

Minutes of the preliminary meeting for the RFP-2021-020 competition "Provision of services for the implementation of the Concept of High Conservation Value Forests (HCVF) in Kazakhstan by identifying HCVF on the territory of 8 pilot forest protection institutions"

Duty station: zoom-platform

Date and time: May 14, 2021, 14:30 (Nur-Sultan time)

Questions from potential bidders	UNDP response
<p>1 The term “High Conservation Value Forests (HCVF)” is not provided for by the forest legislation of the Republic of Kazakhstan, there is a term “especially valuable forest areas”. Did you mean the preparation of a methodology for the existing term?</p>	<p>High Conservation Value Forests is an international classification. There is no such concept at the national legislative level in the Republic of Kazakhstan yet. All categories of forests (6 in total) related to HCVF are described in the public domain on the Internet.</p> <p>During the development of the HCVF Concept in 2019, a preliminary ranking of the forests of Kazakhstan was carried out, suitable for these 6 categories.</p> <p>HCVF are usually referred to as areas of high conservation value that need to be preserved and improved. A complete assessment of HCVF should cover all 6 categories.</p> <p>The challenge for the implementation of the Concept of High Conservation Value Forests (HCVF) in Kazakhstan is to ensure effective protection and avoid negative impacts on HCVF forests. This can be achieved by developing guidelines for identifying HCVF indicators and implementing an appropriate management and monitoring system. The HCVF concept was developed with this in mind - to create a basis for identifying forest areas, whose characteristics make them especially valuable for biological diversity and the needs of the local population. The purpose of using this database is to develop and implement appropriate management solutions for such territories.</p>
<p>2 Has the above Concept been approved by the Committee or other authorized body? How can we implement the HCVF Concept if it is not approved by anyone?</p>	<p>No, at the moment the Concept has not been approved. It is planned to test the HCVF Concept on the territory of 8 pilot forest protection institutions in Almaty and East Kazakhstan oblasts, after which a proposal on introducing the concept and categories of HCVF at the national level will be sent to the Committee.</p> <p>The UNDP project does not expect the Company to implement the concept and concept of HCVF at the legislative level within the framework of this contract. In the terms of reference there is a clause stating that, based on the results of the work done, proposals on the introduction of the concept and categories of HCVF at the national level will be prepared and submitted to the Committee. The Company is expected to test the methodology and pilot implementation in 8 pilot forestry enterprises.</p>
<p>3 Regarding the point of the ToR "A technical working group has been created; the</p>	<p>Within the framework of this ToR, it is necessary to form a technical working group (TWG) and approve it by</p>

	composition is approved by the Forestry Committee." What does it mean?	order of the Committee. The Company is expected to work with this working group.
4	What if the Committee does not agree to the creation of a technical working group? Should the initiative come from the Company?	<p>The initiative to establish a TWG will come from UNDP, the composition of the TWG should be determined jointly with the Company.</p> <p>The committee is the executive partner of the project and is interested in the implementation and support of project activities.</p> <p>The TWG will act as a supervisory advisory board. The TWG should include not only technical specialists but also forest users. The task of the TWG is to establish the main processes for determining HCVF at the national level, assess the current management, preservation and improvement of HCVF, participate in the development of national and regional criteria (indicators) for identifying HCVF, Methodology and practical guidance for identifying and identifying HCVF, etc.</p>
5	The technical working group will operate on the voluntary basis. Would its members agree to do this amount of work without payment?	TWG is a supervisory advisory board. All preparatory work must be performed by the Company. At the moment a lot of work has already been done, there are proposals for ranking the forests of Kazakhstan according to HCVF categories, monitoring, etc.
6	<p>Question on clause ToR 4.2:</p> <p>"The concept, methodology and practical guidance for the identification and identification of HCVF were considered and approved at the meeting of the Committee's Scientific and Technical Council." What is this Committee?</p> <p>Where can I get this Concept?</p>	<p>The STC of the Committee is the Scientific and Technical Council of the Committee for Forestry and Wildlife.</p> <p>The concept is with the project and will be available for general information on the UNDP procurement website, among other documents for this tender.</p>
7	The STC of the Committee is not authorized to approve documents. He can only consider and approve or reject, make recommendations. If the STC does not approve of the HCVF approach, what should be done?	Work on HCVF has been carried out since 2019 with the participation of the Committee. The Committee is the executive partner of the Project. The Chairman of the Project Management Committee and the National Project Director is the Head of the Forestry and Protected Areas of the Committee. In addition, the Project Work Plan is signed by the National Director. In this regard, the Committee is interested in the implementation and support of project activities.
8	Question about organizing an official meeting on equal terms for 50 people. How to deal with COVID-19?	<p>In the terms of reference, there is a footnote that due to the possible restriction of free movement on the territory of Kazakhstan, the organization of trips and events may be limited. In the event of the announcement of quarantine measures and related restrictions, seminars and trips may be postponed.</p> <p>In this case, the company must have all the necessary resources to conduct events online / remotely using digital technologies.</p> <p>If the situation described above occurs, the amount of the offer allocated for the organization of travel/events will be deducted from the contract.</p>

