



REQUEST FOR PROPOSAL (RFP) Re-announced

All interested companies	DATE: June 28, 2018
	REFERENCE: RFP/006/18

Dear Sir / Madam:

We kindly request you to submit your Proposal for “Development of educational and outreach programs, train community outreach staff and design information and education materials, media and exhibits”.

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

Proposals may be submitted on or before **17.00 p.m.** (GMT+5, Tashkent local time), **Thursday, July 12, 2018** via email, courier mail or fax to the address below:

United Nations Development Programme
4, Shevchenko Street, Tashkent, Uzbekistan
Procurement Unit

If you prefer submission of electronic version of your proposal, then your proposal must be sent to bids.uz@undp.org. Proposals submitted to other email accounts will not be accepted and will be declined. Quotation submitted by e-mail must be limited to a maximum size of **5 MB**, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Please indicate in the sealed envelope or in the subject of email message reference to the RFP:

“Proposal for RFP/006/18”¹

Your Proposal must be expressed in the English or Russian, and valid for a minimum period of 60 days.

Your questions regarding tender rules and condition should be addressed to UNDP Procurement Unit in writing before the bids submission deadline to pu.uz@undp.org. Questions sent to other email will not be considered and responded.

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.

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.

¹ Email submission that will not contain this subject or without reference to subject tender will not be opened and will be declined

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.

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, herein attached as Annex 3.

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/business/protest-and-sanctions.html>

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,

*Procurement Unit
UNDP Uzbekistan
6/28/2018*

Description of Requirements

Context of the Requirement	Development of educational and outreach programs, train community outreach staff and design information and education materials, media and exhibits
Implementing Partner of UNDP	Inspection for the control over the protection and use of biodiversity and protected areas under the State Committee of the Republic of Uzbekistan for Ecology and Environmental Protection
Brief Description of the Required Services	Please refer to the attached Terms of Reference provided in Annex 1
List and Description of Expected Outputs to be Delivered	<p>A. Planning and establishment an infrastructure</p> <ol style="list-style-type: none"> "Environmental education and outreach programme", including baseline awareness data from survey, and relevant communications strategies for project partners as well as workplans prepared and approved by the project. General concept for the establishment of visit centers for two protected areas developed, and the necessary information materials (such as the history of the establishment of Protected Areas (PA), the features of geology, ecological, flora and fauna, etc.) prepared. Work Plans for awareness-raising and environmental education for four PAs prepared and included in the relevant Management Plans for these protected areas. Plan for the publication and preparation of promotional materials was developed and approved by the project. <p>B. Education (training) programmes and capacity building</p> <ol style="list-style-type: none"> Education programmes (lecture notes, presentations, visual and handouts) for various focus groups (including local teachers (trainers), PA staff)) prepared. At least 4 PAs employees (1 employee from each PAs) are trained in the methods of work on environmental education and public ecological work. Preliminary versions of publications and promotional materials developed and submitted to the project for publication and distribution. Conduct pre- and post-training assessment of targeted project stakeholders/communities. Conduct follow-up survey to assess changes in awareness and understanding levels The final report on the activities, which includes an analysis of the implementation of activities, any changes in awareness identified from baseline to follow-up surveys, lessons learned and best practices, as well as recommendations for further work on awareness and environmental education prepared and approved by the project.
Person to Supervise the Work/Performance of the Service Provider	Project Manager, UNDP-GEF and Government of Uzbekistan "Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity" project
Frequency of Reporting	Weekly

