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REGULATION
On the procedure for the conduct of Competition of social
programs (projects)

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directed at the implementation of Social Services Contracting

The present Regulation on the procedure for the conduct of Competition of social programs (further - Regulation) was developed in compliance with articles 9 and 19 of the Law of the Kyrgyz Republic "On Social Services Contracting" and determines the procedure for the conduct of the Competition of social programs (projects) (further - Competition) by state bodies and bodies of local self-administration.

I. General provisions

- 1. The present Regulation regulates legal and organizational relations during formation, allocation and implementation of social services contracting.
- 2. Subject-matter of social services contracting shall be determined annually by state bodies and bodies of local self-administration (further Customer) in compliance with main priority directions of their activity.
- 3. Competition shall be organized for the purposes of:
 - implementation of social services contracting;
 - increasing the efficiency and effectiveness of rendered social services to the population;
 - providing intensive development of the market of social services for the population;
 - support and development of initiatives of state bodies, bodies of local self-administration, noncommercial organizations in solving socially important problems.
- 4. Main tasks of Competition are:
 - development of social programs (projects), directed at solving various problems in the sphere of education, science, information, public health, sports, environmental protection, youth, demographic, gender policy, social protection, activity on human rights advocacy, culture and any other socially important spheres;
 - revelation of organizations, the activity of which is directed at solving socially important problems and providing them with informational, methodical and financial assistance;
 - development of interaction between state structures, bodies of local self-administration and noncommercial organizations;
 - engagement of mass media to cover socially important problems and the ways of solving these problems.

II. Allocation of Social Services Contracting

5. Allocation of social services contracting shall be carried out in the form of open public Competitions.

Competition shall be open for registered noncommercial organizations (except for political parties, labor unions and religious organizations), working in directions, provided for by article 5 of the Law of the Kyrgyz Republic "On Social Services Contracting", and directed at attraction of new efforts to solve social problems, revelation, support and cooperation of efforts of all organizations, rendering social services.

6. Announcement on the conduct of Competition of social programs (projects) shall be published in mass media in state and official languages, circulations of which allow achieving necessary awareness of all possible pretenders.

7. Customer shall organize informational support of the Competition, and determine the text of an announcement of the Competition, which shall include:

- topic of the Competition;
- requirements to the Competition participants and to project proposals;
- terms of the beginning and the end of receipt of project proposals for the participation in the Competition. At the same time, the terms of submission of project proposals for the participation in the Competition shall be not less than 40 and no more than 60 days from the day of Competition announcement;
- maximum budget of the project;
- address, contact telephone, time for receipt of project proposals;
- a message to nongovernmental organizations to submit their written proposals on the composition of Competition commissions (candidatures to independent external experts).

III. Formation of Competition commissions

8. For the organization and conduct of Competition Customer shall create separate Competition commissions (further - Commissions) during the announcement of each Competition.

9. Quantitative composition of the Competition shall be determined by Customer and shall consist of representatives of Customer and independent external experts. The number of external experts shall compose not less than 50 percent of the total number of members of Commission. The candidatures to the independent external experts shall be proposed by nongovernmental organizations.

Nongovernmental organizations shall have a right to forward written proposals relating to the candidatures to external experts from the day of publication of an announcement about Competition.

If the number of proposed independent external experts exceeds required quantity for the formation of Commission's composition, Customer shall conduct selection of independent external experts by means of open sortitions, with the participation of nongovernmental organizations that proposed the candidatures to the Competition commissions.

10. Commission shall:

- select project proposals, which are complying with the requirements of the Competition and criteria for the selection;
- make a decision on each project proposal with the reasoning in case of rejection in financing and with remarks in case of necessity for insignificant improvements in the project proposal;
- form the list of project proposals, which won in the Competition, for the presentment of their approval by Customer;
- examine the budget of expenditures of project proposals, which won in the Competition.

IV. Requirements to the Competition participants

11. To the Competition of social services contracting are admitted noncommercial organizations, presenting social programs (projects), which fulfill the requirements of social services contracting.

12. Competition participants shall:

- be noncommercial organization, registered according to the legislation of the Kyrgyz Republic;
- have their own bank account;
- have an experience not less than one year in the sphere of announced Competition program.

13. Several organizations can create common project group on a contractual basis and present the common project proposal.

14. The list of necessary documents for presentment by Competition participants includes;

- notarized copy of certificate on registration of an organization;
- notarized copy of a charter (regulation) of the organization;
- copy of document on coding in statistics bodies;
- copy of balance-sheet for the previous year, certified by territorial bodies of tax service or copy of certificate of territorial tax service and body of Social Fund of the Kyrgyz Republic on the absence of indebtedness on payments;
- copy of income statement
- CV and copy of diplomas of main Executors of the project.

15. The whole set of documents shall be presented in two copies in state or official languages.

Copies of publications, recommendation letters, and certificates can be presented as additional materials, if they are available.

17. In case of necessity, Customer can expand the list of documents necessary for the presentment by Competition participants.

In preparatory process of the project proposal, if necessary, Customer shall provide to Competition participants with consultative assistance.

