



REQUEST FOR QUOTATION FOR LOW-VALUE GOODS/SERVICES

DATE: **August 20, 2021**

SUBJECT: Request for Proposal for the provision of services to establish an anti-corruption education and awareness-raising system in compliance with international standards and practices in various government bodies, agencies, and educational institutions of the Republic of Uzbekistan

REF: **RFQ/059/21 - PROVISION OF SERVICES TO ESTABLISH AN ANTI-CORRUPTION EDUCATION AND AWARENESS-RAISING SYSTEM IN COMPLIANCE WITH INTERNATIONAL STANDARDS AND PRACTICES IN VARIOUS GOVERNMENT BODIES, AGENCIES AND EDUCATIONAL INSTITUTIONS OF THE REPUBLIC OF UZBEKISTAN**

DEADLINE: **by 18:00 (Tashkent time) on September 6, 2021**

Dear Sirs,

We kindly request that you provide a quotation for the services described below.

Subject: Provision of services to establish an anti-corruption education and awareness-raising system in compliance with international standards and practices in various government bodies, agencies, and educational institutions of the Republic of Uzbekistan

I. Project Background

Corruption and bribery are a global problem that has a detrimental effect on all spheres of society, being one of the causes of low economic development, distorted markets and deterring foreign investment. The fight against corruption has become one of the main priorities of the state policy of Uzbekistan. The most significant development in 2020 was the establishment of a separate state body - an anti-corruption agency) responsible for combating corruption, including its early prevention, in line with the norms of the UN Convention against Corruption. Another important development was the implementation of a new concept - the "Integrity Vaccine", proposed by the President, aimed at fostering zero tolerance to corruption in all its forms and manifestations, starting from early childhood.

The project "Preventing Corruption through Effective, Accountable and Transparent Governance Institutions in Uzbekistan" (PCEAT) is a joint initiative of UNDP, the Ministry of Justice and the Prosecutor General's Office of the Republic of Uzbekistan. The project aims to implement a donor agreement signed in March 2017 between UNDP and the Government of Uzbekistan to provide anti-corruption programme support to the Republic of Uzbekistan. The project builds on the global experience and good practices in anti-corruption through the UNDP Global Project on Anti-corruption in Peaceful and Inclusive Societies (ACPIS), the UNDP Istanbul Regional Centre and the UNDP Country Office, which have accumulated relevant knowledge in anti-corruption and governance support in transition economies in Europe and Central Asia over two decades.

Since 2019, the UNDP project has been implementing a separate project to introduce an anti-corruption system into government agencies. Thus, an anti-corruption system has been introduced in the Ministry of Justice and the State Services and Intellectual Property Agencies. At present, it is being implemented in the Ministries of Health, Public and Higher Specialized Education and Construction. Analysis of the implementation process has shown that there is a lack of knowledge and competence of ministries and agencies staff and a lack of special courses in educational institutions of the country to establish an anti-corruption education and training system for civil servants and other target groups of citizens.

According to the UNDP project plan for 2021-2022 it is envisaged to implement the pilot project on creation of the system of anti-corruption education and awareness in accordance with the international practice in various government agencies, departments, and educational institutions of the Republic of Uzbekistan.

This work corresponds to the following items of the Project document:

Paragraph 21: Development of curricula on prevention of corruption, modern anti-corruption mechanisms for different target groups in the field of education, training of trainers on their basis

Paragraph 24: Further development and implementation of a set of measures to improve legal literacy and legal knowledge of officials and civil servants in the fight against corruption

Paragraph 29, 32: Development and implementation of training courses on anti-corruption for law enforcement personnel and court officials, including on the maximum use of modern information and communication technologies in the fight against corruption

II. Goals and objectives

The pilot project to establish a system of anti-corruption education and awareness-raising in compliance with international practice in various government bodies, departments and educational institutions of the Republic of Uzbekistan is aimed at:

- 1) to strengthen the integrity of citizens, to form a zero tolerance to corruption in all its forms and manifestations, starting from early childhood;
- 2) implementation of international anti-corruption standards with active support of international experts through popularization of anti-corruption norms and raising legal literacy of citizens;
- 3) increasing the effectiveness of implementation of anti-corruption measures and formation of a general vector for preventing corruption and bribery in the country.

