



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM: COMPANY	DATE: 13 March 2019
	REFERENCE: RFP/003/19 – development of a Road Map for Development of Extension Services Centers

Dear Sir / Madam:

We kindly request you to submit your Proposal for providing research, advisory, and training services in identifying a disbursement mechanism and procedures for the development of a Road Map for Development of Extension Services Centers designed for the existing pilot Extension Service Centers in Karakalpakstan.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **18.00 (GMT +5) Wednesday, March 27, 2019** and via email, courier mail to the address below:

United Nations Development Programme
4 Taras Shevchenko street, Tashkent, 100029, Republic of Uzbekistan
Tel: + 998 71 120 34 50, 120 61 67
Fax: + 998 71 120 34 85
E-mail: bids.uz@undp.org¹

Your Proposal must be expressed in English language and valid for a minimum period of **90 working days**. Offers submitted in other languages, should have unofficial translation to English. In the event of discrepancy between original proposal and unofficial translation to English, unofficial English shall prevail.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are **signed and in the .pdf format**, and free from any virus or corrupted files. Proposal submitted by email to bids.uz@undp.org must have the following subject:

Subject: “RFP/003/19 – Road Map for Development of Extension Services Centers”²

If you submit your proposal by courier, you should ensure that it is in sealed envelope in marked as follows:

TO: UNDP Uzbekistan
ATTENTION: Procurement Unit
REF: RFP/003/19 – Road Map for Development of Extension Services Centers
PROPOSER: [NAME AND ADDRESS OF YOUR COMPANY]
TENDER CLOSING DATE: 18:00 (GMT +5), 27 March 2019
«DO NOT OPEN»

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

¹ Proposals submitted to another email accounts will not be accepted and considered

² Proposals submitted without this subject or reference to RFP/003/19 will not be accepted and will not be opened by UNDP

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in the link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

UNDP Uzbekistan Procurement Unit

Description of Requirements

Context of the Requirement	UNDP/AP project “Developing Climate Resilience of Farming Communities in the Drought Prone Parts of Uzbekistan”			
Implementing Partner of UNDP	Center of Hydrometeorological Services under the Ministry of Emergency Situations (Uzhydromet)			
Brief Description of the Required Services	Provide research, advisory, and training services in the developing a Road Map for Development of Extension Services Centers. The Contractor will test innovative methods to identify users (dekhans and farmers) needs (based on lean start up method to test hypothesis with minimum investments of time and money) in one of the newly established extension services centers. The Contractor will develop Road Map on Extension Service Development (Annex 3).			
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Brief report (not more than 15 pages) on current status of the Extension Services Centers in Karakalpakstan, developed, submitted and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d) 2. Report on the results of the trial modelling based on start-up methodology applied to one of established Extension Service Centers (no more than 15 pages) developed, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (10 w/d) 3. Brief Report (not more than 10 pages) on the Design-thinking training conducted in the project pilot districts, based on the analysis results, developed, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d); 4. Road Map on Extension Service Development (no more than 20 pages) developed, submitted to and approved by Project Manager (10 w/d) 			
Person to Supervise the Work/Performance of the Service Provider	Overall Coordinator/Project Manager of Adaptation Project team in Tashkent			
Frequency of Reporting	Upon completion of each Phase			
Progress Reporting Requirements	Reporting on each Phase as per the Contract			
Location of work	<input checked="" type="checkbox"/> Tashkent, Uzbekistan with trips to Karakalpakstan <input checked="" type="checkbox"/> Deskwork at Contractor’s Location			
Expected duration of work	50 working days from the date of signature of the contract by both parties and/or receipt of advance payment (if applicable)			
Target start date	April 2019			
Latest completion date	June 2019			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Tashkent, Uzbekistan	1 day	To conduct meeting with UNDP/Project staff to discuss the current status of the existing extension service centers	April 2019
	Nukus, Karakalpakstan	2 days	Visits to pilot extension service centers to conduct a Customer Needs Assessment (Behavior	April 2019