Progress Reporting Requirements	Report should indicate work progress, complications and/or deviations (if any) and expected completion dates.				
Location of work	<input checked="" type="checkbox"/> This is a desk work with at least 7 field trips to Tashkent and Kashkadarya regions of Uzbekistan. UNDP will provide visa support letter. The Price proposal shall include all other travel related costs.				
Expected duration of work	Duration of contract is 30 months from the contract signature date by both parties				
Target start date	Contract signature date by both parties				
Latest completion date	30 months from the contract signature date				
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	
	1. Tashkent and Kashkadarya region	12 days	Assessment of the current situation. Examination of existing work experience on public awareness, identification of partners, target groups and target areas	2 months from the signature date of contract by both parties	
	2. Tashkent	7 days	Preparation of the concept of visit centers for Chatkal State Biosphere Reserve	3 months from the signature date of contract by both parties	
	3. Kashkadarya region	7 days	Preparation of the concept of visit centers for Gissar State Reserve	5 months from the signature date of contract by both parties	
	4. Tashkent and Kashkadarya region	6 days	Discussion and agreeing with the project and protected areas on preliminary plans for environmental education and publications plans	14 months from the signature date of contract by both parties	
	5. Tashkent and Kashkadarya region	20 days	Testing of prepared programs in the pilot areas of Tashkent	16 months from the signature	

			and Kashkadarya region	date of contract by both parties
	6. Tashkent and Kashkadarya region	10 days	Conducting trainings for the PAs on work with population and environmental education	20 months from the signature date of contract by both parties
	7. Tashkent and Kashkadarya region	5 days	Monitoring of activities. Discussion of achieved results, content of the final report	28 months from the signature date of contract by both parties
Special Security Requirements	<input checked="" type="checkbox"/> Travel Insurance (health) for the period of visit to Tashkent and Kashkadarya regions at the company's expense			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space (working table, notebook, internet and office equipment) during the visit to Tashkent and office working hours <input checked="" type="checkbox"/> Visa support letter to visit Uzbekistan (if required) *All other costs including travel (including local) and stay in Uzbekistan shall be covered by the contractor			
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. Detailed CV/Resume of specialists requested as per Technical Proposal Evaluation Form 3 below			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars; or <input checked="" type="checkbox"/> Local Currency			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 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.			

Payment Terms ²	Outputs	Percentage	Timing	Condition for Payment Release
	Deliverable 1	15%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	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 from the Service Provider.
	Deliverable 2	10%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 3	10%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 4	10%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	

² 15% advance payment is envisaged if payment to local vendors (registered in Uzbekistan)

	Deliverable 5	20%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 6	25%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 7	10%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, UNDP-GEF and Government of Uzbekistan “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” project			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ³ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract			
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)			

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Criteria for Contract Award	<p><input checked="" type="checkbox"/> 1. Proven practical experience on this topic for at least 5 years in:</p> <ol style="list-style-type: none"> a) conducting activities in the field of awareness raising of a wide range of stakeholders, environmental education and training; b) the preparation and implementation of training programs, including using modern interactive methods; c) creation of visit centers for PAs; d) with PAs and state organizations for their management; e) preparation of printed and promotional products. <p>2. Working knowledge of Uzbek and Russian is required, and knowledge of English is also welcomed.</p> <p>3. Good understanding of local policies and practices in protected areas management;</p> <p>4. Outstanding time-management, organizational and interpersonal skills.</p> <p><input checked="" type="checkbox"/> The company (team) to achieve the results in accordance with the terms of reference in its composition should have the following specialists:</p> <ul style="list-style-type: none"> • A leader with relevant experience in team management, organizational skills, planning skills, analytical work and reporting. • Specialist (specialists) in the preparation of educational programs and training courses. • Specialist (specialists) for the preparation of publications and promotional materials • Specialist for the preparation of visit centers <p><input checked="" type="checkbox"/> Sound financial position: liquidity ratio value at least 1 in the last 2 years</p> <p><input checked="" type="checkbox"/> Minimum 2 contracts in the areas listed above undertaken over the past 3 years</p> <p><input checked="" type="checkbox"/> Lowest technically compatible offer (based on the at least 70% technical score and lowest price)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC will serve as grounds for the rejection of the Proposal</p> <p><input checked="" type="checkbox"/> Availability of: a) permanent office, b) number of specialists required as per Terms of reference c) availability of landline telephone, internet and corporate email through which office personnel could be contacted.</p>
Criteria for the Assessment of Proposal	<p>Technical Proposal (100 points)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm (50)</p>

