



## REQUEST FOR PROPOSAL (RFP)

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| <b>UNITED NATIONS DEVELOPMENT PROGRAMME</b><br><br><b>PROJECT NAME AND NUMBER:</b> «Conservation and Sustainable Management of Key Globally Important Ecosystems for Multiple Benefits», 00101043 | Date: 21.06.2021<br><br>Reference: <b>RFP-2021-034</b> «Services for the resource assessment of economically valuable medicinal plant species and assessment of the current status of rare medicinal plant species in the project area "Altai"» |
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Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for «Services for the resource assessment of economically valuable medicinal plant species and assessment of the current status of rare medicinal plant species in the project area "Altai"».

**Please be guided by the form attached hereto as Annexs 2a and 2b, in preparing your Proposal.**

Your proposal, consisting of the Technical and Financial Proposals (the financial proposal must be password protected), must be submitted **no later than 16:00 Nur-Sultan time (GMT+6) on July 05, 2021** by e-mail to: [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with the obligatory indication of the tender number **RFP-2021-034** in the subject line.

Your Proposal must be expressed in Russian and be valid for a minimum period of 120 days.

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.

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 percent (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/procurement/protest.shtml>.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your proposal.

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Zhanat Tileumuratova

Procurement Associate

Date: 20-Jun-2021

**Annex 1****Description of Requirements**

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| Context of the Requirement                                       | Conservation and Sustainable Management of Key Globally Important Ecosystems for Multiple Benefits, 00101043   |
| Brief Description of the Required Services <sup>1</sup>          | Services for the resource assessment of economically valuable medicinal plant species and assessment of the current status of rare medicinal plant species in the project area “Altai”   |
| List and Description of Expected Outputs to be Delivered         | The detailed results are reflected in the terms of reference as Annex 3  |
| Person to Supervise the Work/Performance of the Service Provider | Project Manager  |
| Frequency of Reporting   | According to the Terms of Reference  |
| Progress Reporting Requirements                                  | According to the Terms of Reference  |
| Location of work   | Kazakhstan, at the supplier's place of business  |
| Expected duration of work  | 16 months from the date of signing the contract  |
| Target start date  | Approximately August 2021  |
| Latest completion date   | Approximately November 2022  |
| Travels Expected <sup>2</sup>                                    | According to the terms of reference  |
| Special Security Requirements                                    | Due to the COVID 19 pandemic, the contractor is committed to providing all necessary protective equipment to its employees and to comply with all WHO standards and guidelines for work during the epidemic. The service provider is responsible for ensuring that its staff involved in this Terms of Reference are properly and promptly provided with all necessary personal protective equipment in accordance with current WHO guidelines (masks, gloves, disinfectants, passing the COVID-19 test (if necessary).), for the entire duration of |

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

<sup>2</sup> Detailed information is provided in the ToR

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|   | the contract.   |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities      | Required  |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  |
| Currency of Proposal  | Proposal must be submitted in local currency – Tenge.   |
| Value Added Tax on Price Proposal <sup>3</sup>  | Must include VAT and other applicable indirect taxes  |
| Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> ) | 120 days<br><br>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 Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.   |
| The preliminary tender conference meeting will be held:                                   | Time: 4 p.m. Nur-Sultan city time<br>Date: 28 June 2021<br>Venue: Zoom Conference<br><br>If you are interested in participating in a preliminary meeting, you should send a participation notice no later than <b>25 June 2021</b> by e-mail to <a href="mailto:zulfiya.suleimenova@undp.org">zulfiya.suleimenova@undp.org</a><br><br>UNDP will provide the meeting link to all interested participants the day before the pre-meeting. |
| Partial Quotes  | Not permitted   |
| Payment Terms <sup>4</sup>  |   |

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

<sup>4</sup> 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.

|  |  | № | Results   | Completion Date                        | Payment |
|--|--|---|---|--|---------|
|  |  |   |   |  |         |
|  |  |   |   |  |         |
|  |  |   |   |  |         |
|  |  | 1 | <p>Field trips was carried out at the "Western Altai" site. A resource assessment of 8 selected promising species of medicinal plants in the study region was performed.</p> <p>The geographical distribution, phytocoenotic structure of populations and ecological and biological features of 4 selected species of rare medicinal plants in the study region were studied.</p> <p>A map-scheme of the growth of economically valuable and rare medicinal plants in the "Western Altai" area was drawn up.</p> <p><i>Submitted an interim report on the work performed.</i></p> | 20 weeks from the date of the contract | 30%     |
|  |  | 2 | <p>The content of the draft Catalogue of economically valuable and rare medicinal plants of the Kazakhstan Altai was developed and agreed.</p> <p>Draft Recommendations on sustainable use of 8 medicinal plants surveyed and recommendations for the conservation of natural populations of 4 species of rare medicinal plants were presented.</p> <p><i>Presented an interim report on the work performed.</i></p>  | 40 weeks from the date of the contract | 30%     |
|  |  | 3 | <p>Field <u>trips</u> on the "Southern Altai" site were carried out.</p> <p>Resource assessment of 8 selected promising medicinal plant species in the studied region was performed</p> <p>The geographical distribution, phytocoenotic structure of populations and ecological and biological characteristics of 4 selected rare medicinal plant species in the study area were studied.</p> <p>Schemes of growing of economically valuable and rare species of medicinal</p>  | 67 weeks from the date of the contract | 40%     |

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|   |  | plants in the Southern Altai area were drawn up  |  |              |
|   |  | Final versions practical recommendations for sustainable use of the 8 medicinal plants surveyed and recommendations for the conservation of natural populations of 4 species of rare medicinal plants were presented and agreed upon.<br><br>Catalogue of economically valuable and rare medicinal plants of the Kazakhstan Altai was published and distributed among stakeholders.<br><br><i>The final report on the completed work is presented.</i> |  |              |
|   |  | <b>Total</b>   |  | <b>100 %</b> |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project Manager  |  |  |              |
| Type of Contract to be Signed   | UNDP Contract for Professional Services  |  |  |              |
| Criteria for Contract Award   | <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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.</p> <p><b>Compliance with administrative requirements*:</b></p> <ol style="list-style-type: none"> <li>1. Agreement to the UNDP General Terms and Conditions and UNDP Contract Format (Annex 2a; Annex 2b must be password protected);</li> <li>1. Have civil legal capacity to enter into contracts (certificate of registration/re-registration, founding documents);</li> <li>2. Be solvent, not subject to liquidation, its assets must not be seized, its financial and economic activities must not be suspended in accordance with the legislation (certificate of no debts with the tax authorities and banks served), audited financial statements for 2019-2020. If the company is exempt from audit - confirmation from the supplier, profit and loss</li> </ol> |  |  |              |