V. Receipt and registration of Competition participants and project proposals

17. After announcement of the Competition, Customer by the fact of request of noncommercial organization, willing to take part in the Competition, register the given organization in Registration journal on the distribution of application forms for the Competition. Following information shall be inserted into the Registration journal:

- date of request for participation in the Competition;
- name of an organization;
- address and telephone of the organization;
- name of a director of the organization;
- name of a requesting person, interested to participate in the Competition;

18. After the registration Customer shall present to the applicant under his/her signature:

- a list of necessary documents for the presentment by Competition participants;
- an application form to the Competition, the sample of which shall be approved by the Ministry of Labor and Social Development of the Kyrgyz Republic.

19. Participants of the Competition shall fill an application form and attach all necessary documents for participation in the Competition and present to Customer.

29. Customer shall maintain a file of project proposals and following the results of the verification for the presence and compliance with original copies of all necessary documents, their proper design, register project proposal for participation in the Competition.

21. Registration journal of project proposals shall include the following information:

- date of submission of all necessary documents;
- registration number of the project proposal;
- address and telephone of the organization;
- name of director of the organization;
- name of project proposal;
- name, manager of the project proposal;
- name of an applicant, who submitted the project proposal;
- number of attached pages.

22. After registration of project proposals Customer shall present them to Commission's examination.

VI. Evaluation of project proposals

23. Selection of project proposals shall be carried out by the Commission with the account of their compliance with the requirements of the Competition and criteria for the project selection.

24. Commission shall evaluate registered project proposals on the following criteria:

- compliance with the subject-matter, purposes and conditions of the Competition;
- experience of previous work of participant in corresponding direction;
- analysis of the situation and clear description of the problem;
- project orientation on problem-solving and meeting needs of target group in accordance with local social programs;
- compliance of planned activities of the project with its goals and tasks;
- well-grounded budget;
- presence of equity and attraction of additional resources;
- developed mechanism of stability of the project following the termination of grant financing;
- realizability and effectiveness.

25. For evaluation of project proposals Commission shall fill an evaluation form with indicators of evaluation of the project proposals, which is approved in its first session. Evaluation form shall include main requirements to the applications, compliance of which shall be evaluated in points.

26. Decision during Commission's session shall be adopted by simple majority, at the same time, in case of equality of votes; the vote of the chairperson shall be decisive.

27. According to the results of the Competition, on each application shall be given one of the following decisions:

- to finance in accordance with the application;
- to grant partial financing;
- to reject in financing.

28. The list of social programs (projects), selected by the Commission shall be approved by Customer's order.

VII. Execution of Social Services Contracting

29. Winners of the Competition shall receive the status of Executors of social services contracting.

30. An Agreement on implementation of social services contracting (further - Agreement) shall be concluded between Customer and Executor.

An agreement sample shall be approved by the Ministry of Labor and Social Development of the Kyrgyz Republic.

VIII. Financing of social programs (projects)

31. Republican budget of the Kyrgyz Republic shall annually prescribe means for financing of programs (projects) for implementation of social services contracting. At the same time bodies of local self-administration shall have a right annually prescribe in local budget means for financing of programs (projects) for implementation of social services contracting (publication of announcements, organizational activities, monitoring and financing of social programs (projects))

32. Financial support of social programs (projects) shall be provided on the basis of Agreements, concluded between Customer and Executor, which passed the Competition selection.

33. Customer shall check accuracy of calculation, presented by Executor of social services contracting. According to the given calculation and within the limits of approved budget of expenditures, Customer shall prepare budget of expenditures on each social program (project) and approve them. After the coordination of budgets of expenditures with the Ministry of Finance of the Kyrgyz Republic Customer shall issue budget instruction on required sum for financing of selected social programs (projects).

34. Ministry of Finance of the Kyrgyz Republic shall open a credit for financing of social programs (projects).

35. After opening a credit, Customer shall transfer appropriations on payment of target financial support to the settlement accounts of Executor of social services contracting.

IX. Control and monitoring of the use
of means, directed at the implementation
of Social Services Contracting

36. Customer shall have a right to control target use of means, directed at implementation of social programs (projects) and carry out the examination of course of implementation of social programs (projects). Monitoring implementation of Executor's activity by Customer shall be provided in the Agreement, concluded between Executor and Customer.

37. In case of necessity Customer can engage to the monitoring implementation of social programs (projects) independent experts, representing international, public organizations, interested state bodies and bodies of local self-administration.

38. If the means, provided for the implementation of social programs (projects), shall be used for other purposes, and there will be nonobservance of conditions of the Agreement by the Executor, Customer shall have a right to terminate the financing of the given program (project) and means, used for other purposes, shall be subject to reimbursement to the state budget.

39. Financial and other reports on implementation of social programs (projects) shall be presented to the Customer in terms, indicated in the Agreement.

40. Customer shall present reports on the use of budget means quarterly to the Ministry of Finance of the Kyrgyz Republic and the Ministry of Labor and Social Development of the Kyrgyz Republic.