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| **BASELINE ASSESSMENT OF MONITORING SYSTEMS IN THE AGRICULTURE, FORESTRY AND OTHER LAND USE SECTORS OF THE KYRGYZ REPUBLIC** | **Project number/cost centre:**  20.2213.5-001.00 |

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# List of abbreviations

AVB General Terms and Conditions of Contract for supplying services and work

ToR Terms of Reference

AFOLU Agriculture, Forestry and Other Land Use

NDAs Nationally Designated Authorities

# Context

The activities of the Regional Program "Integrative and Climate-Sensitive Land Use in Central Asia" (hereinafter referred to as the Program) are aimed at more effective implementation of integrated approaches to land use in all countries of Central Asia. The implementation of this goal is expected through the achievement of the following results: 1 - The basis for national monitoring systems that provide data for climate-informed and gender-sensitive decisions on integrative land use planning and climate investments in the AFOLU sector has been laid in Central Asia; 2 - Central Asian countries have at their disposal roadmaps for integrative climate-informed land use planning processes; 3 - Cooperation on integrative land use at regional level between actors from Central Asian countries has been improved; 4 - The NDAs in Kyrgyzstan and Tajikistan have strengthened their capacities to mobilize climate finance, including for the land use sector. The Program's areas of activity in the AFOLU sector are forests, pastures and protected areas.

To achieve the Output 1, it is necessary to assess the current status of monitoring systems in place in the Agriculture, Forestry and Other Land Use (AFOLU) sector. Considering that the activities of the Program are aimed at providing technical support in the forest, pastures, and biodiversity sectors, this assignment involves assessing possible gaps, needs, and based on the information obtained, developing a roadmap for strengthening systems in these sectors.

Thus, the purpose of this task includes:

1. Analysis of the current state, effectiveness, and existing gaps in monitoring systems in the field of agriculture, forestry and biodiversity conservation of the Kyrgyz Republic,
2. Development of a model of the national monitoring system of the Kyrgyz Republic in the field of agriculture, forestry and biodiversity conservation of the Kyrgyz Republic based on the results of the analysis and taking into account the international standardized structure of the monitoring system in the AFOLU sector.
3. Development of a roadmap for the implementation of the proposed model of the national monitoring system.

# Tasks performed by the contractor

To achieve these objectives, the contractor is responsible for ensuring that the following tasks are fulfilled:

1. Provide a description and agreement on the process of step-by-step completion of the task.
2. Carry out the necessary preparatory work. Provide for the need for political support for the process and organize appropriate measures.
3. Conduct an analysis of national monitoring systems in the field of agriculture, forestry and biodiversity protection to assess their status, the capacity of existing systems to collect, process and provide data necessary for climate investment planning and decision-making, taking into account climate change aspects, as well as gender aspects in the sector.
4. Develop a model of a national monitoring system in the field of agriculture, forestry and biodiversity protection, capable of providing the data necessary to attract climate investments, integrated land-use planning and take into account gender specifics. The modelling process should involve structured consultations with a wide range of stakeholders.
5. Develop a draft roadmap for the implementation of the proposed model of the national monitoring system. The draft document should consider the various views of stakeholders.
6. Provide expert support for the process of coordination, approval with interested state bodies.
7. Take other measures necessary for the successful implementation of the Terms of Reference (ToR).

The contractor provides the following for project management and reporting:

* Selection, training and management of national short-term and long-term experts required to carry out the tasks related to this assignment.
* Provision of the necessary equipment, supplies, and management of related operational and administrative costs in accordance with GIZ requirements.
* Management of costs, expenses and invoicing in accordance with the current General Terms and Conditions of Contract (AVB) of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
* Preparation and submission of regular reports, including:
  + Project inception report
  + Interim Report
  + Final Report

Certain milestones, as set out in the table below, must be achieved during the term of the contract:

|  |  |
| --- | --- |
| **Expected results / process milestones** | **Dates / responsible party** |
| An inception report describing the activities implemented, the decisions taken and the materials prepared (in accordance with paragraph 2.1 above). | June 30, 2025; contractor |
| An interim report describing the activities implemented, the materials prepared, etc. (in accordance with paragraphs 2.2, 2.3 above). | Until July 31, 2025; contractor |
| A final comprehensive report (in Russian and English), including the Inception and Interim Reports, as well as a description of the activities and actions taken to achieve Objectives 2.4 to 2.7 above. | Until October 20, 2025; contractor |

**Assignment period:** TBD to November 2025.

# **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 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, including approval and documentation of the proposed decisions.