|  | <p>statement, balance sheet for 2019-2020. VAT certificate if the company is a VAT payer);</p> <ol style="list-style-type: none"><li>3. Provide a company/firm profile describing the nature of the business, area of expertise (in the field of biodiversity research and conservation, ecosystems, flora, natural resources, etc.)</li><li>4. Provide a list of services rendered over the last 3 (three) years in the required area to confirm the experience (name of the Customer, the subject of services / works, the year of service and the total amount of services (if possible).</li><li>5. Positive feedback and recommendations from previous customers for the last 3 years (at least 3);</li><li>6. Availability of material and technical base (Internet connection, computers, office equipment, field clothing and equipment (tents, sleeping bags, herbarium nets, etc.), GPS), provide written confirmation;</li><li>7. Existence of a methodology of execution and a work plan-schedule (must include a description of methods and procedures for carrying out the work, team composition and distribution of responsibilities);</li><li>8. Own written declaration that the company is not on the UN Security Council list 1267/1989, UN Procurement Division list or other UN disqualification lists.</li><li>9. An affidavit on company letterhead stating that the company/firm has never been blacklisted by any institution/department/agency and that it has not been involved in any litigation with any of its clients;</li><li>10. Confirmation that the validity of the proposal is at least 120 days;</li><li>11. Availability of experts with the necessary work experience and qualifications according to the table below, with provision of a detailed CV, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), and written confirmation from each employee that they will be available for the duration of the contract.</li></ol> <p><b>* If the above-mentioned documents are not submitted, the organisation may not be allowed to carry out the technical evaluation.</b></p> |  |                   |               |  |  |  |
|--|---|--|-------------------|---------------|--|--|--|
| Criteria for the Assessment of Proposal        | <p><b><u>Technical Proposal (70%, 1000 points)</u></b></p> <ul style="list-style-type: none"><li>✓ Expertise of the Firm (30%)</li><li>✓ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (20%)</li><li>✓ Management Structure and Qualification of Key Personnel (20%)</li></ul> <table><tr><th>Summary of Technical Proposal evaluation forms</th><th>Assessment weight</th><th>Points earned</th></tr><tr><td></td><td></td><td></td></tr></table>  | Summary of Technical Proposal evaluation forms | Assessment weight | Points earned |  |  |  |
| Summary of Technical Proposal evaluation forms | Assessment weight   | Points earned                                  |                   |               |  |  |  |
|  |   |  |                   |               |  |  |  |

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|   | 1.   | Assessment of the Company/<br>Organization   | 20%                                    | 200                                    |
|   | 2.   | Proposed methodology, strategy<br>and implementation plan  | 20%                                    | 200                                    |
|   | 3.   | Management structure and key<br>personnel  | 30%                                    | 300                                    |
|   | Total  |  |  | 700                                    |
|   |  |  |  |  |
|   | Assessment of the Company/ Organization  |  |  | Max. points<br>awarded - 200<br>points |
|   | 1.1  | 7 years of experience in the study and<br>conservation of biodiversity, ecosystems,<br>flora, natural resources, etc.:<br><br>Less than 7 years-0<br>7 years-63 points<br>Each additional year - 3 points, max 90  | 90                                     |  |
|   | 1.2  | 5 years of experience in the development of<br>practical recommendations/workshops (at<br>least 2) on the study and conservation of plant<br>life, assessment of plant resources,<br>biodiversity and ecosystems:<br><br>Less than 5 years-0<br>5 years-63 points<br>Each additional year - 3 points, max 90 | 90                                     |  |
|   | 1.3  | Availability of material and technical base<br>(Internet connection, computers, office<br>equipment, field clothing and equipment (tents,<br>sleeping bags, herbarium nets, etc.), GPS ),<br>provide written confirmation<br><br>No confirmation - 0<br>Availability of confirmation - 20                    | 20                                     |  |
|   | Total:   |  |  | 200                                    |
|   |  |  |  |  |
| Proposed methodology, strategy and<br>implementation plan |  |  | Max. points<br>awarded - 200<br>points |  |
| 2.1   | An understanding of the nature and scope of<br>services provided by the Supplier. A<br>description of the service-specific approach to |  |  |  |



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|  |   | carrying out the work is required. In particular, the Supplier must demonstrate that the chosen approach will ensure effective implementation of the project within the specified time frame.  | 100                                     |
|  | 2.2   | Compliance of the scope of the proposed services with the requirements of the Terms of Reference (availability of a work plan, description of the division of responsibilities and tasks, justification of the choice of the proposed tools for each subtask)                                      | 100                                     |
|  |   | <b>Total:</b>  | <b>200</b>                              |
|  | <b>Management structure and key personnel</b> |  | <b>Max. points awarded - 300 points</b> |
|  | <b>3.1</b>                                    | <b>Team Leader</b>   | <b>60</b>                               |
|  |   | Education: Higher education in biology, natural sciences<br><i>higher education - 14 points;<br/>master's degree - 17 points;<br/>highest qualification - 20 points;</i>   | 20                                      |
|  |   | Experience: 7 years of experience in ecology, biodiversity conservation, plant resources, etc.<br><i>Less than 7 years-0 points<br/>7 years- 14 points<br/>Each additional year - 3 points, max. 20 points</i>   | 20                                      |
|  |   | Experience: 5 years of experience in the implementation of projects on ecosystem conservation, biodiversity, development of scientific and practical recommendations in the field.<br><i>Less than 7 years-0 points<br/>7 years- 14 points<br/>Each additional year - 3 points, max. 20 points</i> | 20                                      |
|  | <b>3.2</b>                                    | <b>Administrative and financial assistant, logistician</b>   | <b>40</b>                               |

|  |            |  |           |  |
|--|------------|--|-----------|--|
|  |            | Education: Higher education in economics, finance and other related sciences:<br><br><i>Bachelor - 21 points</i><br><i>Master - 25 points</i><br><i>PhD - 30 points</i>  | 15        |  |
|  |            | Experience: 3 years of experience in financial, organizational and administrative work<br><br><i>Less than 3 years-0 points</i><br><i>3 years- 14 points</i><br><i>Each additional year- 3 points, max. 20 points</i>                          | 20        |  |
|  |            | Experience: 1 year of experience in organizing and supporting events<br><br><i>Less than 1 year - 0 points</i><br><i>1 year or more - 5 points</i>   | 5         |  |
|  | <b>3.3</b> | <b>Expert botanist 1</b>   | <b>40</b> |  |
|  |            | Education: Higher education in biology (botany)<br><br><i>Bachelor - 7 points</i><br><i>Master - 8 points</i><br><i>PhD - 10 points</i>  | 10        |  |
|  |            | Experience: 5 years of experience in botanical research<br><br><i>Less than 5 years 0 points</i><br><i>5 years - 11 points</i><br><i>Each additional year - 2 points, max. 15 points</i>   | 15        |  |
|  |            | Experience: 4 years of experience in research/projects in the study, evaluation, and conservation of plant life<br><br><i>Less than 4 years-0 points</i><br><i>4 years-11 points</i><br><i>Each additional year - 2 points, max. 15 points</i> | 15        |  |
|  | <b>3.4</b> | <b>Expert botanist 1</b>   | <b>40</b> |  |
|  |            | Education: Higher education in biology (botany)<br><br><i>Bachelor - 7 points</i><br><i>Master - 8 points</i><br><i>PhD - 10 points</i>  | 10        |  |