⁴ 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"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (20) <u>At least 70 points shall be obtained to qualify technically</u> Financial Proposal Lowest price technically qualified offer is accepted.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Detailed Term of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Procurement Unit, UNDP CO</i> <i>pu.uz@undp.org</i> 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<p>Documents to be submitted:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Form of submitting proposal (Annex 2) <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 (general company profile and specific company profile sections), which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Verified copy of Certificate of Registration of the business, including Articles of Incorporation⁷ <input checked="" type="checkbox"/> Verified copy of Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any⁸ <input checked="" type="checkbox"/> Verified copy of the latest Income Statement and Balance Sheet for the last 2 years – 2016, 2017; The latest Income Statement and Balance Sheet should be duly certified by a Public Accountant or with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc. <input checked="" type="checkbox"/> List of corporate clients for similar services as those required by UNDP (Please provide the list in Section C of the “Form for submitting service provider’s proposal” (Annex 2)) <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract value and nature in the past 3 years; <input checked="" type="checkbox"/> Declaration of owners’ interest in other companies using form provided in Annex 2; <input checked="" type="checkbox"/> Consortium/ Joint Venture/ Partnership agreement if any applying, formalized and duly signed by all parties detailing all members, object of the agreement, responsibilities and roles, as relevant to this RFP, especially: <ul style="list-style-type: none"> • who is the main Proposer (the full and complete responsible for the Proposal and any eventual contract, as unique responsible in front of UNDP in terms of deliverables, project coordination, communication, guarantees, contractual performance and any contractual matter) • who is/are the partner/s in the Consortium/Joint Venture, and the exact area/s of responsibility or collaboration, specifically distinguishing the main local partner providing support services, if any <input checked="" type="checkbox"/> Written self-declaration on acceptance of the UNDP Contract General Terms and Conditions <input checked="" type="checkbox"/> CV/Resume of specialists to be involved in the project. Each CV/Resume must be signed by respective specialist proposed for the team <input checked="" type="checkbox"/> Declaration from each specialist proposed for the team on willingness and availability during project implementation period
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⁷ Verified by the signature of the authorized Offeror’s representative and Offeror’s company stamp/seal

⁸ Verified by the signature of the authorized Offeror’s representative and Offeror’s company stamp/seal

Post qualification:	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed
Other requirements:	<p>Offers submitted by two (2) or more Offerers shall all be rejected if they are found to have <u>any</u> of the following:</p> <ol style="list-style-type: none"> a. they have at least one controlling partner, director or shareholder in common; or b. any one of them receive or have received any direct or indirect subsidy from the other/s; or c. they have the same legal representative for purposes of this RFP; or d. 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 Offerer regarding this RFP process; e. they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offerer; or f. an expert proposed to be in the team of one Offerer 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.

Evaluation of Proposals

UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **RFP**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **RFP**. Absolutely no changes may be made by UNDP in the criteria; sub-criteria and point system indicated in the **RFP** after all Proposals have been received.

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: Management Structure and Key Personnel

Technical Proposal Evaluation Form 1		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of the Company							
1.1	Reputation of Organization and Staff (Competence / Reliability):	20					
	- Successful corresponding work experience more than 5 years, more than 3 recommendation letters	10					
	- More than 2 contracts in required area executed during the last 3 years	7					
	- Availability of recommendation letters from International Organization (s)	3					
1.3	Technical capacity:	30					
	- Structure and size of the company	12					
	- More than 4 qualified staff	12					
	- Good financial stability, quick ratio above 1	6					
Total Part 1		50					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Methodology – Proposed Work Plan and Approach							
2.1	Is the scope of task well defined and does it correspond to the TOR?	14					
2.2	To what degree does the Proposer understand the task?	8					
2.3	Is the conceptual framework adopted appropriate for the task?	8					
Total Part 2		30					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Management Structure and Key Personnel (experts on introduction of Smart patrol system and preparation of programs and conducting trainings)							
3.1	Specialist/s – Team Leader with relevant experience in team management, organizational skills, planning skills, analytical work and reporting						
	University degree (or equivalent) in the field of environmental protection or pedagogical education (copy of diploma, certificate and other documents which ensure high education degree)	2					
	More than 5 years of relevant experience in team management and organization of works on environmental education, work with local community.	4					
	Sub Total	6					
3.2	Specialist/s on in the preparation of educational programs and training courses						
	University degree (or equivalent), preferably in the field of environment, biology, forestry or pedagogy (copy of diploma, certificate and other documents which ensure of high education degree)	2					
	More than 5 years of practical experience on preparation and conducting of programs and courses on environmental education, awareness for various target groups, including the local population.	3					
	Sub Total	5					
3.3	Specialist/s for the preparation of publications and promotional materials						
	University degree (or equivalent), preferably in the related field of environment, biology, forestry or journalism, philology (copy of diploma, certificate and other documents which ensure of high education degree)	2					
	More than 3 years of considerable experience on the preparation of publications and promotional materials in the field of environmental protection	2					