9	Question about the Expert - GIS. You require skills in GIS programs: ArcGIS / MapInfo / QGIS. Only these programs are needed?	Yes, these programs are required.
10	Do you need any supporting documents for employees that they have certain skills?	It is desirable to provide certificates.
11	Is the written confirmation of the Company about the availability of the material and technical base sufficient? Or do you need to provide contracts of purchase, lease, invoices, etc.?	A written confirmation from the Company will be enough.
12	Can we deviate from the travel schedule in terms of the number of people travelling and travel days?	Appendix 2B for financial proposals of companies is a template that will help you determine all costs within the terms of reference. You may deviate from the specified number of people and travel days provided you can justify the change.
13	Social expert - what specialty should he/she have? Can we bring in an international economic expert?	A sociologist with experience in forestry. Yes, you can involve an international expert, but please note that an expert must be included in the staff of your Company. Additional payment for the services of an international expert as a third party is impossible since the contract will be concluded with the Company.
14	Requirement for the project leader: experience in participation/development of methodologies/manuals, training manuals and other documents. Will existing relevant patents be considered a methodology?	Yes
15	Are there file size requirements for submitting proposals?	Yes, please read the Request for Proposal (page 13)
16	Are there limits on the amount of the financial proposal or project?	The company independently calculates the budget for the implementation of this technical task. For convenience, Appendix 2B contains a list of expenses: personnel services, services, number of trips, etc. UNDP does not set any limits; the financial proposal should be formed on the basis of market analysis and on the calculation of costs for the implementation of activities in accordance with the ToR.
17	The ToR states that the Company must coordinate all its actions with the specified UNDP employees and an international expert. Have you already hired an international expert?	The process of contracting an international expert is going on in parallel. Joint work of the Company and the expert is expected.
18	Question about the presence of letters of recommendation - it is indicated that 3 letters are required. What if there are only two of them?	The RFP clearly states that at least 3 letters of recommendation are required. Thus, a company that does not meet this requirement will receive 0 points for this criterion.
19	Is it obligatory to provide certificates, employment contracts to confirm the experience of employees?	We expect to receive detailed CVs for key personnel detailing the experience and qualifications of each employee. UNDP reserves the right to request additional documentation if necessary.
20	Is it necessary to develop an illustrative training guide?	Yes, it will be necessary to develop a handbook and conduct training for employees in accordance with the ToR.

21	Is it allowed to add a PR officer to be managed by the Company on an ongoing basis in order to raise awareness about the activities of the project for the implementation of the HCVF concept, is information provided at the national, regional and district levels through the media, Internet resources, etc.	Not prohibited. If this employee is included, his candidacy will not be evaluated in any way when evaluating the technical proposal.
22	What is the approximate circulation of an illustrated guide? To make a calculation even approximate, you need to understand how many pages, in 2 languages (separately or together), the format, etc.?	Roughly illustrated reference book of up to 50 pages (one reference book in 2 languages (Russian and Kazakh). Format A5. Circulation - 25 copies for each forest protection institution.
23	According to the text, there is a Methodology and a practical guide: on page 21. P4 - Based on the developed methodology with step-by-step recommendations and the updated data obtained, identifies HCVF on the territory of 8 pilot forestry enterprises with a total area of 2,348,419 ha; on page 21. P7 - Creation and provision of vector maps of HCVF at a scale of 1: 50,000. Maps should be created in the ArcGIS 10x / MapInfo 10x / Quantum GIS 3x program according to the identified HCVF categories and the Methodology developed within the first block of the Methodology. Please tell me what is correct	Correct: Methodology and Practice Guide.

UNDP once again draws your attention to the requirement for password protection of the Financial Proposal (Appendix 2B)!!!

Service providers must independently set a password for the financial proposal and send, among other documents, for participation in the tender. The password for the final proposal was not disclosed until the moment of an official request from UNDP. Companies that submitted a financial proposal without a password will be automatically disqualified and excluded from the competition.

We remind you that the deadline for submitting proposals for the tender is **May 21, 2021 until 10.00 am** Nur-Sultan time.