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) (1.4.2).

The tenderer is required to describe its contribution to management of knowledge (collected during project implementation) for the partner (1.5.1) and GIZ, and to propose measures for scaling, dissemination of good practices (collected during project implementation) for the purpose of **training and** (dissemination of) **innovations** (1.5.2) (innovative approaches, methods, etc.).

**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 (1.6.1).

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 days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule (1.6.2).

# Personnel concept

The tenderer should propose personnel suitable for the positions based on their CVs (see Chapter 7), a list of relevant tasks and the necessary qualifications.

Below are the eligibility requirements that will allow you to achieve the maximum number of points in the technical assessment.

## Team Leader

Tasks of the Team Leader

* Organize and manage the activities of the expert group to ensure the effective implementation of tasks.
* Distribution of responsibilities among team members, considering their specialization and competencies.
* Ensuring consistency in consultants' approaches and methodologies.
* Ensuring the definition of key criteria and indicators for analyzing the current state of monitoring systems.
* Development of a methodology for data collection and analysis, including principles for integrating climate and gender aspects into monitoring.
* Ensuring that the methodology complies with international standards and best practices in the field of monitoring, reporting and verification (MRV).
* Identification and involvement of key stakeholders, including government agencies, international organizations, scientific institutions and NGOs.
* Organization and moderation of meetings, working groups and interviews with the stakeholders to collect information and develop joint solutions.
* Documenting the findings and recommendations of the consultations.
* Assessment of the capacity of existing monitoring systems in the target sector.
* Analysis of the quality, availability and integration of data for decision-making, including climate investments.
* Expert participation in the development of recommendations for the creation of an effective and sustainable monitoring system, considering international requirements, aspects of institutional development, technological solutions and financing, etc.
* Submission of the model for discussion with stakeholders, amendments according to the comments received.
* Identification of measures to strengthen the national monitoring system, considering climate investments and integrated land-use planning.
* Preparation of presentation materials and participation in discussions with stakeholders.
* Submission of reports and a roadmap for approval by the commissioning party.
* Other tasks necessary for the successful completion of this task.

Qualification requirements for the Team Leader

* Education/training (2.1.1): higher education in law, public policy/administration, economics, ecology or related disciplines
* Language (2.1.2): fluency in Kyrgyz and Russian
* General Professional Experience (2.1.3): 10 years of professional experience in law, public policy, natural resource management (including in agriculture and/or forestry, biodiversity conservation), sustainable development, coordination and implementation of development projects.
* Specific professional experience (2.1.4): 5 years of experience working with government agencies, development partner organizations, non-governmental sector organizations on the development and evaluation of the implementation of sectoral policies in the field of ecology, environment, biodiversity conservation, agriculture and/or forestry.
* Leadership/management experience (2.1.5): 5 years of leadership/management experience as a project manager or team leader in a development project
* Experience in the field of international cooperation (2.1.7): 5 years of experience in the implementation of international cooperation projects

## Key Expert 1 – Monitoring and Evaluation Specialist

Tasks of the M&E specialist:

* Perform a detailed review of the current monitoring, reporting and verification (MRV) mechanisms in the target sectors.
* Assess the quality, accessibility and completeness of data collected through national monitoring systems.
* Analysis of existing indicators and monitoring indicators, including their compliance with international standards and climate investment requirements.
* Identify institutional, technical and financial constraints in existing monitoring systems.
* Analysis of coordination and interaction between state bodies in the field of monitoring.
* Identify duplicate functions and gaps in the integration of data from different sources.
* Expert participation in the drafting of proposals for improving the collection, processing and integration of data in target monitoring systems.
* Identify key indicators for climate-smart and gender-sensitive monitoring.
* Comparison of existing national approaches with international monitoring standards in the AFOLU sector (IPCC, FAO, UNFCCC, REDD+, etc.).
* Analysis of the compliance of national systems with the requirements of international donors and climate funds.
* Development of proposals for harmonizing the national monitoring system with international practices.
* Participate in consultations with representatives of government agencies, international organizations, academic institutions, and NGOs to collect opinions and suggestions.
* Organization of working meetings and discussions on key issues of the monitoring system evaluation. Consideration of the needs and suggestions of stakeholders when formulating recommendations for strengthening the monitoring system.
* Expert participation in the development of a model of a national monitoring system for the target sector.
* Refinement, formulation of requirements for data, tools and monitoring processes within the model.
* Identification of institutional interaction mechanisms and data flows between different monitoring participants.
* Participation in the development of proposals for improving monitoring processes and structures.
* Development of recommendations for the institutional consolidation of the proposed monitoring mechanisms.
* Preparation of analytical reports and conclusions based on the results of the analysis of monitoring systems. Participation in the preparation of reports, in final discussions with the AP and presentation of the results of the work of the consulting team.
* Participation in other activities necessary for the successful completion of the task.

Qualification requirements for the M&E Specialist

* Education/training (2.2.1): Higher education in economics, sociology, business administration, public policy, statistics, data management, environmental sciences or related disciplines.
* Languages (2.2.2): Fluency in Kyrgyz and Russian.
* General Professional Experience (2.2.3): 10 years of relevant experience in development projects/programs.
* Specific professional experience (2.2.4): 5 years of experience in the application of monitoring and evaluation (M&E) tools for the implementation of development projects. Experience with M&E systems in the AFOLU sector. Knowledge of international standards and methodologies in the field of M&E.
* Experience in International Development Cooperation (2.2.7): 5 years of experience in international cooperation projects.

## Key Expert 2 – Institutional Expert

Tasks of the Institutional Expert

* Assessment of the existing institutional framework for monitoring in the agriculture, forestry and land use sector.
* Identification of key institutions involved in data monitoring and management (public, non-governmental, private, etc.).
* Assessment of the mandate and functions of such institutions, coordination and effectiveness of their interaction.
* Identification of existing laws, policies, strategies, international obligations governing monitoring in target sectors.
* Assessment of compliance of the legislation of the Kyrgyz Republic with international standards.
* Identification of gaps, barriers in the legal and institutional environment that limit the effective implementation of monitoring.
* Expert participation in the analysis of data exchange mechanisms between the institutions involved.
* Identification of duplication of functions and deficiencies in information management.
* Expert participation in the development of proposals for improving coordination and data integration.
* Identification of key challenges, including in the availability of resources, institutional resilience and inter-agency cooperation capacity.
* Development of proposals for optimizing the institutional structure of monitoring.
* Development of recommendations for improving regulation, interdepartmental cooperation.
* Expert participation in the development of proposals to improve the efficiency of monitoring systems.
* Participation in the preparation of reports and presentation of results, participation in discussions of results with stakeholders, development of a roadmap.
* Participation in other activities necessary for the successful completion of the task.

Qualification Requirements for an Institutional Expert

* Education/training (2.3.1): law, public policy, public administration, environmental law, ecology, environmental economics or related disciplines
* Language skills (2.3.2): Fluency in Kyrgyz and Russian
* General professional experience (2.3.3): 10 years of experience working with government agencies, international organizations and other stakeholders on issues related to the environment, climate, biodiversity protection. Experience in institutional analysis, development of regulatory legal acts in the AFOLU sector.
* Specific professional experience (2.3.4): 3 years of experience in analysing institutional structures and legal aspects of monitoring systems. Proven experience in the preparation of sectoral policy recommendations and the development of national strategic documents in the AFOLU sector.
* Experience in development projects (2.3.7): 5 years of experience in international development cooperation projects.