	Sub Total	4					
3.4	Specialist/s for the preparation of visit centers						
	University degree (or equivalent), preferably in the field of environment, biology, forestry or journalism, philology, design. (copy of diploma, certificate and other documents which ensure of high education degree)	2					
	More than 3 years of practical experience on.	3					
	Sub Total	5					
Total Part 3		20					

In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score (minimum 70 points of obtainable maximum technical score of 100) will be considered for further price assessment. In this stage, lowest price, technically qualified offer is selected for contract award.

Terms of Reference

for the Development of educational and outreach programs, train community outreach staff and design information and education materials, media and exhibits.

Project Title

UNDP-GEF and Government of Uzbekistan “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” project.

I. Project Description

Uzbekistan is globally and regionally important in terms of its biodiversity due to its location between the European, Middle Eastern, and Asian biogeographical regions. Its varying landscapes of high mountain ranges, wide steppes, deserts, riparian wetlands, and the Aral Sea has results in a wide diversity of habitats. UNDP, for many years, have supported the Government of Uzbekistan in tackling environmental challenges, including in the area of biodiversity.

UNDP/GEF and Republic of Uzbekistan project on “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” will further support the country in addressing biodiversity conservation challenges, specifically with focusing on mountain ecosystems such as the western-most outliers of the western Tian Shan (Chatkal, Pskem, Ugam and Kuramin ranges) and Pamir-Alai (Gissar, Turkestan and Zaravshan ranges), which are home to the endangered snow leopard, and provide important habitat for its key prey species.

The project objective is ‘To enhance the conservation, and sustainable use, of natural resources in the biodiverse high-altitude mountain ecosystems of Uzbekistan’, and the project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Landscape level planning and management decision-making;
- ii) Component 2: Strengthening key biodiversity areas;
- iii) Component 3: Sustainable economic development incentives for communities;
- iv) Component 4: Promoting cooperation and collaboration.

Under component 2 "Strengthening key biodiversity areas", it is planned to raise the awareness of rural communities in the landscape of snow leopards, about the value of alpine ecosystems, natural habitats, flora and fauna. This activity will primarily target the communities located in direct proximity with the pilot protected areas.

In this regard, UNDP is looking for a highly qualified international/national company or NGO to support the (a) development of the environmental education and outreach programmes; (b) training of community members; (c) design of information and educational materials, and media for the information and awareness-raising ‘road shows’, and other information and media products; and (d) designing display materials and interactive exhibits for the visit centers of two protected areas.

The majority of activities of the company or NGO will be concentrated in Tashkent, Kashkadarya and Surkhandarya regions in four protected areas (hereafter as PAs) (Ugam-Chatkal State National Nature Park, Ugam-Chatkal Nature Reserve, Chatkal State Biosphere Reserve and Gissar State Reserve) and adjacent territories.

It is expected that to implement the set tasks, an international company or NGO will actively involve (hire) in its work advisory national organizations, including NGOs and national specialists.

All communication, education and awareness materials should be reviewed by a UNDP gender specialist.