			Assessment) using innovative tools	
	Nukus, Karakalpakstan	4 days	Trip to the project pilot district in Karakalpakstan and conducting the problem-solving interview with the same respondents	April 2019
	Tashkent, Uzbekistan	1 day	To conduct meeting with UNDP/Project staff to discuss the findings and conclusions	May 2019
	*Trip dates are subject to confirmation during the course of works and defined upon availability of collected data			
Special Security Requirements	<input checked="" type="checkbox"/> Others Contractor shall ensure security of its personnel during performing contract commitments. Travel Insurance (health) for the period of visit to Uzbekistan is at the company's expense.			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others <input checked="" type="checkbox"/> Office space (working table, notebook, internet and office equipment) during the visit to Tashkent and Nukus (during office working hours) <input checked="" type="checkbox"/> Visit to extension services centers in Karakalpakstan, meetings with specialists and end-user <input checked="" type="checkbox"/> Visa support letter to visit Uzbekistan (if required) *All other travel related costs must be included into price proposal.			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required CVs and copies of certificates for key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 3) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff and be signed by the individuals.			
Currency of Proposal	<input checked="" type="checkbox"/> Uzbek Soums (in case of contract in Uzbek Soums 15% advance payment is allowed) <input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> EUR			
Value Added Tax on Price Proposal ³	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 working days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted. Partial quotes will be rejected at preliminary evaluation stage.			

³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms ⁴	Output	%	Timing	Condition for Payment Release
	to local companies registered in Uzbekistan, in Uzbek soums			
	Advance payment	15%	Within 10 banking days upon signing of the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice and report from the Service Provider.
	Deliverables #1, and #2	30%	May 2019	
	Deliverable #3	15%	May 2019	
	Deliverable #4	40%	June 2019	
	to international companies with a legal address and a bank account outside of Uzbekistan			
	Deliverables #1, and #2	45%	May 2019	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice and report from the Service Provider.
	Deliverable #3	15%	May 2019	
	Deliverable #4	40%	June 2019	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Overall Coordinator/Project Manager of Adaptation Project team in Tashkent and Climate Change Specialist of Sustainable Development Cluster, UNDP CO			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP			
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Criteria for Contract Award	<input checked="" type="checkbox"/> Prior relevant experience and background to conduct designing, development and implementation of the business modeling schemes <input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers			

⁴ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. <input checked="" type="checkbox"/> Positive results of reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed. <input checked="" type="checkbox"/> Financial stability of the Proposer (current ratio is more than 1 for the past 2 years)
Criteria for the Assessment of Proposal	<p>Lowest Price Quote among technically responsive offers.</p> <p>Technical proposal (70%)</p> <ul style="list-style-type: none"> • Expertise of the company: (30 points). • Proposed work plan and methodology (10 points). • Qualification of key personnel: (30 points). <p>Technical proposals scoring at least 70% (49 or more points) at the technical review stage will be accepted for the financial proposal review stage.</p> <p>For details on the assessment criteria, see Annex 1 below.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Evaluation of Proposals – Scoring table (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Documents to be submitted	<input checked="" type="checkbox"/> Duly filled in Form as provided in Annex 2 <input checked="" type="checkbox"/> Verified copy of the latest business registration certificate and/or license <input checked="" type="checkbox"/> Company Profile paying attention to the description of the company expertise in the fields mentioned in the attached Terms of References, Annex 1, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Verified copy of the page from company's Charter where the information on company founders is provided <input checked="" type="checkbox"/> Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation (if available). <input checked="" type="checkbox"/> Declaration of owners' interest in other companies, if any <input checked="" type="checkbox"/> Track Record – list of clients for similar services for the last 5 years as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references <input checked="" type="checkbox"/> Financial statements for the last 2 years verified by independent third party such as auditors or similar as may be applicable <input checked="" type="checkbox"/> Signed and dated resumes and declaration of availability of involved specialists during contract implementation period <input checked="" type="checkbox"/> Reference letters from prior customers, if available <input checked="" type="checkbox"/> Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. <input checked="" type="checkbox"/> Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List <input checked="" type="checkbox"/> Written self-declaration on acceptance of the UNDP Contract General Terms and Conditions