|  |            |   |           |
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|  |            | <p>Experience: 5 years of experience in botanical research</p> <p><i>Less than 5 years 0 points</i><br/> <i>5 years - 11 points</i><br/> <i>Each additional year - 2 points, max. 15 points</i></p>   | 15        |
|  |            | <p>Experience: 4 years of experience in research/projects in the study, evaluation, and conservation of plant life</p> <p><i>Less than 4 years-0 points</i><br/> <i>4 years-11 points</i><br/> <i>Each additional year - 2 points, max. 15 points</i></p> | 15        |
|  | <b>3.5</b> | <b>Expert botanist 3</b>  | <b>40</b> |
|  |            | <p>Education: Higher education in biology (botany)</p> <p><i>Bachelor - 7 points</i><br/> <i>Master - 8 points</i><br/> <i>PhD - 10 points</i></p>  | 10        |
|  |            | <p>Experience: 5 years of experience in botanical research</p> <p><i>Less than 5 years 0 points</i><br/> <i>5 years - 11 points</i><br/> <i>Each additional year - 2 points, max. 15 points</i></p>   | 15        |
|  |            | <p>Experience: 4 years of experience in research/projects in the study, evaluation, and conservation of plant life</p> <p><i>Less than 4 years-0 points</i><br/> <i>4 years-11 points</i><br/> <i>Each additional year - 2 points, max. 15 points</i></p> | 15        |
|  | <b>3.6</b> | <b>Laboratory technician for the collection and desk review processing of materials</b>   | <b>40</b> |
|  |            | <p>Education: Higher education in biology (botany)</p> <p><i>Bachelor - 7 points</i><br/> <i>Master - 8 points</i><br/> <i>PhD - 10 points</i></p>  | 10        |
|  |            | <p>Experience: 2 years of experience in botanical research</p> <p><i>Less than 2 years 0 points</i><br/> <i>2 years - 11 points</i><br/> <i>Every additional year - 2 points, max. 15 points</i></p>  | 15        |

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|   | <p>Experience: 2 years of experience in field research in the study and evaluation of flora and plant communities</p> <p><i>Less than 2 years 0 points</i><br/> <i>2 years - 11 points</i><br/> <i>Every additional year - 2 points, max. 15 points</i></p>         | 15        |
| <b>3.7</b>  | <b>GIS Mapper</b>   | <b>40</b> |
|   | <p>Education: Higher education in geography/cartography</p> <p><i>Bachelor - 7 points</i><br/> <i>Master - 8 points</i><br/> <i>PhD - 10 points</i></p>   | 10        |
|   | <p>Experience: 3 years of experience in thematic mapping/remote sensing</p> <p><i>Less than 3 years 0 points</i><br/> <i>3 years - 11 points</i><br/> <i>Each additional year - 2 points, max. 15 points</i></p>  | 15        |
|   | <p>Proficiency in ArcGIS desktop 10x/QGIS/ satellite image processing and interpretation software ENVI 4x/PCI Geomatics/ERDAS Imagine</p> <p><i>Skills in the programmes - 15 points.</i><br/> <i>Lack of skills - 0 points.</i></p>                                | 15        |
| <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p><b>The financial proposal must be password-protected.</b></p> |   |           |
| UNDP will award the contract to:  | One and only one Service Provider   |           |
| Annexes to this RFP <sup>5</sup>  | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a and Annex 2b)<br><input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 3)<br><input checked="" type="checkbox"/> Contract and General Terms and Conditions (Annex 4) |           |

<sup>5</sup> If the information is available on the Internet, only the URL can be specified.

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| <p>Contact Person for<br/>Inquiries</p> <p>(Written inquiries only)<sup>6</sup></p> | <p><i>Zulfiya Suleimenova</i><br/><i>Procurement Specialist</i><br/><a href="mailto:zulfiya.suleimenova@undp.org">zulfiya.suleimenova@undp.org</a></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>   |
| <p>Other Information [pls.<br/>specify]</p>   | <p><b>IMPORTANT:</b></p> <p>Applicants submit their bids by email <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a> with the obligatory indication of the competition number RFP-2021-034 in the subject line.</p> <p>The technical and financial parts of the Proposal must be presented in separate files. The financial proposal must be password protected. The password to the Financial Proposal should not be provided to UNDP prior to receiving a request from UNDP representatives.</p> <p>Document format: only PDF-files;</p> <p>The file names must have a maximum of 60 characters, which must not contain any special characters other than letters;</p> <p>Send files must not contain viruses and be damaged;</p> <p>Maximum file size for one electronic transmission: up to 20 MB;</p> <p>Maximum number of electronic transmissions: 5 messages;</p> <p>Mandatory email subject line: <b>RFP-2020-034 "Services for the resource assessment of economically valuable medicinal plant species and assessment of the current status of rare medicinal plant species in the project area "Altai".</b></p> <p>In case of using more than 1 transfer/message, indicate the sequence number in the subject.</p> |

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<sup>6</sup> 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.

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)***

[insert: Location].

[insert: Date]

To: Zhanat Tileumuratova  
Procurement Associate  
UNDP in Kazakhstan

Dear Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2020-034 dated 20-Jun-2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*he 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:*

1. Agreement to the UNDP General Terms and Conditions and UNDP Contract Format (Annex 2a; Annex 2b must be password protected);
2. Have civil legal capacity to enter into contracts (certificate of registration/re-registration, founding documents);
3. Be solvent, not subject to liquidation, its assets must not be seized, its financial and economic activities must not be suspended in accordance with the legislation (certificate of no debts with the tax authorities and banks served), audited financial statements for 2019-2020. If the company is exempt from audit - confirmation from the executor, profit and loss statement, balance sheet for 2019-2020. VAT certificate if the company is a VAT payer);
4. Provide a company/firm profile describing the nature of the business, area of expertise (in the field of biodiversity research and conservation, ecosystems, flora, natural resources, etc.)

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

5. Provide a list of services rendered over the last 3 (three) years in the required area to confirm the experience (name of the Customer, the subject of services / works, the year of service and the total amount of services (if possible).
6. Positive feedback and recommendations from previous customers for the last 3 years (at least 3);
7. Availability of material and technical base (Internet connection, computers, office equipment, field clothing and equipment (tents, sleeping bags, herbarium nets, etc.), GPS), provide written confirmation;
8. Existence of a methodology of execution and a work plan-schedule (must include a description of methods and procedures for carrying out the work, team composition and distribution of responsibilities);
9. Own written declaration that the company is not on the UN Security Council list 1267/1989, UN Procurement Division list or other UN disqualification lists.
10. An affidavit on company letterhead stating that the company/firm has never been blacklisted by any institution/department/agency and that it has not been involved in any litigation with any of its clients;
11. Confirmation that the validity of the proposal is at least 120 days;
12. Availability of experts with the necessary work experience and qualifications according to the table below, with provision of a detailed CV, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), and written confirmation from each employee that they will be available for the duration of the contract.

