



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 24, 2026



Country: Kyrgyzstan

Description of the assignment: Project Assistant

Period of assignment/services (if applicable): through December 31, 2026

Proposals should be submitted by email to procurement@snowleopard.org no later than April 10, 2026. Any request for clarification must be sent in writing or by standard electronic communication to the email listed above.

1. BACKGROUND

BACKGROUND

Through funding from the Global Environment Facility (“GEF”) and the UNDP TRAC funds, and as implemented by the Kyrgyz Republic’s Ministry of Natural Resources, Ecology and Technical Supervision (“MNRETS”) with assistance from UNDP, the objective of the project is to secure high value mountain ecosystem biodiversity and associated ecosystem services, while ensuring resilient and sustainable livelihoods in Kyrgyzstan’s Pamir-Alai landscape. The project addresses key threats to sustainable land management and biodiversity conservation in mountain forest and pasture ecosystems, including Key Biodiversity Areas (“KBAs”). It will deliver global environmental benefits through a participatory approach, promoting equitable participation opportunities for women, youth, and vulnerable groups. The project aligns with the Land Degradation Neutrality (“LDN”) conceptual framework, applying the avoid-reduce-reverse principle. Strengthening Protected Area (“PA”) management and improving spatial land use planning embody the "avoid" principle, while enhanced forest and pasture management reflects the "reduce" principle.

Expected outcomes include improved management and biodiversity conservation within six KBAs covering 866,000 hectares. The project will contribute to establishing four new national-level protected areas (PAs) covering 281,083.79 hectares and support improved management effectiveness of five existing PAs covering 153,250 hectares. Additionally, it will improve the management of 563,949 hectares of high conservation value forest (HCVF) lands, including 500 hectares of degraded forest, and 621,905 hectares of pastures, including 19,500 hectares of degraded pastures. These efforts are expected to benefit 94,883 people while enhancing the conservation status of globally significant biodiversity and supporting Kyrgyzstan's progress toward LDN.

The project comprises four components:

- Component 1: Integrated Landscape Planning and Management for Sustainable and Resilient Livelihoods in the Pamir-Alai and LDN. This component focuses on ensuring ecosystem services and

sustainable livelihoods in the Pamir-Alai landscape through improved land use planning and management.

- Component 2: Strengthening Key Biodiversity Areas. This component aims to secure the sustainability of critical Pamir-Alai mountain ecosystems.
- Component 3: Knowledge Management and International Engagement. This component emphasizes enhanced cooperation and knowledge sharing, supporting Land Degradation Neutrality (LDN), and building the conservation community of practice nationally and regionally.
- Component 4: Project-Level Monitoring and Evaluation. This component ensures project activities are monitored and evaluated in accordance with UNDP and GEF requirements.

Under this project framework, SLT is responsible for certain project outputs:

- Output 1.1 Landscape-level integrated land use management approaches for Pamir-Alai landscape designed and under implementation
- Output 1.4 SFM and LDN-focused enabling environment through amendment of local rules and regulations on forestry and land use
- Output 2.4 Community-based conservation mechanisms established and implemented, including wildlife monitoring, enforcement and awareness raising
- Output 3.1 Modules on biodiversity conservation and integrated land management for LDN integrated in publicity, vocational training, and higher education systems
- Output 3.2 International coordination and information sharing, including support for future development of transboundary biodiversity conservation in Pamir-Alai

2. SCOPE OF WORK, RESPONSIBILITIES, AND DESCRIPTION OF THE PROPOSED WORK

Under the supervision of, and in collaboration with, the Project Manager, the International Snow Leopard Trust' ("SLT") Project Assistant is responsible for executing and implementing snow leopard conservation activities in Kyrgyzstan. The successful candidate will be highly organized, analytical, detail-oriented, able to juggle multiple priorities, and work both independently and as a member of a team. This is an independent contractor position, meaning the selected candidate for this position will not be an employee of SLT. This consultancy will expire at the end of 2026 with opportunity for renewal dependent on performance, ongoing need, and availability of funding.

The scope of work includes, but is not limited to:

- **On-Ground Implementation**
 - Implement and execute project activities, including surveys and mapping.
 - Facilitate the discussions towards project goals such as demarcation and establishment of conservation areas and community-based conservation initiatives including demarcation of wildlife corridors and ecotourism initiatives.
 - Support biodiversity monitoring, data collection, and reporting at the landscape level.
- **Community Engagement**
 - Build strong relationships with local communities, ensuring their active participation in conservation and sustainable land use practices.

- Conduct awareness-raising campaigns on biodiversity conservation, sustainable livelihoods, and ecosystem management.
- Promote gender-sensitive approaches and ensure the inclusion of women, youth, and vulnerable groups in project activities.
- **Stakeholder Coordination**
 - Act as the primary liaison between local stakeholders, including pasture committees, forest management units, and community-based organizations, and the project team.
 - Collaborate with government authorities and other partners to align project activities with local policies and development plans.
 - Maintain records of all official outgoing and incoming correspondence with stakeholders.
 - Follow up with partners on pending approvals, signatures, or information requests.
- **Capacity Building**
 - Organize training sessions for local stakeholders on thematic issues.
 - Provide technical support in developing and implementing management plans.
 - Provide consecutive interpretation during training sessions, meetings, and field consultations.
 - Translate training materials, project documents, and official correspondence between English, Russian, and Kyrgyz.
 - Maintain a project glossary of key terms in all three languages.
- **Monitoring and Reporting**
 - Regularly monitor project activities and progress in the field, ensuring adherence to the project's goals and timelines.
 - Report on challenges, successes, and lessons learned to the Project Manager and contribute to adaptive project management.
 - Assist in preparation and filing of financial documents, including expense reports, payment requests, and supporting documentation (receipts, invoices, contracts).
 - Support tracking of expenditures against the project budget.
 - Assist in preparation of financial annexes for UNDP quarterly and annual reports.
 - Support audit preparation by organizing and verifying financial documentation.
 - Maintain an organized digital filing system for all project documents and ensure version control.
 - Support procurement processes, including preparation of requests and tracking of deliveries.
 - Support preparation of travel authorizations and related documentation.