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Other requirements	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or • influence on the Offer of, another Offeror regarding this RFP process; • they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offeror; or an expert proposed to be in the team of one Offeror participates in more than one Offer received for this RFP process. This condition does not apply to subcontractors being included in more than one Offer.
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement Unit</i> +998 71 1203485/ pu.uz@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<p>Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries:</p> <p><input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and Posting on the websites: http://www.uz.undp.org/content/uzbekistan/en/home/operations/procurement.html</p> <p>Joint Venture, Consortium or Association:</p> <p>1.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>1.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>1.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>1.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>1.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>1.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>1.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
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Annex 1 - Evaluation of Proposals – Scoring Table

Evaluation forms for technical proposals are given below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of the Company

Form 2: Methodology -Proposed Work Plan and Approach

Form 3: Qualification of the key personnel

Technical Proposal Evaluation Form 1		Points obtainable	Proposer				
			A	B	C	D	E
Expertise of the Company							
1.1	Similar product development activities in the area of designing, development and implementation of the business modeling schemes – 3 points for each similar successful project, but not more than 21 points (successful completion of minimum 3 projects (contracts) in designing, development and implementation of the business modeling schemes is a must).	21					
1.2	Availability of references from previous clients – 1 point for each reference, but not more than 3 points; Prior experience in gender related issues (gender mainstreaming) – 3 points; Work experience for UNDP or any other international organizations – 3 points.	9					
Total Form 1		30					

Technical Proposal Evaluation Form 2		Points obtainable*	Proposer				
			A	B	C	D	E
Proposed Work Plan and Methodology							
2.1	Extent to which the applicant understands the set tasks in accordance with ToR	4					
2.2	Extent to which the work schedule is flexible and relevant to the set requirements and deadlines	2					
2.3	Extent to which the tasks and goals are defined and relevant to the TOR	2					
2.4	Are the actions and sequence of steps and planning clearly stated and capable of providing an effective implementation of the tasks logically and realistically?	2					
Total Form 2		10					

Qualification of Key Personnel Form 3	Points obtainable	Proposer				
		A	B	A	D	A
Qualification of the key personnel						

3.1	Team Leader/ Thematic Specialist 1 (Specialists on designing, development and implementation of the business modeling schemes)					
	Educational background: Master level or equivalent in the related fields (minimum bachelor's degree or equivalent in business, economy and any other related field – 2 points).	3				
	More than 3 years of practical experience in development of business modeling schemes activities (minimum 3 years of experience is a must – 2 points).	4				
	Training certificates in the area of business modeling schemes.	2				
	Proficient knowledge of English or Russian is a must	2				
	Knowledge of Uzbek, Karakalpak or Kazakh	1				
	Subtotal	12				
3.2	Thematic Specialist 2 (Specialists on field survey data processing, analysis and interpretation)					
	Educational background: Master level or equivalent in the related fields (minimum bachelor's degree or equivalent in business, economy and any other related field – 1 point).	2				
	3 years (or more) of practical experience in designing and development of field survey data analysis (minimum 3 years of experience is a must).	1				
	Training certificates in the area of field survey data processing, analysis and interpretation.	2				
	Proficient knowledge of English or Russian is a must	2				
	Knowledge of Uzbek, Karakalpak or Kazakh	1				
	Subtotal	8				
3.3	Thematic Specialist 3 (Specialists on designing, development and testing of start-up based innovative tools and methods)					
	Educational background: Master level or equivalent in the related fields (Minimum bachelor's degree or equivalent in business, IT, innovations and any other related field – 1 point).	2				
	More than 3 years of practical experience in designing, development and testing of start-up based innovative tools and methods (minimum 3 years of experience is a must – 2 points).	4				
	Training certificates in the area of designing, development and testing of start-up based innovative tools and methods.	2				
	Proficient knowledge of English or Russian is a must	1				
	Knowledge of Uzbek, Karakalpak or Kazakh	1				
	Subtotal	10				
Total Form 3		30				
Total Forms 1,2,3		70				

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)***

REFERENCE: RFP/003/19 UNDP/AP project "Developing Climate Resilience of Farming Communities in the Drought Prone Parts of Uzbekistan"

[insert: *Location*].[insert: *Date*]

To: UNDP Uzbekistan

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP/003/19 and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

We confirm that we have read, understood and hereby fully accept the Requirements specified in Technical Specifications describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Standard Contract for this RFP.