#### **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. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must 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 of prospective employees, indicating professional qualifications, as well as documents confirming the specified qualifications (diplomas, certificates);*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

*[Designation]*

*[Date]*

**Annex 2b**

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**

**(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery and provided in a separate file with the appropriate note and password)**

**This Form Must be submitted in Password Protected File, otherwise the submission will be rejected.**

**A. Cost Breakdown per Deliverable\***

| # | Deliverables<br><i>[list them as referred to in the RFP]</i>  | Percentage of<br>Total Price<br>(Weight for<br>payment) | Price<br>(Lump Sum,<br>All Inclusive) |
|---|---|---|---------------------------------------|
| 1 | <p>Field <u>trips</u> was carried out at the "Western Altai" site.</p> <p>A resource assessment of 8 selected promising species of medicinal plants in the study region was performed.</p> <p>The geographical distribution, phytocoenotic structure of populations and ecological and biological features of 4 selected species of rare medicinal plants in the study region were studied.</p> <p>A map-scheme of the growth of economically valuable and rare medicinal plants in the "Western Altai" area was drawn up.</p> <p><i>Submitted an interim report on the work performed.</i></p> | 30%   |                                       |
| 2 | <p>The content of the draft Catalogue of economically valuable and rare medicinal plants of the Kazakhstan Altai was developed and agreed.</p> <p>Draft Recommendations on sustainable use of 8 medicinal plants surveyed and recommendations for the conservation of natural populations of 4 species of rare medicinal plants were presented.</p> <p><i>Presented an interim report on the work performed.</i></p>  | 30%   |                                       |
| 3 | <p>Field <u>trips</u> on the "Southern Altai" site were carried out.</p> <p>Resource assessment of 8 selected promising medicinal plant species in the studied region was performed</p> <p>The geographical distribution, phytocoenotic structure of populations and ecological and biological characteristics of 4 selected rare medicinal plant species in the study area were studied.</p> <p><i>Schemes of growing of economically valuable and rare species of medicinal plants in the Southern Altai area were drawn up.</i></p>  | 40%   |                                       |



|  |   |             |  |
|--|---|-------------|--|
|  | <p>Final versions practical recommendations for sustainable use of the 8 medicinal plants surveyed and recommendations for the conservation of natural populations of 4 species of rare medicinal plants were presented and agreed upon.</p> <p>Catalogue of economically valuable and rare medicinal plants of the Kazakhstan Altai was published and distributed among stakeholders.</p> <p><i>The final report on the completed work is presented.</i></p> |             |  |
|  | <b>GRAND TOTAL (KZT)</b>  | <b>100%</b> |  |

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

**B. Cost Breakdown by Cost Component [This is only an Example]:**

| Description of Activity  | Remuneration per Unit of Time | Total Period of Engagement | Quantity | Unit Cost (KZT) | TOTAL Cost (KZT) |
|--|-------------------------------|----------------------------|----------|-----------------|------------------|
| <b>1. Personnel (according to the Terms of Reference)</b>  |                               |                            |          |                 |                  |
| Team Leader  |                               | 16                         | 1        |                 |                  |
| Administrative and financial assistant, logistician  |                               | 6                          | 1        |                 |                  |
| Expert botanist 1  |                               | 14                         | 1        |                 |                  |
| Expert botanist 2  |                               | 14                         | 1        |                 |                  |
| Expert botanist 3  |                               | 14                         | 1        |                 |                  |
| Laboratory technician for the collection and desk review processing of materials   |                               | 6                          | 1        |                 |                  |
| GIS Mapper   |                               | 8                          | 1        |                 |                  |
| <b>2. Development and printing of the Catalogue of Economically Valuable and Rare Medicinal Plants of the Kazakhstan Altai</b> |                               |                            |          |                 |                  |
| Catalogue design, printing, translation (Russian/customs), total circulation 200 copies, 100 pages.                            |                               |                            |          |                 |                  |
| <b>3. Travel expenses for field trips</b>  |                               |                            |          |                 |                  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Field trips to East-Kazakhstan<br>in 2021 (5 persons for 20 days) |  |  |  |  |  |
| Field trips to East Kazakhstan<br>in 2022 (5 persons for 20 days) |  |  |  |  |  |
| <b>5. Transportation</b>  |  |  |  |  |  |
| Air travel to Ust Kamenogorsk                                     |  |  |  |  |  |
| Rent a car for field trips (40<br>days)                           |  |  |  |  |  |
| <b>6. Communication costs,<br/>Internet costs</b>                 |  |  |  |  |  |
| <b>7. Bank charges</b>  |  |  |  |  |  |
| <b>8. Unexpected expenditures<br/>(if yes, please specify)</b>    |  |  |  |  |  |
| <b>8. VAT (if applicable)</b>                                     |  |  |  |  |  |
| <b>Total in KZT (indicate only the total amount for services)</b> |  |  |  |  |  |

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

**TERMS OF REFERENCE****SERVICES FOR THE RESOURCE ASSESSMENT OF ECONOMICALLY VALUABLE MEDICINAL PLANT SPECIES AND ASSESSMENT OF THE CURRENT STATUS OF RARE MEDICINAL PLANT SPECIES IN THE PROJECT AREA "ALTAI"**

|                           |  |
|---------------------------|--|
| Project title and number: | "Conservation and sustainable management of key globally significant ecosystems for multiple benefits," 00101043 |
| Type of contract:         | Contract for the provision of services in the UNDP format  |
| Duty station              | Kazakhstan, with 2 trips to the East Kazakhstan region   |
| <b>Period:</b>            | 16 months from the date of signing the contract, (tentatively August 2021 - November 2022).                      |

**RATIONALE:**

Since 2018, a 5-year project of the Government of Republic of Kazakhstan and UNDP-GEF "Conservation and Sustainable Management of Key Globally Significant Ecosystems for Multiple Benefits" (hereinafter - the Project) is being implemented in the republic). The strategy of the Project is to comprehensively address the conservation and sustainable use of forest ecosystems in Kazakhstan by improving management approaches both within the system of protected areas and in adjacent landscapes for the sustainable use of high conservation value forests (HCVF).

One of the pilot areas of the Project is: East Kazakhstan region, forests of the Altai Mountains, Saur and Tarbagatai.

It is known that more than 1406 species of medicinal plants grow on the territory of Kazakhstan, of which 230 species are officially allowed for use by pharmaceutical organizations. According to scientific data, the largest number of medicinal plants grows in the southern (71%) and eastern (64%) regions of Kazakhstan.

According to scientific data, the medicinal flora of Kazakhstan Altai is represented by 783 species from 99 families, which is more than 50% of all medicinal plants of Kazakhstan. The richness of the flora is due to the natural-climatic and geomorphological conditions of the region, contributing to the formation of different ecological niches. Many species of medicinal plants forming commercial reserves can be harvested on the ridges of the Kazakhstan Altai to obtain phytopreparations with a wide range of pharmacological and therapeutic action. Such species include: white wolfberry, hollyhock, willow-herb, sanguine, Kuril tea, Ural licorice, common yarrow, Lobel's hellebore, and others. However, preparation of these species is possible only

on the basis of complex inspection of natural stocks of raw materials with calculation of annually possible volumes of preparation that will allow to use resources of medicinal plants rationally.

