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**Legal compliance expert (*Activity 6.2.2.1 Policy Expert)***

**Terms of Reference**

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| Contact Info: | [kyrgyzstan@helvetas.org](mailto:kyrgyzstan@helvetas.org) |
| Project/mandate number: | ACA/2019/412-061 |
| Project/mandate name/country: | SWITCH-Asia Greentour: Promoting Sustainabe Tourism in Kyrgyzstan |

Client: Representative Office of HELVETAS Intercooperation GmbH

in the Kyrgyz Republic

House No. 65, 7 Liniya Street, Bishkek 720044

Tel:        +996 312-214-572/73/75

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| Project implementation partners: | The Kyrgyz Association of Tour Operators  The Kyrgyz Community-Based Tourism Association  The European Center for Eco and Agrotourism |
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| E-Mail: | [kyrgyzstan@helvetas.org](mailto:kyrgyzstan@helvetas.org) |

1. **Background**

While the term “sustainable tourism” is still not widely known and used in the region, terms such as “nature tourism”, “responsible tourism”, and “green tourism” are increasingly being used, indicating the growing awareness of the need to switch to tourism models that will have less negative impacts on the environment, natural resources and local communities’ livelihoods.

With this project, funded by the [European Union's SWITCH-Asia program](https://www.switch-asia.eu/project/green-tour/" \t "_blank), Helvetas, together with our partners Stichting European Centre for Ecological and Agricultural Tourism – Netherlands (ECEAT), the Kyrgyz Association of Tour Operators (KATO) and the Kyrgyz Community Based Tourism Association Hospitality Kyrgyzstan (KCBTA), responds to the objectives of the Kyrgyz government to advance a more sustainable tourism, involving communities, and diversifying tourism products in order to attract new target groups and clients.

Through an integrated business-led approach, the Greentour project mobilizes and mentors Kyrgyz tour operators and their suppliers to adapt and promote sustainable consumption and production (SCP) practices throughout their supply chains and business processes. This includes using local suppliers, purchasing environmentally friendly products, plastic reduction, conserving natural resources and applying socially responsible ways of interacting with local communities.

To achieve its goal, the project also focuses on triggering market demand for sustainable tourism by marketing Kyrgyzstan as a green destination and by raising consumer awareness on sustainable tourism MSMEs among tourists and international travel agents.

This project will ultimately reward tourism SMEs and supplier MSMEs adapting sustainable practices with a competitive advantage, resulting in increased income and employment opportunities. With KCBTA and KATO as local industry representatives, the project contributes to create an enabling policy environment through sustainable local structures supporting national SCP practices in the tourism sector.

**Objective**

Among other efforts, Greentour aims at supporting tourism and hospitality SMEs with their efforts towards meeting international sustainable tourism standards by providing advice and guidance on administrative, legal, environmental and social aspects of tourism and hospitality business management.

HELVETAS Intercooperation GmbH in the Kyrgyz Republic is seeking a short-term national expert for outlining laws regulating operations of sustainable tourism and hospitality businesses in Kyrgyzstan. The specific areas of focus shall be: (1) identification of laws; and (2) guidance on implementing them.

**Main Tasks and Activities**

1. **Identify laws are regulations that affect tourism and hospitality operations in the Kyrgyz Republic**

The list should contain national and international laws regulating general business operations, environmental obligations, labor conditions and other, including:

* Business registration, legal forms for businesses and their suppliers (guides, porters, drivers etc.)
* Taxes and accounting
* Hiring and labour code
* Environmental management (energy, water, wastewater, waste, hazardous waste, food waste, plastic)
* Nature protection
* Animal rights
* Health and safety
* Land use and construction
* Community access to resources
* Transportation (min standards for group transport)
* Tangible and intangible cultural heritage
* Other regulations relevant for business operations in tourism and hospitality in Kyrgyzstan

1. **Create a legal resource guide for tourism entrepreneurs**

* Write guidance for tourism business owners and entrepreneurs, which will outline key laws regulating sustainable tourism, with easy to explanations and practical recommendations; Length approx 10 pages.
* Deliver a workshop presenting findings and recommendations

**Expected Results & Deliverables**

The expert is required to prepare and submit the following deliverables:

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| **#** | **Deliverables** | **Tentative Deadline** |
| 1 | Comprehensive list of laws regulating operations of businesses that work in the field of tourism and hospitality in Kyrgyzstan | June 20, 2022 |
| 2 | Legal resource guide for tourism and hospitality business owners, with practical recommendations on implementing key regulations | July 4, 2022 |
| 3 | Webinar presenting the findings, with an overview of key regulations and implications for businesses | July 4, 2022 |

*These deadlines are tentative and will be further negotiated and agreed with the selected candidate.*

**Period of Performance**

The Consultant is expected to work during the period June 15, 2022 – July 20, 2022 with the maximum 25 working days. The exact period(s) of performance under the contract will be agreed with selected candidate.

**Qualification Requirements**

- Background in Law, Legal Compliance and/or relevant fields;

- Min. 4 years of professional experience in legal compliance;

- Experience in working with tourism public and private sector;

- Ability to write and successfully communicate in Kyrgyz and Russian.

**Reporting**

Weekly informal updates to the project manager and to the project team.

**How to apply**

Interested candidates should send their technical and financial proposals to [kyrgyzstan@helvetas.org](mailto:kyrgyzstan@helvetas.org) with a copy to [Nargiza.kudaiberdieva@helvetas.org](mailto:Nargiza.kudaiberdieva@helvetas.org) by June 3, 2022. The email subject should say: Policy Expert\_GreenTour Project

Only the shortlisted candidates will be notified by the project.