We agree to follow the RFP terms within 90 days from the specified in RFP final date for submission of Proposals, it stays valid and obligatory for fulfillment and can be accepted at any time within validity of this period.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We fully understand and recognize that UNDP reserves the right to accept or reject any received Bid, and it is not responsible for such actions, as well as it does not undertake any obligations to inform the Proposer about causes without relevant request from our side.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations if any. Please fill in Applicant Information Form – Table F;*
- b. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c. *Latest Financial Statement (with audit report, if available) – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation for the last 2 years;*
- d. *Track Record for the last 5 years – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references (please fill in table E);*
- e. *Reference letters from prior customers, if available*
- f. *Copy of the page from company's Charter where the information on company founders is provided;*
- g. *Declaration of owners' interest in other companies, if any*

B. Proposed Methodology and Work Approach for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. The Service Provider must provide the schedule of services.

C. Qualifications of Key Personnel

The Service Provider must provide followings for the proposed specialists:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
 - b) *CVs demonstrating qualifications and their working experience*
 - c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*
- If the Service Provider intends to attract additional specialists, their CVs should be included in the Proposal*

D. FINANCIAL PROPOSAL - RFP/003/19

The financial proposal is fixed and final. Any overheads and travel expenses, such as transportation, accommodation and meals, translation related with implementation of the works must be included in the total amount. Proposed price must be exclusive of VAT.

a) Breakdown per Deliverable Cost *

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive, Currency_____)
1	1.Brief report (not more than 15 pages and content approved by the Project Manager) on current status of the Extension Services Centers in Karakalpakstan, developed in either Russian or English languages, submitted and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d) 2.Report (not more than 15 pages and content approved by the Project Manager) on the results of the trial modelling based on start-up methodology applied to one of established Extension Service Centers (no more than 15 pages) developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (10 w/d)	45%	
2	3.Brief Report (not more than 10 pages and content approved by the Project Manager) on the Design-thinking training conducted in the project pilot districts, based on the analysis results, developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (10 w/d);	15%	

3	4.Road Map on Extension Service Development (no more than 20 pages and content approved by the Project Manager) developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d)	40%	
	Total	100%	

**This shall be the basis of the payment tranches.*

b) Cost Breakdown by Cost Component (please modify the table in accordance with your specific proposal):

Currency_____

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Team Leader/ Thematic Specialist 1				
a. Expertise 1				
b. Expertise 2				
2. Services from Thematic Specialist 2				
a. Expertise 1				
b. Expertise 2				
3. Services from Thematic Specialist 3				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

E. Reference list of completed similar services

Description of works	Period of activity according to the contract (year, month)	Contract Value	Customer (Name, contact person, telephone)
1.			
2.			
3.			
4.			
5.			

F. Applicant information form

1	Legal entity's (Proposer's) Name	
2	Legal Address:	
3	Telephone number:	
4	E-mail address:	
5	Fax:	

6	Country, place of Registration:	
7	Year of Registration:	
8	Name of Registration Certificate issuing organization:	
9	Taxpayer identification number:	
10	Banking information:	
11	Name of the head/director of the company:	
12	Contact person for RFP:	
13	Information on outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern	

[Authorized Signature]
[Name and Title of Signatory]
 Date:

Terms of Reference (TOR) on development of a Road Map for Development of Extension Services Centers

Project Title: Developing Climate Resilience of Farming Communities in the Drought Prone Parts of Uzbekistan

Project Number: 00082613

Duty Station: Uzbekistan

Duration of services: 50 working days during April-June 2019

BACKGROUND

The UNDP/AP project “**Developing Climate Resilience of Farming Communities in the Drought Prone Parts of Uzbekistan**” jointly implemented with the Center of Hydrometeorological Services under the Ministry of Emergency Situations of the Republic of Uzbekistan (hereinafter Adaptation Project) is aimed at establishing science-based extension services for farmers, dekhans and rural households to assist them with the climate risk management and adaptation measures/practices, including through sub-district and community level Climate Field School/Extension Services Centers to conduct the direct outreach activities and local targeted trainings .

The role of the extension service becomes critically important in the context of climate change adaptation, but Uzbekistan does not yet have a robust extension services system that is in place. Their activities should include development and adoption of climate change adaptation measures/practices by the pilot district target groups in the Northern Regions of Karakalpakstan, with consideration of peculiarities of the particular social and climate conditions.