Ridges of the Southern and Southwest Altai, characterized by a unique diversity of flora, vegetation and plant resources, belong to the regions of the Kazakhstan Altai that are promising for harvesting medicinal plant raw materials. Patent and information search showed that despite numerous works on assessment of medicinal flora of the region, stocks and distribution of many medicinal plants of resource importance are not taken into account.

It should be particularly noted that many medicinal plants of the Kazakhstan Altai are very rare species, harvesting of which is inadmissible. Of particular value are species listed in the Red Book of Kazakhstan, such as: *adonis vernalis*, *rhodiola rosea*, *evasive peony*, *rapticum saflorovidnyi* (maral root), small onion (ramson), which are currently subject to intensive collection and harvesting. For intensively declining populations of rare medicinal plants it is necessary to take specific measures for their preservation.

Given the above, there is a need to study the resource potential and ecological safety of medicinal plants of the Kazakhstan part of the Altai, available to harvesters. As well as an assessment of the current state of populations of the most vulnerable rare medicinal plants subject to intensive harvesting.

In this regard, the Project plans to conduct a resource assessment of economically valuable medicinal plants and study the current state of populations of rare species of medicinal plants in the project area "Altai".

The planned study will cover 2 pilot areas of the "Altai" project area: Western and Southern Altai. Within the administrative boundaries, the Altai project area includes 6 administrative districts of East Kazakhstan region: Katon-Karagai; Kurchum; Zyryanovsky (Altai); Ridder town area, Shemonakhinsky and Glubokovsky.

This activity is included into 2021 AWP.

#### **PURPOSE OF WORK:**

1. Resource assessment of 8 economically valuable medicinal plant species in the project area "Altai";
2. Study and assessment of the current status of 4 rare species of medicinal plants in the project area "Altai".

#### **Research Area:**

The planned study will cover two sites in the Kazakhstan Altai:

##### **I. Western Altai:**

**Ranges:** Ivanovsky, Ulbinsky, Ubinsky, Listvyaga, Koksinsky, and Lineinsky;

**Administrative districts:** partially Zyryanovsky (Altai), Ridder district, Glubokovsky, Shemonakhinsky;

**Pilot forestries:** Zyryanovskoye, Ridder, Pikhtovskoye, Cheremshanskoye, Malo-Ubinskoye, Verkh-Ubinskoye, partially Ust-Kamenogorskoye Forestry and adjacent areas to the lands of the forest fund.

##### **II. Southern Altai:**

**Ranges:** Narymsky, Sarymsakty, Kurchumsky, Southern Altai, Azutau, Southern Altai Tarbagatai;

**Administrative districts:** Katon-Karagai and Kurchum;

**Pilot PAs and forestry farms:** Katon-Karagai SNNP, Bolshenarymskoye, Markakolskoye, Kurchumskoye Forestry and adjacent areas to the lands of the forest fund.

**Objects of research:**

Based on the results of a preliminary literature review and joint discussions with local partners, **eight (8) economically valuable and sought-after medicinal plant species** growing in the Kazakhstan Altai were selected for study, such as:

- great burnet *Sanguisorba officinalis* L.;
- Rosebay willowherb or fireweed, *Chamaenerion angustifolium* (L.) Scop.;
- Meadowsweet, *Filipendula ulmaria* (L.) Maxim.;
- Lobel's hellebore, *Veratrum lobelianum* Bernh.;
- common yarrow, *Achillea millefolium* L. ;
- Elecampane, *Inula helenium* L.;
- Aconite, *Aconitum leucostomum* Worosch;
- Bupleurum, *Bupleurum multinerve*.

To study the current state of populations, **4 species of rare medicinal plants**, which despite their protected status are in high demand among the local population and pharmaceutical companies and are subjected to illegal and intensive harvesting, such as:

- rhodiola rosea (golden root), *Rhodiola rosea* L.;
- Rhodiola quadripartite (red brush), *Rhodiola quadrifida* (Pall.);
- peony evasive (marian root peony), *Paeonia anomala* L.;
- chives (ramson), *Allium microdictyon* Prokh.

**SCOPE OF WORK:****I. RESOURCE ASSESSMENT OF 8 ECONOMICALLY VALUABLE MEDICINAL PLANT SPECIES****1. Preparatory work:**

1) Review and analysis of the literature on the study of the current state and resources of the medicinal flora of the Kazakhstan Altai at the international and national level;

2) development of routes of expeditionary trips, covering the main places and areas of medicinal plants growth, definition of methods of assessment of medicinal plants stocks, preparation and specification of the calendar plan of field and desk work.

**2. Field research (field trips).** Organization and conduct of field work (field trips), covering the main places and areas of growth of medicinal plants.

The following is performed as part of the fieldwork (field trips):

- Determination of the locations of medicinal plants in the study area, the areas of thickets of medicinal plants;

- laying of registration sites, collection of herbarium material, carrying out swatting of plant material to determine the yield, counting the number of the studied species in the cenopopulation and measuring morphometric parameters;

- determination of raw material yield per unit area; projective species coverage, abundance according to the Drude scale, phenophase, operational and biological stocks of air-dry raw materials of medicinal plants in accordance with the available methods and instructions;

- Determination of geographical coordinates (using GPS) and mapping of medicinal plant growth areas in ArcGis;

- Determination of the influence of the main limiting factors (anthropogenic, biotic and abiotic) on the condition of medicinal plants.

### 3. Desk review processing of materials. Desk review processing should include:

- calculation of the size of the stock and possible volumes of annual procurement of medicinal raw materials, taking into account the period of optimal recovery for each species;
- drawing of map-schemes of medicinal plants growing within the boundaries of the pilot forestries and Katon-Karagay SNNP (with linking to the quarter grid of forest inventory materials) with displaying of information about the location of commercial massifs and exploitation reserves for each species. The scale will be determined and clarified as part of the work.

### 4. Development of Practical Recommendations. Based on the results of field and desk research, the development of Practical Recommendations for the sustainable use of 8 main species of medicinal plants containing:

- location and description of populations of medicinal plants suitable for harvesting;
- seasonal rhythm of development of medicinal plants in the studied region;
- description of medicinal properties, characteristics, phytochemical composition of active substances of medicinal plants (according to literature sources);
- operational and biological stock of air-dried raw materials of medicinal plants;
- possible volumes of annual harvesting of 8 economically valuable species of medicinal plants, taking into account the period of their optimal recovery in the context of the pilot SPAs (SNNPs) and the state forestry departments;
- the parts of plants used as medicinal raw materials and the timing (seasonality) of their procurement;
  - A medium-term plan for the sustainable use of medicinal plant resources (for 2-3 years) for Katon-Karagai SNNP and 10 PI Forestry;
  - algorithm (procedure) for the sustainable use of medicinal raw materials on forest lands and adjoining lands, from the permitting process to the harvesting process;
  - Map-schemes of the locations of medicinal plants suitable for harvesting within the boundaries of pilot conservation institutions and adjacent territories.