II. Scope of Work

A. Analysis of the situation and development of the environmental education and outreach programme for raising public awareness and environmental education

1. Identify a limited number of examples of best practices in the organization and conduct of work on raising public awareness and environmental education in the context of PAs around the globe, with particular focus on countries with similar legislation and/or similar environmental conditions and socio-economic development.

2. Review the national experience in working with the local population on environmental awareness raising.

3. Conduct an in-depth analysis of project stakeholders/partners, including, various organizations and agencies, and social groups. This should include SWOT analysis and identification of the main focus groups for the development of relevant "communication strategies". The SWOT analysis and identification of the main focus groups for the development of "communication strategies" should cover, at a minimum, the following:

- Age categories of local residents (preschool children, schoolchildren, students of colleges and lyceums, middle-aged and elderly people);

- Summary of organizations and departments at the local level of khokimiyats, rural gatherings of citizens, forest enterprises, law enforcement agencies, border guards;

- Identification of NGOs and foundations;

- Identification of relevant public and private sector target groups (e.g. teachers, etc.), permanent residents of the pilot territories, businessmen temporarily located in the area (such as shepherds, hunters), housewives;

- Categories of tourists;

4. Conduct a replicable baseline survey of environmental awareness among the communities to be targeted in areas neighboring PAs

5. Based on the analysis and taking into account national and international practice, prepare a "Strategy and action plan for raising public awareness" and environmental education for the medium-term (until the end of the contract) and long-term periods.

The activities provided for in the "environmental education and outreach programme" should have appropriate links with existing programmes and strategies in the field of biological diversity and environmental education (for example, the "National Strategy and Action Plan for the Conservation of Biological Diversity", relevant work plans of the State Committee of Uzbekistan for environmental protection and ecology, etc., relevant strategies and policies from the Ministry of Public Education) and national and cultural traditions of Uzbekistan.

6. Develop of a concept of celebration/marketing of 'International Snow Leopard Day' and 'International Biodiversity Day' for each year.

B. Preparation of environmental education programs

1. Prepare training programs (training courses) for each of the target groups in accordance with the developed "Strategies and Action Plan for Raising Awareness". Training programs should include advisory

information support (lecture notes, presentations, visual aids, etc.), as well as handouts for course participants.

2. Based on the developed educational programme, develop methodological recommendations and training programmes for local targeted community members, primarily those involved in teaching and training to ensure sustainability and opportunities for continuing awareness-raising activities after the project is completed.

3. Collaborate with teachers (trainers) and identify interested people who have the desire and ability to work as trainers for conducting courses on environmental education for their further training;

4. Develop environmental education materials to supplement current teacher materials, focusing on biodiversity conservation, including snow leopard conservation, to integrate with teacher class room materials (e.g. a binder or “box” of curriculum materials to provide teachers)

5. Carry out education and awareness events for target groups in at least 10 villages/communities of the project territory.

C. Support local initiatives to raise awareness and environmental education

1. Support the creation of environmental clubs (in schools, lyceums, colleges) dealing with environmental issues/subjects.

2. Determine the need for establishment of info sign boards in various places at communities.

D. Support to the administration of PAs in the work on environmental education, awareness and work with local communities

1. Prepare, in close cooperation with the administration of protected areas, workplans for the PAs on environmental education awareness and work with local communities. These workplans should be included in the overall annual workplans of the PAs.

2. Conduct a capacity needs assessment of PA staff regarding environmental education, awareness and work with local communities (if any), or designate protected area staff for work on environmental education and awareness (researchers, inspection, etc.)

3. Based on the capacity needs assessment, develop a capacity strengthening program for the PAs staff responsible for environmental education, awareness and work with local communities;

4. Provide training for at least four employees (one from each four PAs) for environmental education, public outreach and work with local communities;

5. Identify printing materials for informing a wide range of stakeholders about PA activities (posters, rifles, banners), develop their design and content and submit to the project for publication.