"Soft skills" of group members

In addition to specialized qualifications, team members are required to have the following qualities:

1. Teamwork skills
2. Initiative
3. Communication skills
4. Socio-cultural skills
5. Efficient, partner- and customer-oriented working methods
6. Interdisciplinary thinking

# Cost Calculation Requirements

The bidder shall proceed in accordance with the table “Quantitative Requirements” while preparing the financial proposal.

Quantitative requirements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Number of experts** | **Number of days per expert** | **Total** | **Comments** |
| **Team Leader** | 1 | 70 |  |  |
| **Monitoring and Evaluation Specialist** | 1 | 50 |  |  |
| **Institutional Expert** | 1 | 50 |  |  |
| **Travel expenses** | **Number of experts** | **Number of days per expert** | **Total** | **Comments** |
| **Per diem in the destination country** | n/a | n/a | n/a |  |
| **Overnight payment in the destination country** | n/a | n/a | n/a |  |
| **Transport** | **Quantity** | **Number per expert** | **Total** | **Comments** |
| **Domestic flights** | n/a | n/a | n/a |  |
| **Travel expenses (car)** | n/a | n/a | n/a |  |
| **Other costs (workshops)** | **Quantity** | **Number of participants** | **Total** | **Comments** |
| **Lunch** | 3 | 40 | 120 |  |
| **Coffee break** | 6 | 40 | 240 |  |
| **Conference hall** | 3 | 40 |  |  |
| **Other costs** | **Quantity** | **Number of supplies sets** | **Total** | **Comments** |
| **Workshop supplies** | 1 | 1 |  | Flipcharts, markers, notepads, pens |

## Seminars and trainings

The contractor prepares and conducts the following seminars:

1. Presentation of the baseline assessment results (half day) and discussion of the future model of the monitoring system (half day) in accordance with paragraph 2.1 of the tasks.
2. Presentation of the draft model (half day) and discussion for roadmap drafting (half day) in accordance with paragraph 2.4 of the tasks.
3. Presentation of the draft roadmap for strengthening/establishing the monitoring system in accordance with paragraphs 2.5-2.6 of the tasks.

# Contribution of GIZ and other parties

GIZ and/or other parties will provide the following:

* Communication with the national partners relevant to the project.
* Corporate forms, templates, and branding guides.
* GIZ and the Forest Service can provide meeting rooms in their offices for business meetings other than the workshops described above.

# Tender Proposal Format Requirements

The structure of the tender offer must correspond to the structure of the terms of reference (TOR). In particular, the detailed framework of the framework (Chapter 3) should be organized according to the criteria that have a positive weight in the scorecard (with the exception of criteria with zero weight).

The tender proposal must be clearly formulated and formatted in a legible font (size at least 11). The document must be prepared in English or Russian.

A complete bid proposal should not exceed 12 pages (excluding CV). If the maximum page size is exceeded, content after the specified limit will not be taken into account in the evaluation. External sources (e.g. links to websites) will also not be considered.

Resumes of personnel proposed in accordance with the Chapter "Personnel Concept" of the Terms of Reference must be submitted in the format established in the application conditions. The volume of each resume should not exceed 3 pages. The CV should clearly indicate the position and responsibilities of the proposed specialist in the project, as well as the duration of his work. Summaries can also be submitted in English.

The financial proposal must be calculated strictly in accordance with the parameters specified in Chapter 5 "Quantitative Requirements". The contractor is not contractually entitled to full use in excess of the stipulated number of days, travel, seminars or budget. The number of days, trips, seminars and budget constraints will be fixed in the contract as the maximum. Pricing requirements are defined in the pricing schedule.

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 English or Russian (languages).

The complete tender must not exceed 12 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. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 “Personnel concept” must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 3 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 English (language).

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.