## **II. RESEARCH AND ASSESSMENT OF THE MODERN STATUS OF 4 RARE SPECIES OF MEDICINE PLANTS IN THE "ALTAI" PROJECT AREA**

### 1. Preparatory work:

1) Study, review and analysis of literary data on the study of the current state of rare species of medicinal plants of Kazakhstan Altai at the international and national level;

2) Determination of expeditionary routes, covering the main places and areas of growth of rare species, compilation and refinement of the schedule of field and desk work.

2. Field research and cameral work. Organization and conduct of field work, covering the main places and areas of growth of rare species of medicinal plants.

The following is performed as part of the fieldwork and cameral work:

- Locating rare medicinal plants, areas of population of rare species of medicinal plants, laying of registration sites;

- determination of geographical coordinates (using GPS) and mapping of areas of rare medicinal plant populations within the borders of KGU Forestry and Katon-Karagai SNNP (with linkage to the quarter grid of forest management materials) with display of information on their status. The scale will be defined and clarified as part of the work;

- Study of eco-biological features and phytocoenotic structure of rare medicinal plant populations, determination of their numbers and morphometric parameters;

- Determination of the main limiting factors (anthropogenic, biotic and abiotic) affecting the state of the population of rare species of medicinal plants;

3. Development of practical recommendations. Based on the results of field and desk research, development of practical recommendations for the conservation of rare species of medicinal plants, including:

- location and description of populations of rare species of medicinal plants;
- proposed conservation measures for each species studied;
- Map-schemes of the occurrence of rare plant species within the boundaries of pilot PAs and forestries.

### **III. PRESENTATION AND AGREEMENT OF PRACTICAL RECOMMENDATIONS FOR THE SUSTAINABLE USE OF ECONOMICALLY VALUABLE SPECIES AND THE CONSERVATION OF RARE SPECIES OF MEDICINAL PLANTS.**

Practical recommendations should be presented (online) at the regional level with the participation of the Department of Natural Resources and Regulation of the EKR, EK Regional Territorial Inspection of Forestry and Wildlife, pilot PAs and Forestries, leading pharmaceutical companies and other stakeholders. According to the results of the presentations finalized and agreed.

The final presentations should be submitted to the UNDP project, the Department of Natural Resources and Environmental Management of the East Kazakhstan Region, and the State Enterprise "Kazakh Forest Management Enterprise".

### **IV. COMPILATION AND PUBLICATION OF AN ILLUSTRATED CATALOG OF ECONOMICALLY VALUABLE AND RARE MEDICINAL PLANTS OF THE KAZAKHSTAN ALTAI.**

Based on the results of the work, development and publication of an illustrated catalog of economically valuable and rare medicinal plants of Kazakhstan Altai (hereinafter - the Catalogue).

1. Defining and agreeing with the UNDP project the structure and content of the Catalog. The Catalogue should be informative and reflect the results of the study as much as possible.

Recommended content for the Catalog:

- photo illustrations of each plant, in bloom;
- brief description of the species, map-scheme of distribution, current status;
- operational reserves of raw materials and recommended volumes of harvesting (for economically valuable species);
- recommended conservation measures (for rare species).

The detailed content of the Catalogue can be specified as part of the project.

2. The catalog must be published in Kazakh and Russian, with a total circulation of 500 copies. (not less than 80 pages, format A4). The publication should be distributed to partners and stakeholders at the local level.

#### RESULT AND PAYMENT TERMS:

| No. | Results   | Period                                 | Accountability and coordination of work | Payment in % |
|-----|---|--|---|--------------|
| 1.  | <p>Field <u>trips</u> was carried out at the "Western Altai" site.</p> <p>A resource assessment of 8 selected promising species of medicinal plants in the study region was performed.</p> <p>The geographical distribution, phytocoenotic structure of populations and ecological and biological features of 4 selected species of rare medicinal plants in the study region were studied.</p> <p>A map-scheme of the growth of economically valuable and rare medicinal plants in the "Western Altai" area was drawn up.</p> <p><i>Submitted an interim report on the work performed.</i></p> | 20 weeks from the date of the contract | Project Manager                         | 30%          |
| 2.  | <p>The content of the draft Catalogue of economically valuable and rare medicinal plants of the Kazakhstan Altai was developed and agreed.</p> <p>Draft Recommendations on sustainable use of 8 medicinal plants surveyed and recommendations for the conservation of natural populations of 4 species of rare medicinal plants were presented.</p>   | 40 weeks from the date of the contract | Project Manager                         | 30%          |



|    |   |  |                 |              |
|----|---|--|-----------------|--------------|
|    | <i>Presented an interim report on the work performed.</i>   |  |                 |              |
| 3. | <p>Field <u>trips</u> on the "Southern Altai" site were carried out.</p> <p>Resource assessment of 8 selected promising medicinal plant species in the studied region was performed</p> <p>The geographical distribution, phytocoenotic structure of populations and ecological and biological characteristics of 4 selected rare medicinal plant species in the study area were studied.</p> <p>Schemes of growing of economically valuable and rare species of medicinal plants in the Southern Altai area were drawn up.</p> <p>Final versions practical recommendations for sustainable use of the 8 medicinal plants surveyed and recommendations for the conservation of natural populations of 4 species of rare medicinal plants were presented and agreed upon.</p> <p>Catalogue of economically valuable and rare medicinal plants of the Kazakhstan Altai was published and distributed among stakeholders.</p> <p><i>The final report on the completed work is presented.</i></p> | 67 weeks from the date of the contract | Project Manager | 40%          |
|    | <b>Total:</b>   |  |                 | <b>100 %</b> |

**INTENDED TRIPS:**

The scope of work under this contract includes visits to East Kazakhstan region. The sequence and dates of the trips will be specified after the contract is signed. However, the number of days and destinations will remain unchanged. The planned number of travel days must include include days on the road. Travel costs should be included in the financial proposal.

Field trips will be carried out for two seasons in two geographical areas of the Kazakhstan Altai:

- at the "West Altai" site: 2021 field season;
- at the "South Altai" site: 2022 field season

| Name of districts | Number of days | Target |
|-------------------|----------------|--------|
|-------------------|----------------|--------|

| <b>Field season 2021</b>  |                            |   |
|---|----------------------------|---|
| Western Altai (5 people).<br><br>District of Ridder, Glubokovsky, Shemonakhinsky; partially Zyryanovsky (Altai) districts | 20 days<br><br>Jule-August | Conducting field work in the Western Altai area, covering the main sites and areas where medicinal plants grow: identifying the locations of research objects and assessing their current state, laying of survey sites, collecting field material, etc.  |
| <b>Total:</b>   | <b>20 days</b>             |   |
| <b>Field season 2022</b>  |                            |   |
| South Altai (5 people).<br><br>Katon-Karagai and Kurchum districts  | 20 days June-July          | Conducting field work in the Southern Altai area, covering the main sites and areas where medicinal plants grow: identifying the locations of research objects and assessing their current state, laying of survey sites, collecting field material, etc. |
| <b>Total:</b>   | <b>20 days</b>             |   |
| <b>TOTAL:</b>   | <b>40 days</b>             |   |

**Note:** Travel dates can be postponed/cancelled by agreement. In this case, the costs of travel arrangements (tickets, travel expenses) and/or on-site arrangements will be deducted from the contract price.