E. Development of the content of visit centers for Chatkal State Biosphere Reserve and Gissar State Reserve

1. Conduct an analysis of international and national experience in establishing visit centers for protected areas.

2. Based on the analysis and identified target audience (focus groups), develop a general concept for the establishment of visit centers for two PAs (Chatkal State Biosphere Reserve and Gissar State Reserve).

3. Prepare, in close cooperation with the PA staff, the necessary information materials (such as the history of the establishment of PA, the features of geology, ecological, flora and fauna, etc.).

F. Preparation of promotional materials for popularization of the project activities and implementation of activities to raise awareness of the population and local communities

1. Develop a common design for all project promotional products.
2. In accordance with the developed "Environmental education and outreach programme", prepare a detailed 'Publication plan' and other media products.
3. In the framework of the approved 'Publications Plan', develop appropriate concepts of print, audio and video products.

G. Planning and reporting

1. Provide relevant annual work plans on awareness raising and environmental education for inclusion in the project annual workplans (AWP), procurement plans, etc.
2. Provide inputs to relevant project reports (for example, APA, PIR etc.) as may be requested by the project.
3. Provide information on current activities at the request of the project, if necessary.
4. Prepare a final report on activities under this Terms of Reference, which includes an analysis of the implementation of activities, lessons learned and best practices, as well as recommendations for further work on awareness-raising and environmental education.

III. Expected outputs

C. Planning and establishment an infrastructure

1. "Environmental education and outreach programme", including baseline awareness data from survey, and relevant communications strategies for project partners as well as workplans prepared and approved by the project.
2. General concept for the establishment of visit centers for two protected areas developed, and the necessary information materials (such as the history of the establishment of PA, the features of geology, ecological, flora and fauna, etc.) prepared.
3. Work Plans for awareness-raising and environmental education for four PAs prepared and included in the relevant Management Plans for these protected areas.
4. Plan for the publication and preparation of promotional materials was developed and approved by the project.

D. Education (training) programmes and capacity building

1. Education programmes (lecture notes, presentations, visual and handouts) for various focus groups (including local teachers (trainers), PA staff)) prepared.
2. At least 4 PAs employees (1 employee from each PAs) are trained in the methods of work on environmental education and public ecological work.
3. Preliminary versions of publications and promotional materials developed and submitted to the project for publication and distribution.
4. Conduct pre- and post-training assessment of targeted project stakeholders/communities.
5. Conduct follow-up survey to assess changes in awareness and understanding levels
6. The final report on the activities, which includes an analysis of the implementation of activities, any changes in awareness identified from baseline to follow-up surveys, lessons learned and best practices, as well as recommendations for further work on awareness and environmental education prepared and approved by the project.

IV. Duty Station

This is a desk work with field trips to Tashkent and Kashkadarya regions of Uzbekistan.

V. Scope of bid price and schedule of outputs

Duration of contract is 30 months.

Following is the deliverables and timeframe, including at least 7 missions to Uzbekistan, inclusive two pilot plots.

#	Deliverables	Timeframe
1.	"Environmental education and outreach programme", including baseline awareness survey results, relevant communications strategies for project partners as well as workplans prepared and approved by the project (in Russian or Uzbek).	2 months from the beginning of the contract
2.	General concept for the establishment of visit centers for two PAs (Chatkal and Gissar State reserve) developed and the necessary information materials (such as the history of the establishment of PA, the features of geology, ecological, flora and fauna, etc.) prepared (in Russian or Uzbek).	5 months from the beginning of the contract
3.	Work Plans for awareness-raising and environmental education for four PAs prepared and included in the relevant Management Plans for these protected areas (in Russian or Uzbek).	10 months from the beginning of the contract
4.	Plan for the publication and preparation of promotional materials developed and approved by the project (Uzbek/Russian or English).	14 months from the beginning of the contract
5.	Education programs (lecture notes, presentations, visual and handouts) for various focus groups (including local teachers (trainers), PA staff) prepared (in Russian or Uzbek).	18 months from the beginning of the contract
6.	At least four PAs employees (1 employee from each PA) are trained in the methods of work on environmental education and public ecological work (in Russian or Uzbek).	20 months from the beginning of the contract
7.	Preliminary versions of publications and promotional materials developed and submitted to the project for replication and distribution (in Russian and Uzbek).	25 months from the beginning of the contract
8.	The final report on the activities, which includes an analysis of the implementation of activities, summary of post-baseline awareness survey results, lessons learned and best practices, as well as recommendations for further work on awareness and environmental education prepared and approved by the project (Uzbek/Russian, but preferred in English).	30 months from the beginning of the contract