Specific objectives:

- Introduction of effective systems of training and awareness raising in combating corruption and bribery in the public, corporate sectors of the Republic of Uzbekistan for different target groups of citizens, taking into account the current legislation, national features and international anti-corruption standards, and recommendations.

- Creation of anti-corruption education and awareness-raising system in accordance with international practice in various state bodies, departments and educational institutions of the Republic of Uzbekistan will be carried out taking into account:

- United Nations Convention against Corruption;
- International Standards 37001:2016 "Anti-bribery management system", ISO 31000:2018 "Risk management system", ISO 37002:2020 "Whistleblower protection management system", ISO 37301:2021 "Compliance management system";
- The requirements of the current legislation of the Republic of Uzbekistan on combating corruption;
- UN GLOBAL PROGRAMME AGAINST CORRUPTION UN ANTI-CORRUPTION TOOLKIT;
- The OECD Public Integrity Handbook;
- UNDP and UNODC training modules.

III. Location and main beneficiaries

3.1 The project will cover the following organizations in the Republic of Uzbekistan:

- The Academy of Public Administration under the President of the Republic of Uzbekistan;
- The Academy of General Prosecutor's Office and the Higher Judicial School;
- The Banking and Finance Academy;
- The Centre for the Further Training of Legal Specialists in the Ministry of Justice;
- The main scientific and methodological Centre for the retraining of teaching and managerial staff of the higher education system, attached to the Ministry of Higher and Specialized Secondary Education;
- The A. Avloniy Institute for Retraining and Professional Development of Managers and Specialists of the National Education System.

3.2 Main beneficiaries:

- 3.2.1 Anti-Corruption Agency, Ministry of Justice, Prosecutor General's Office;
- 3.2.2 Ministry of Higher and Specialized Secondary Education and Ministry of National Education;
- 3.2.3. Ministries and agencies, khokimiyats implementing anti-corruption compliance control systems;
- 3.2.4 Law enforcement bodies and courts;

IV. MAIN AREAS OF TRAINING

The key stages of the project to establish an anti-corruption education and awareness system in line with international practice in various government agencies, departments and educational institutions will include:

LOT 1.

Development of curricula on corruption prevention, modern anti-corruption mechanisms for different target groups in education, and training of trainers based on these curricula

Target groups/stakeholders:

- Teachers and students in secondary schools
- Teachers and students of secondary specialized and vocational schools
- Teachers and students of higher education institutions

Beneficiaries: Ministry of Higher and Secondary Specialized Education and Ministry of National Education.

Organizations on the basis of which the project is supposed to be implemented:

- The main scientific and methodological Centre for the retraining of teaching and managerial staff of the higher education system, attached to the Ministry of Higher and Specialized Secondary Education;
- A. Avloniy Institute for retraining and further training of managers and specialists in the national education system.

Main areas of work:

Establishing an anti-corruption education system through training

- 1) educational and methodological materials on integrity and honesty for school students and training of trainers / lecturers for whom they will further teach students in schools and at the Institute in the process of improving the qualifications of teachers;
- 2) educational and methodological materials on the prevention and counteraction of corruption for university students and training of trainers / lecturers for whom they will further train students at universities and at the Main Scientific and Methodological Center for Retraining Pedagogical and Leading Personnel of the Higher Education System under the Ministry of Higher and Secondary Special Education.

