Accountant	1	25	25	
Travel expenses	Quantity	Price (KGS)	Total (KGS)	Comments
<i>Establishing 2 working groups in Jalal-Abad and Issyk-Kul oblasts. For this purpose, a maximum of 2 experts from the contracting company should travel to the 2 new pilot communities and spend 2 full days in each location.</i>				

Overnight allowance in Jalal-Abad city	3 nights per expert			Max. 2 experts
Overnight allowance in Karakol city	3 nights per expert			Max. 2 experts
Per-diem allowances in Jalal-Abad city	2 full days per expert	1 500 per person per full day		Max. 2 experts
Per-diem allowances in Karakol city	2 full days per expert	1 500 per person per full day		Max. 2 experts
<i>Conducting a 1-day training for members of local working groups in 2 new pilot municipalities to identify and prioritise extremism and public security related issues and prepare preliminary measures to address them. For this purpose a maximum of 2 experts should go to Jalal-Abad and Karakol.</i>				
Overnight allowance in Jalal-Abad city	2 nights per expert			Max. 2 experts
Overnight allowance in Karakol city	2 nights per expert			Max. 2 experts
Per-diem allowances in Jalal-Abad city	1 full day per expert	1 500 per person per full day		Max. 2 experts
Per-diem allowances in Karakol city	1 full day per expert	1 500 per person per full day		Max. 2 experts
<i>Supporting in the implementation of initiative #1 in Bazar Korgon. A maximum of 2 experts will visit Bazar Korgon and spend 3 full days there.</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>Supporting for the implementation of initiative #2 in Jeti-Oguz. A maximum of 2 experts will visit Jeti-Oguz and spend 3 full days there.</i>				
Overnight allowance in Karakol city	4 nights per expert			Max. 2 experts
Per-diem allowances in Jeti-Oguz	3 full days per expert	1 500 per person per full day		Max. 2 experts
Transport	Quantity	Price (KGS)	Total (KGS)	Comments
Domestic flights (return ticket)				Max. 2 experts; 3 trips (Bishkek-Jalal-Abad-Bishkek)

Transport (car)				Max. 2 experts; 3 trips (Bishkek-Jeti-Oguz-Bishkek)
Transport (car)				Max. 2 experts; 3 trips (Bishkek–Manas Airport– Bishkek)
Transport (car)				Max. 2 experts; 3 trips (Jalal- Abad–Bazar-Korgon–Jalal- Abad)
Other costs	Number	Price	Total	Comments
Round table on selection of 2 new pilot communities				The budget covers the following costs: <ul style="list-style-type: none"> ▪ 1 coffee-break for 10 persons ▪ Stationaries (pen, note-book) for 10 participants
Training on identifying and prioritising extremism and public security issues and preparing preliminary measures to address them (from 9:00 to 17:00) in Jalal-Abad				The budget covers the following costs: <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
Training on identifying and prioritising extremism and public security issues and preparing preliminary measures to address them (from 9:00 to 17:00) in Karakol				The budget covers the following costs: <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
Youth awareness campaign in Bazar Korgon (Working Group initiative)				The budget covers the following costs: <ul style="list-style-type: none"> ▪ 1 coffee-break for 100 persons ▪ 1 banner ▪ Badges for 100 persons ▪ Flyers (1000 copies)

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