VI. Payment Conditions

This is a lump sum contract that should include costs of consultancy and international travel costs (and in-country air ticket costs), accommodation and meal (DSA or per diems in Tashkent city, Tashkent and Kashkadarya regions) and visa costs required to produce the above deliverables.

Payment will be released in 7 (seven) installments below upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.

1st (15% of the total contract amount) to be made upon achievement of Deliverable 1

2nd (10% of the total contract amount) to be made upon achievement of Deliverable 2

3rd (10% of the total contract amount) to be made upon achievement of Deliverable 3 and 4

4th (10% of the total contract amount) to be made upon achievement of Deliverable 5

5th (20% of the total contract amount) to be made upon achievement of Deliverable 6

6th (25 % of the total contract amount) to be made upon achievement of Deliverable 7

7th (10 % of the total contract amount) to be made upon achievement of Deliverable 8

Qualifications of the Successful Contractor

1. Proven practical experience on this topic for at least 5 years in:
 - a) conducting activities in the field of awareness raising of a wide range of stakeholders, environmental education and training,
 - b) the preparation and implementation of training programs, including using modern interactive methods
 - c) creation of visit centers for PAs;
 - d) with PAs and state organizations for their management;
 - e) preparation of printed and promotional products.
2. Working knowledge of Uzbek or Russian is required, and knowledge of English is also welcomed.
3. Good understanding of local policies and practices in protected areas management;
4. Outstanding time-management, organizational and interpersonal skills.

The company (team) to achieve the results in accordance with the terms of reference in its composition should have the following specialists:

- A leader with relevant experience in team management, organizational skills, planning skills, analytical work and reporting.
- Specialist (specialists) in the preparation of educational programs and training courses.
- Specialist (specialists) for the preparation of publications and promotional materials
- Specialist for the preparation of visit centers

The company will also be responsible for providing oral and written translations into Russian or Uzbek of the outputs required in the implementation, if required.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that :

- a) All the information and statements made in this Proposal 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 confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

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, paying particular attention to the description of the company's expertise in the fields mentioned in the attached Terms of References, Annex 1 (general company profile and specific company profile sections).*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract*

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

scope, contract duration, contract value, contact references; at least 3 recommendation letters

e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.

f) Information about the company office and availability of office and communication equipment

g) 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.

h) Written acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

B. Proposed Methodology 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.

C. Experience in similar nature¹¹

Name of the good supplied/rendered services	Delivery period (month, year)	Amount of the contract	Client (Name, contact person, telephone, e-mail)

D. Qualifications of Key Personnel

Provide:

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 must be submitted required by the RFP including reference contact details of current and previous workplaces; and

c) Copy of Diploma and specialized training certificates

d) Written confirmation from each personnel that they are available for the entire duration of the contract.

E. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive), currency
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

*This shall be the basis of the payment tranches

F. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				

¹¹ At least 3 contracts for the last 3 years for services as specified in Terms of References (Annex 1) (section "Scope of Work, Responsibilities and Description of the proposed Analytical Work, II-VII" is a must

a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
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				

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

G. Declaration of Interest

Dear Sir/Madam,

We/I, _____ (Name and Title), as shareholder(s)/owner(s) of _____ Company, declare that:

- a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the RFQ; and do not have access to information about, or influence on the selection process for this RFQ
- b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this RFQ with any other entity submitting its Quotation under this RFQ; are not subcontracting or are subcontractors to other entities for the purposes of this RFQ; and that the experts proposed in the team do not participate in more than one Quotation for this RFQ
- c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form¹²

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
10. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

¹² The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.