#### **REPORTING REQUIREMENTS:**

1) Interim and final reports must be submitted electronically in MS Word format for Windows files, font: Times New Roman 12, within the terms specified above;

2) The reports will be coordinated with the project manager and expert on landscape planning and used as the basis for appropriate payments;

3) The final report with all appendices must be submitted in Russian electronically within the terms indicated above. A brief version of the final report in English should also be prepared;

4) Interim and final reports must be accompanied by supporting materials: photo material, schemes of field routes, map-schemes, protocols and letters of approval from the local executive authorities, etc.

#### **DURATION OF OPERATION:**

The total duration of work is 16 months from the date of the contract (presumably August 2021 to November 2022).

#### **PAYMENT TERMS:**

Payment will be made in four tranches upon satisfactory completion of the relevant item of the Scope of Work in the Terms of Reference and authorization by the UNDP Biodiversity Conservation Project Manager upon submission of the Certificate of Completion.

#### **RESPONSIBILITY AND COORDINATION:**

- The Contractor is fully responsible for the accuracy and validity of the information provided and for the timely provision of the results of the work and reports;
- In the course of its work, the Contractor reports to the UNDP Biodiversity Project Manager and the Project Expert on landscape planning;
- All actions related to the implementation of this work must be coordinated with the specified employees of the Project;
- Contractor provides materials of completed work to the Project (to the Project Manager) for comment and approval;
- The work must be performed in a quality and timely manner, in accordance with the requirements of the Terms of Reference and the Contract for provision of services;
- In the event of poor quality work by the Contractor, UNDP reserves the right to terminate the contract unilaterally;
- UNDP Project reserves the right to make changes in the Terms of Reference not more than 25% of the scope, not affecting the total scope of work and cost of services under the Contract.

#### **INTERACTION/COLLABORATION:**

A list of organizations with which the Contractor will work/interact/collaborate/meet in the course of the work:

- Department of Natural Resources and Environmental Management of the East Kazakhstan Region, the East Kazakhstan Region Forestry and Wildlife Department;
- Katon-Karagai SNNP, Ridder, Pikhtovsky, Cheremshansky, Verkh-Ubinsky, Malo-Ubinsky, Zyryanovsky, Ust-Kamenogorsky, Verkh-Ubinsky, Kurchumsky, Markakolsky PI forestry;
- responsible experts of the UNDP Forest Ecosystem Conservation Project;
- leading national pharmaceutical companies, etc.

#### **TRAVEL SCHEDULE:**

To perform the scope of work under this contract, trips to and within the East Kazakhstan Region are envisaged. A detailed schedule of work and dates of trips shall be pre-agreed with the Project Manager and the Expert on Landscape Planning. Travel costs should be included in the financial proposal.

\* Due to the current situation related to the spread of COVID-19 coronavirus infection and the possible resumption of free movement restrictions within Kazakhstan, the organization of travel/public events may be limited. In this case, the company should have all necessary resources to conduct discussions / works / presentations / events online / remotely using digital technology without any field trips. If the situation

described above occurs, the amount of the offer budgeted for travel and event organization will be deducted from the contract.

**QUALIFICATION REQUIREMENTS** (list of documents please see in Annex 2 to RFP-2021-034 for a list of all documents required to be submitted):

The service provider can be a company/organization that is duly registered and meets the following requirements:



1. Have civil legal capacity to enter into contracts (certificate of registration/re-registration, founding documents),
2. Have financial stability (certificate of absence of debts in tax authorities and serviced banks), audited financial statements for 2019-2020. If the company is exempt from audit - the certificate of confirmation from the executor, the profit and loss statement, the balance sheet for 2019-2020. VAT certificate if the company is a VAT payer;
3. Have at least 7 years of experience in the study and conservation of biodiversity, ecosystems, flora, natural resources, etc.;
4. Have at least 5 years of experience in the development of practical recommendations/workshops (at least 2) on the study and conservation of plant life, assessment of plant resources, biodiversity and ecosystems;
5. Provide a list of services rendered over the last 3 (three) years in the required area to confirm the experience in items 3-4 (name of the Customer, the subject of services / works, the year of service and the total amount of services (if possible)).
6. Positive feedback and recommendations from previous customers for the last 3 years (at least 3);
7. Availability of material and technical base (Internet connection, computers, office equipment, field clothing and equipment (tents, sleeping bags, herbarium nets, etc.), GPS ), provide written confirmation.
8. Existence of a methodology of execution and a work plan-schedule (must include a description of methods and procedures for carrying out the work, team composition and distribution of responsibilities);
9. Availability of experts with the necessary work experience and qualifications according to the table below, with provision of a detailed CV, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), and written confirmation from each employee that they will be available for the duration of the contract.
10. Own written declaration that the company is not on the UN Security Council list 1267/1989, UN Procurement Division list or other UN disqualification lists.

**Table. Requirements for the basic composition and qualifications of the group of experts involved in the implementation of the work under this terms of reference:**

| No. | Group Members | Number of people. | Proposed term of participation in the | Min. acceptable level of education and field of study | Special skills/experience |
|-----|---------------|-------------------|---------------------------------------|---|---------------------------|
|     |               |                   |                                       |   |                           |

|    |  |          | <b>project,<br/>months.</b> |   |  |
|----|--|----------|-----------------------------|---|--|
| 1. | Team Leader  | 1        | 16                          | Higher education in biology, natural sciences                     | 7 years of experience in ecology, biodiversity conservation, plant resources, etc.<br><br>5 years of experience in the implementation of projects on ecosystem conservation, biodiversity, development of scientific and practical recommendations in the field. |
|    | Administrative and financial assistant, logistician                              | 1        | 6                           | Higher education in economics, finance and other related sciences | 3 years of experience in financial, organizational and administrative work<br><br>1 year of experience in organizing and supporting events   |
| 3. | Expert botanist  | 3        | 14                          | Higher education in biology (botany)                              | 5 years of experience in botanical research<br><br>4 years of experience in research/projects in the study, evaluation, and conservation of plant life   |
| 4. | Laboratory technician for the collection and desk review processing of materials | 1        | 6                           | Higher education in biology (botany)                              | 2 years of experience in botanical research<br><br>At least 2 years of experience in field research in the study and evaluation of flora and plant communities   |
| 5. | GIS Mapper   | 1        | 8                           | Higher education in geography/cartography                         | 3 years of experience in thematic mapping/remote sensing<br><br>Proficiency in ArcGIS desktop 10x/QGIS/ satellite image processing and interpretation software ENVI 4x/PCI Geomatics/ERDAS Imagine   |
|    | <b>Total:</b>  | <b>7</b> |                             |   |  |