For more detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS



I. Academic Qualifications:

- Associate's degree or its international equivalent in Organizational Administration, International Development, or Related Field.

II. Years of experience:

- At least 2 years in international development and/or project administration;
- At least 2 years experience working with developing projects in the project area;
- Direct experience in the project area and familiarity with principles of community-based conservation
- Familiarity with financial documentation and reporting processes; experience with UNDP administrative procedures is a strong advantage
- Demonstrated experience in translation and interpretation between English, Russian, and Kyrgyz

III. Competencies:

- Strong interpersonal & communication skills; commitment to teamwork & work across disciplines;
- Understanding of the general principles of project design, incl. logical framework, outputs, initiatives, indicators, and related reporting obligation;
- Excellent writing, presentation, and communication skills, both oral and written in English, Kyrgyz and Russian
- Strong organizational skills and attention to detail, with ability to manage multiple tasks under tight deadlines

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING PROPOSAL/APPLICATION:

Interested individual consultants must submit the following information to demonstrate their qualifications:

1. Proposal (written in English, in the form of a cover letter addressed to SLT) including:
 - (i) Explanation of Consultant's relevant qualifications and skills;
 - (ii) Explanation on how Consultant will approach and conduct the work;
 - (iii) Desired payment within the range of the Payment Terms (see Annex 1, Terms of Reference)
2. Personal CV including past experience in similar projects
3. List of 2 professional references

ANNEX 1

ANNEX 1- TERMS OF REFERENCES (TOR)

SCOPE OF WORK

The Consultant will assist in implementing the following activities and deliverables:

<u>Activities</u>	<u>Deliverables/ Outputs</u>	<u>Percentage of Time</u>
Activity 1: Support the Project Manager to develop a complete and comprehensive understanding of the SLT's responsibilities under the UNDP-GEF Pamir Alay project, including administrative procedures, translation and interpretation support, and document management.	Program management framework for effective planning, administration, and reporting of project activities and deliverables; organized project filing system; key documents translated into English, Russian, and Kyrgyz as required.	20%
Activity 2: Support on-the-ground implementation of project activities and deliverables as assigned by the Project Manager, including community engagement, field coordination.	Report of completed field activities and deliverables.	60%
Activity 3: Support and maintain relationships with partners, government counterparts, and beneficiaries; assist with procurement processes, financial documentation, and preparation of financial annexes for project reports.	Correspondence log; financial documents filed and verified; procurement requests processed	10%
Activity 4: Support preparation and submission of regular project progress reports to the Project Manager, Science and Conservation Director, and Grants Manager.	Bi-monthly progress reports; financial tracking records; audit documentation	10%

REPORTING REQUIREMENTS

The Consultant will report to the Project Manager, and provide email and oral status reports on a regular, bi-monthly basis to SLT to verify progress and/or completion of deliverables, as well as work with the Contract Manager to support any assigned deliverables.

TERM & TERMINATION

The term of engagement under this contract shall be effective upon the date of signature by Consultant and SLT of the Contract & Terms of Reference generated after the parties mutually consent to the proposal submitted by Consultant and will continue until 31 December 2026. Either party may terminate this contract with or without cause upon giving thirty (30) days prior written notice to the other party. Termination or



expiration of this contract shall not affect any rights or obligations which have accrued prior thereto or in connection therewith.

TRAVEL

Periodic domestic and/or international travel will be needed to complete the deliverables listed in this document and will be undertaken within the consultancy amount provided. Travel and accommodation related expenses requiring reimbursement need prior approval from SLT and must adhere to SLT's travel policies.

PAYMENT TERMS

Payment for this position will be issued monthly upon verification and approval of completion of work and deliverables (made eligible through the completion of a monthly report to SLT) and SLT's receipt of invoice for the services, including an electronic invoice issued by the State Tax Service of the Kyrgyz Republic. The monthly payment amount will be no less than USD \$850.00 and no more than USD \$1100.00, depending on the successful applicant's experience and qualifications. Monthly installments will be payable to Consultant via wire transfer through SLT's contractor payment system based on the wire instructions provided by Consultant to SLT. The payment currency is United States Dollars (USD\$). All income or other taxes or fees levied on payments to the Contractor under this contract are the sole responsibility of the Contractor.

INDIVIDUAL CONTRACTOR

The Consultant's employment status is that of an individual contractor. Consultant shall not be deemed an employee, agent, partner or joint venture of SLT for any purpose whatsoever, and Consultant shall have no authority to bind or act on behalf of SLT. Consultant will not be able to participate in any employee benefit plan or program of SLT. Consultant shall be responsible for and agrees to comply with all obligations under all local and relevant tax laws for payment of income, proper registrations and, if applicable, self-employment tax or the equivalent statutory requirements for Consultant's location.