**SCOPE OF WORK**

**of consultant for provision of legal support to LSG bodies’ interests at the national level**

**Background**

The “Voice of Citizens and Accountability of LSGs: Budget Process” Project (hereinafter - the Project) is financed by the Government of Switzerland through the Swiss Agency for Development and Cooperation (SDC) and implemented by the Development Policy Institute.

The overall objective of the Project is to ensure that LSG bodies manage public finances in a more transparent and effective mode through greatly increased accountability and citizen participation in the decision making process. Working on improving the quality of interaction between citizens and local self-government bodies, the Project analyzes information received from municipalities and formulates requests to the national level of government to create more favorable environment for the local self-governance development, adequate resource support, and increased transparency of local self-government to the population.

In 2018, the Project plans to support promotion of the local self-governments’ interests at the national level. This support will be provided by two organizations - the Development Policy Institute that implements the Project and the Association of Legal Entities “Union of LSG of the Kyrgyz Republic” as a legitimate representative of the local self-government interests in cooperation with the State Agency for Local Self-Government and Interethnic Relations under the Government of the Kyrgyz Republic (SALSGIR) in the framework of Memorandum executed by three organizations in October 2017. Full text of the Memorandum can be found at: <http://dpi.kg/ru/press-room/news/full/1269.html> Subject of the Memorandum is cooperation on implementation of the Platform for Interaction between Local Self-Governments of the Kyrgyz Republic with each other and with the state (hereinafter referred to as the Platform).

**Consultant’s Scope of Work**

Within this scope of work, consultant will provide the following services:

* study and prepare comments and summaries of draft legal and normative acts that involve interests of LSG bodies and submitted by the state bodies;
* prepare verbal and written answers-consultations on typical questions from LSG bodies;
* participate in events, working groups, projects related to current issues of LSG development in the Kyrgyz Republic;
* prepare inquiries and coordinate correspondence with official authorities regarding the issues and problems of LSGs;
* prepare documents for judicial recourse;
* plan, coordinate, and monitor the plan execution in the Platform implementation.

**Period of Performance and Timeline**

Consultant will be offered a ten-month contract with a possibility of extension. It is expected that consultant will provide services not less than 15 work days per month.

**Accountability**

In the process of the services provision, consultant will report to the VAP Project manager as well if agreed to the Executive Director of ALE (Association of legal entities) “Union of LSG”. Consultant’s deliverables will be the written conclusions and consultations, as well as reports on the Platform implementation.

**Required Qualifications:**

* Higher legal education (University Degree);
* Experience of legal work in the sphere of state and municipal governance for at least three years;
* Experience in the preparation of written opinions and written legal expertise;
* Excellent communication skills;
* Knowledge of Kyrgyz and Russian languages is mandatory; knowledge of English will be an additional advantage.