## Annex 4

|   |   |
|---|---|
| <p>United Nations<br/>Development Programme</p>  <p><i>Empowered lives.<br/>Resilient nations.</i></p> <p><b>Contract for Goods and/or Services<br/>Between the United Nations Development<br/>Programme and [insert name of the<br/>Contractor]</b></p> | <p>Программа развития<br/>Объединённых Наций</p>  <p><i>Empowered lives.<br/>Resilient nations.</i></p> <p><b>Договор на закупку Товаров и / или<br/>оказание<br/>услуг между Программой Развития<br/>Организации Объединённых Наций<br/>и [Название Подрядчика]</b></p> |
| 1. Country Where Goods Will be Delivered and/or Services Will be Provided:  | 1. Страна, в которой будут поставляться Товары и / или предоставляться Услуги   |
| 2. UNDP: <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting<br><br>Number and Date:  | 2. ПРООН: <input type="checkbox"/> запрос цен <input type="checkbox"/> запрос предложения <input type="checkbox"/> Приглашение на участие в тендере <input type="checkbox"/> заключение договора без конкурсного отбора<br><br>Номер и дата:  |
| 3. Contract Reference (e.g. Contract Award Number):   | 3. Ссылка на номер Договора (напр. Номер присуждения договора):   |
| 4. Long Term Agreement: [Yes] [No] [indicate as appropriate]  | 4. Долгосрочное соглашение: [Да] [Нет] [указать нужное]   |
| 5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods and services   | 5. Предмет Договора: <input type="checkbox"/> товары <input type="checkbox"/> услуги <input type="checkbox"/> товары и услуги   |
| 6. Type of Services:  | 6. Тип услуг:   |
| 7. Contract Starting Date:  | 7. Дата начала Договора:  |
| 8. Contract Ending Date:  | 8. Дата окончания Договора:   |
| 9. Total Contract Amount: [insert currency and amount in figures and words]   | 9. Общая сумма Договора: [указать валюту и сумму цифрами и прописью]  |

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| 9a. Advance Payment: [insert currency and amount in figures and words or indicate "not applicable"]   | 9a. Предоплата: [указать валюту и сумму цифрами и прописью или отметить «не применяется»]  |
| 10. Total Value of Goods and/or Services:<br><input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply<br><input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply<br><input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply | 10. Общая стоимость Товаров и / или Услуг:<br><input type="checkbox"/> Меньше 50.000 долл. США (только Услуги) - применяются Общие условия ПРООН для базовых (незначительных) договоров<br><input type="checkbox"/> Меньше 50.000 долл. США (Товары или Товары и Услуги) - применяются Общие условия для договоров ПРООН<br><input type="checkbox"/> 50 000 долл. США или больше (товары и / или услуги) - применяются Общие условия для договоров ПРООН |
| 11. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement  | 11. Способ оплаты: <input type="checkbox"/> фиксированная цена <input type="checkbox"/> возмещение расходов  |
| 12. Contractor's Name:<br>Address:<br>Country of incorporation:<br>Website:   | 12. Название (имя) Подрядчика:<br>Адрес:<br>Страна регистрации:<br>Веб-страница:   |
| 13. Contractor's Contact Person's Name:<br>Title:<br>Address:<br>Telephone number:<br>Fax:<br>Email:  | 13. Контактное лицо Подрядчика:<br>Должность:<br>Адрес:<br>Телефон:<br>Факс:<br>Электронная почта  |
| 14. UNDP Contact Person's Name:<br>Title:<br>Address:<br>Telephone number:  | 14. Контактное лицо ПРООН:<br>Должность:<br>Адрес:<br>Телефон:   |

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| Fax:   | Факс:  |
| Email:   | Электронная почта:   |
| 15. Contractor's Bank Account to which payments will be transferred:   | 15. Банковский счет Подрядчика, на который будут осуществляться платежи:   |
| Beneficiary:   | Получатель:  |
| Account name:  | Название счета:  |
| Account number:  | Номер счета:   |
| Bank name:   | Название банка:  |
| Bank address:  | Адрес банка:   |
| Bank SWIFT Code:   | SWIFT-код:   |
| Bank Code:   | Код банка:   |
| Routing instructions for payments:   | Инструкции по назначению платежей:   |
| This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:  | Настоящий Договор состоит из следующих документов, которые, в случае возникновения несоответствия, имеют преимущество друг перед другом в следующем порядке:   |
| 1. This face sheet ("Face Sheet").   | 1. Данная титульная страница («Титульная страница»).   |
| 2. UNDP Special Conditions [delete if not applicable].   | 2. Специальные условия ПРООН [удалить, если не применяется].   |
| 3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [delete if not applicable and remove square brackets].   | 3. [Общие условия ПРООН для договоров] [Общие условия ПРООН для базовых (незначительных) договоров] [удалить, если не применяется, и удалить квадратные скобки].   |
| 4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [delete if not applicable]. | 4. Техническое задание (ТЗ) и График платежей, которые включают описание услуг, предмет поставки и задачи по выполнению, плановые показатели, сроки поставки, график осуществления платежей и общую сумму договора [удалить, если не применяется]. |



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| <p>5. Technical Specifications for Goods [delete if not applicable].</p> <p>6. The Contractor's Technical Proposal and Financial Proposal, dated [insert date], as clarified by the agreed minutes of the negotiations meeting, dated [insert date]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</p> <p>7. Discount Prices [to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable].</p> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> | <p>5. Техническая спецификация Товаров [удалить, если не применяется].</p> <p>6. Техническое и Финансовое предложение Подрядчика от [указать дату], с разъяснениями и уточнениями согласно утвержденному протоколу переговоров от [указать дату]; эти документы не прилагаются, но известны сторонам и находятся в их распоряжении, а также являются неотъемлемой частью настоящего Договора.</p> <p>7. Цены со скидкой [применяются в тех случаях, когда Подрядчик привлекается к сотрудничеству на основе долгосрочного соглашения; удалить, если не применяется].</p> <p>Все вышеперечисленное, включая все, на что ссылается этот документ, являет собой полный объем договоренностей («Договор») между Сторонами, при этом все предыдущие переговоры и/или договоренности, имеющие отношение к предмету настоящего Договора, теряют силу независимо от того, выполнены они в устной или в письменной форме.</p> <p>Настоящий Договор вступает в силу со дня проставления надлежащим образом уполномоченными представителями Сторон последней подписи на Титульной странице и прекращает свое действие в дату завершения Договора, указанную на Титульной странице. Внесение изменений и / или дополнений к настоящему Договору возможно лишь в случае оформления письменного соглашения надлежащим образом уполномоченными представителями Сторон.</p> <p>Настоящим удостоверяется, что должным образом уполномоченные на это представители Сторон подписали настоящий</p> |
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| <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below</p> | <p>Договор от имени Сторон в месте и в день, указанные ниже</p>                              |
| <p><b>For the Contractor:</b></p> <p>Signature:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>  | <p><b>От имени Подрядчика</b></p> <p>Подпись:</p> <p>Имя:</p> <p>Должность:</p> <p>Дата:</p> |
| <p><b>For UNDP:</b></p> <p>Signature:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>  | <p>От имени ПРООН:</p> <p>Подпись:</p> <p>Имя:</p> <p>Должность:</p> <p>Дата</p>             |