In 2015, a survey ¹⁰ focused on collection of data and information required for analysis required for development of a workable concept of sustainable development of Extension Service Centers was conducted within the Adaptation Project activities. It includes modules on organizational structure of the extension services center, international experience, existing practices and resource saving technologies available in Uzbekistan. The centers are envisaged to provide various stakeholders, such as farmers, local government, researchers, etc. with the relevant consulting extension services. The 3 extension service centers were established and are operational. However, the centers’ outreach remains yet low that proves that improvements of the centers’ interaction with the users are required. The results of the survey included a proposal to conduct regular trainings for extension service center staff. Qualified and professional specialists-extensionists are not yet available. Thus, building capacity of the staff is a key to success of the extension service operation, Therefore, it was suggested to conduct regular trainings, coaching sessions, and demonstrations of best practices through a set of the on-field trainings.

The experience of many countries such as Israel, Germany, Holland, Denmark, USA shows that extension services play a key role in supporting farmers in increasing their resilience to climate change impacts as well as their corresponding capacity building. Taking into account the best practices related to the Extension Services over the world, it is envisaged that those can serve as a bridge between the innovative scientific researches and science based agricultural practices that are in need by the end-users (farmers, dekhans, rural households and communities). To build capacity of extension centers and develop a viable sustainable working mode that meets the end-users needs and demand, a mechanism that promotes innovative technologies and considers both economic and social aspects and operates in sustainable and user-friendly manner shall be developed. In this regard, analysis of needs/demands of the potential users (farmers, dekhans, rural households and communities) shall be conducted, based on which a Road Map shall be developed.

Within the survey conducted by the project in 2016¹, the respondents pointed out that focus of the extension services should be driven by the emerging issues listed by farmers and dekhans to provide them with required consultancy and advice combined with trainings that should be conducted at the spots.

¹⁰ Report on social and economic research focused on farmers and rural communities being vulnerable to climate change and residing at project’s target districts, CO UNDP, SDC, Adaptation project, 2015,32 p.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The present assignment is built on the project activity outputs. A business model approach is proposed to be tested in a pilot Extension Service Center, justified to decision-makers, and integrated into agricultural business ecosystem¹¹. The center's staff needs to be equipped with methodologies that can help to increase efficiency of Extension Services Centers operation and prioritize their advice, consultancy and research for the targeted users.

Within the current assignment, it is planned to test innovative methods to identify users (dekhans and farmers) needs (based on leaning the start-up method to test hypothesis with minimum investments of time and money) in one of the newly established extension services centers. The model could be further replicated in other three project pilot districts. The results of testing will be shared with other project pilot districts as well as communicated to the decision-makers and local governments. The results of the assignment should serve an integral part for building agricultural service business ecosystem.

The business model that is to be tested in extension service center shall be based on the Leaning Startup and Design thinking methodologies. This is a new way of development of sustainable business model, in which the planning goes together with testing that allows to receive constant feedback from the users and adapt implementation to the changing needs of the customers. The aim is to minimize timing and optimize financial resources required for efficient planning and focus on impact or deliver value.

Moreover, to have a sustainable working model/Road Map for Extension Service Development, the extension service centers need to be equipped with methodologies and innovative tools, including IT technologies, to identify emerging needs of the users, and being flexible in provision of the valuable and timely consultancy.

The assignment will focus on identifying farmers/dekhans needs and barriers in using extension services to develop a Road Map for Extension Services Development.

The assignment will consist of the following stages:

1. Analysis of the relevant project outputs, namely results of the survey, seminar modules to develop draft of *problem interviews* (startup methodology) and legal review of the regulatory basis for adoption of climate change adaptation measures by the end-users, and recommendations to narrowing the gaps identified;
2. Conducting the first trip to Karakalpakstan (2 days). Visit the existing pilot extension service centers. Conducting a Customer Needs Assessment (Behavior Assessment) using innovative tools: problem and solution interviews. Conduct situation analysis on Extension Service to finalize findings based on problem interview;
3. Analysis of problems identified based on the interview findings. Development of solution hypothesis, preparation of solution-related interview questionnaires;
4. Conducting the second trip (4 days) to the project pilot districts in Karakalpakstan and conducting the problem-solving interview with the same respondents. Proposing and testing solution hypothesis. The goal of this exercise is to test and provide farmers with a methodology on how to identify customer (dekhan and farmers) needs to develop sustainable model of the Extension Service Centers;
5. Development and conducting a Design-thinking training for extension service center(s) that is aimed at:
 - building empathy with the users, study of the customer,
 - creating consumer profile,
 - building prototypes, testing
 - IT and communication tools to be used by the center(s) to improve communication and reaching the customer;
6. Development of a Road Map for the Extension Service Development that is built on short, mid and long-term time horizons.