Outputs, Deadlines and Amount of Payment

№	Outputs	Deadlines	Amount in % of total
1.	- Template and working curricula on "Integrity and Honesty" in Russian and Uzbek for: schools; - Template and working curricula on "Preventing and Combating Corruption" in Russian and Uzbek for: Higher education institutions;	After 30 calendar days from the date of contract signing	35% of the total contract amount
2.	Full package of teaching materials for these curricula including teaching and methodological complex of the discipline, consisting of (model and working curricula, texts of lectures, presentations, technological charts of classes, tests (at least 15 tests and 10 control questions on each topic) teaching and knowledge control tools, containing interrelated content and intended for joint use, according to the State educational standard in Russian and Uzbek languages.	After 60 calendar days from the date of contract signing	30% of the total contract amount
3.	Conducting 4 training sessions (online or offline) on curricula of up to 6 hours each for lecturers (50 teachers and 50 trainers), including over 60-70% women, who will then teach pupils and students (video recording of trainings is mandatory) in Russian and Uzbek Conduct training (online or offline) in curricula (6 hours each) for lecturers (50 teachers) at the A. Avloniy Institute for Retraining and Professional Development of Managers and Specialists of Public Education System, including over 70% women who will further train students in schools and at the Institute in the process of teacher professional development. (Video recording of the training sessions is mandatory) in Russian and Uzbek Conducting training (online or offline) on training programs (6 hours each) for lecturers (50 teachers) at the Main scientific and methodological center for retraining of pedagogical and administrative staff of the higher education system under the Ministry of Higher and Secondary Specialized Education, including over 60% women, who will later teach at universities and the Institute in the process of professional development of teachers. (Video recording of the trainings is compulsory) in Russian and Uzbek	After 110 calendar days from the date of contract signing	35% of the total contract amount

Due date - 110 calendar days after the contract is signed by both parties.

LOT 2

Improvement and implementation of a set of measures to improve legal literacy and legal knowledge of officials and employees of public institutions in the fight against corruption

Target groups/stakeholders:

Employees of state bodies (55 people) responsible for the implementation of anti-corruption compliance measures;
 The teaching staff and trainers of the institutions on the basis of which the implementation of the project is foreseen.

Beneficiaries: ministries and departments implementing anti-corruption compliance control systems.

Organizations on the basis of which the implementation of the project is envisaged:

Academy of Public Administration under the President of the Republic of Uzbekistan;
 Academy of Banking and Finance;
 Advanced Training Centre for Lawyers under the Ministry of Justice.

Main directions of work:

Development of training materials on the practice of combating corruption in government bodies and the implementation of anti-corruption compliance control systems;

Development of a special electronic training module for conducting distance learning for employees of state bodies and institutions on the fundamental standards of behavior in the public service and combating corruption;

Training of trainers for anti-corruption trainings for civil servants:

- at the district level in the territorial departments of justice - in the Center for Advanced Studies of Lawyers under the Ministry of Justice,

- at the regional level - for teachers of higher educational institutions of the regions - at the Banking and Finance Academy;

- at the republican level - at the Academy of Public Administration;

Raising awareness of senior officials of government agencies and institutions on the implementation of anti-corruption compliance measures.

Outputs, Deadlines and Amount to be paid

№	Outputs	Deadlines	Amount in % of total
1.	Training materials (instructions/methodology) on the establishment and implementation of effective anti-corruption compliance systems in public bodies and institutions, including indicating anti-corruption requirements and measures to be implemented and enforced in Russian and Uzbek;	After 30 calendar days from the date of contract signing	20% of the total contract amount
2.	A training module for self-study (in online format using Ispring software package) on integrity in public service (model and working curriculum, lecture texts, presentations, teaching flow charts, tests (at least 15 tests and 10 quizzes on each topic on each topic) with a test system for its completion (at least 30 questions) in Russian and Uzbek languages;	After 60 calendar days from the date of contract signing	30% of the total contract amount
3.	<p>Conducting 3 training sessions for trainers (women about 33% of the total number) on integrity and anti-corruption in Russian and Uzbek languages, consisting of the following trainings:</p> <p>1) Training at the Centre for professional development of lawyers at the Ministry of Justice for teachers of the Centre (10 people) and employees of the regional departments of justice (14 people) (10 academic hours);</p> <p>2) Training at the Academy of Banking and Finance for teachers of the Banking and Finance Academy (5 persons) and higher educational institutions in the regions (35 persons) (10 academic hours);</p> <p>3) Training for heads of compliance-control units on implementation of anti-corruption compliance systems (training for 3 groups of 8 academic hours each (100 employees of public agencies and institutions):</p> <p>A video recording of the trainings is mandatory.</p>	After 120 calendar days from the date of contract signing	40% of the total contract amount
4.	Conduct regular online and offline meetings during the project with the compliance officers of state authorities and institutions to discuss emerging issues and share experience in the fight against corruption (monthly for up to 4 hours each during the project implementation in round table format, online or offline) in Russian and Uzbek languages.	Throughout the duration of the project	10% of the total contract amount