¹¹ A business ecosystem is the network of organizations — including suppliers, distributors, customers, competitors, government agencies, and so on — involved in the delivery of a specific product or service (<https://www.investopedia.com/terms/b/business-ecosystem.asp#ixzz5lhgKw538>)

The exercise should be conducted in close collaboration with project team and partners based in Karakalpakstan.

The following outputs of the assignment shall be provided:

1. Dynamic of Extension Service development, gaps and proposed measures. Extension Service current situation analysis, including legal, social and financing aspects;
2. Results of the trial modelling based on start-up methodology applied to one of the established Extension Service Centers, with key findings on development gaps of the Extension Service in Karakalpakstan and recommendations on how to narrow those gaps to facilitate wider coverage by Extension Centre Service;
3. Results of the conducted Design-thinking training, existing services vs. gaps identified in the pilot area with gender disaggregated data developed;
4. Road Map for Extension Service Development with clear identified framework for short-term, mid- and long-term time horizons based on the outputs 1-3 indicated above.

The assignment should contribute to the outputs to be achieved within the framework of Component 1 of the project “1.4.1 Concept of establishing science-based extension services for subsistence dekhkan farmers developed”.

ROLE OF UNDP

UNDP project will provide the following support to the contractor:

- Arrange meetings with farmers and dehkans, local communities, local authorities, extension center.
- Provide all available information on extension service centers and catalogue of measures developed by the project.

EXPECTED DELIVERABLES AND TIMEFRAME

The following deliverables and schedule will be adhered to exact dates of beginning and completion stages as well as scope of works for each phase that can be corrected by Project Manager based on reasonable justification by the Contractor. The project reserves the right, if necessary, to amend the terms of reference of the Consultant company with the written agreement. The final schedule will be agreed at the beginning of consultancy assignment. All deliverables will be submitted to the project by the Contractor in English or Russian.

Deliverables	Timeframe	Payment structure
1. Brief report (not more than 15 pages and content approved by the Project Manager) on current status of the Extension Services Centers in Karakalpakstan, developed in either Russian or English languages, submitted and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d or 30% of the total work) 2. Report (not more than 15 pages and content approved by the Project Manager) on the results of the trial modelling based on start-up methodology applied to one of established Extension Service Centers (no more than 15 pages) developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (10 w/d and 20% of the total work)	15 May 2019	45%
3. Brief Report (not more than 10 pages and content approved by the Project Manager) on the Design-thinking training conducted in the project pilot districts, based on the analysis results, developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (10 w/d or 20% of the total work);	31 May 2019	15%

4. Road Map on Extension Service Development (no more than 20 pages and content approved by the Project Manager) developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d or 30% of the total work)	20 June 2019	40%
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REQUIRED TECHNICAL AND PROFESSIONAL CONTRACTOR PROFILE

Qualification requirements:

- Successful completion of at least 3 projects (contracts) in designing, development and implementation of business modeling schemes is a must;
- Prior experience of gender mainstreaming in business modelling scheme is required;
- Prior experience with UNDP projects or working experience in any international organization is an advantage.

REQUIRED CONTRACTOR STAFF PROFILE

- Specialists on designing, development and implementation of the business modeling schemes.
- Specialists on field survey data processing, analysis and interpretation.
- Specialists on designing, development and testing of start-up based innovative tools and methods.

Minimum requirements for the specialists:

- Higher education (bachelors or above) in the related field is a must
- Minimum 3 years of experience in the related field is a must
- Specialized training certificate in the area of specialization is an advantage
- Proficient knowledge of English or Russian is a must
- Knowledge of Uzbek, Karakalpak or Kazakh is preferable.