The deadline for implementation is 150 calendar days after the signing of the contract. Extension of the deadline shall be made by means of a justified written request by the contractor and approval of the UNDP project.

LOT 3

Develop and implement anti-corruption training courses for law enforcement officials and the courts, including on how to maximize the use of modern information and communication technologies to combat corruption

Target groups/stakeholders:

Law enforcement officials;
Employees of courts.

Beneficiaries: Anti-Corruption Agency; Ministry of Justice; Prosecutor General's Office; Supreme Court;

Organizations on the basis of which the implementation of the project is envisaged:

The Academy of the General Prosecutor's Office;
The Centre for Continuing Professional Development of Lawyers;
The Higher Judicial School.

Main areas of work:

Introduction of a training module into the training system of law enforcement agencies and courts on international practices of countering and investigating corruption, asset recovery and the use of information and communication technologies to combat corruption.

Outputs, Deadlines and Amounts to be paid

№	Outputs	Deadlines	Amount in % of total
1.	<p>Template and working curricula for anti-corruption training for law enforcement officials in Russian and Uzbek, including:</p> <ul style="list-style-type: none"> Methods of Investigating Corruption Offences on the Basis of International Practices; Methods of conducting financial investigations on the basis of international practice; The specifics of asset tracing and recovery abroad; — The specifics of existing information and communication technologies abroad and their application in risky areas. 	<p>After 30 calendar days from the date of contract signing</p>	<p>30% of the total contract amount</p>
1.1	<p>Model and working curriculum for a course in Russian and Uzbek for anti-corruption training for court officials and judges, taking into account the specificities of courts and judges.</p>		
2.	<p>A full package of teaching materials for this course programme (course curriculum (model and working curriculum, texts of lectures, presentations, flow charts for classes, tests (at least 15 tests and 10 quizzes for each topic) in Russian and Uzbek)</p>	<p>After 60 calendar days from the date of contract signing</p>	<p>30% of the total contract amount</p>
3.	<p>Conduct training (online or offline) (8 hours) at the Academy of the General Prosecutor's Office on the curriculum for 20 lecturers, including about 15% women, who will subsequently teach the course. Video recording of the training is mandatory.</p> <p>Conducting the training (online or offline) (8 hours) at the High Judicial School on the curriculum for 20 lecturers, including about 15% women, who will later teach the course. A video recording of the training is mandatory.</p> <p>Conducting a training (online or offline) (8 hours) at the Centre of Excellence for Lawyers on the curriculum for 20 lecturers from TSJU, including about 15% women, who will later teach the course. Video recording of the training is mandatory.</p>	<p>After 90 calendar days from the date of contract signing</p>	<p>40% of the total contract amount</p>

The deadline for implementation is 90 calendar days after the signing of the contract. Extension of the deadline shall be made by means of a justified written request by the contractor and approval of the UNDP project.

V. BASIC REQUIREMENTS FOR TRAINING MATERIALS ¹

1. Each training/theme should contain the following building blocks:
 - pre- and post-training analysis (survey/questionnaire)
 - introduction
 - a theoretical part (max. 10 pages) and/or max. 20 pages of presentation (percentage of theoretical part to practical part: 20% to 80%).
 - Practical part, including group exercises, brainstorming and other effective interactive methods of working with the audience, taking into account specific age, profession etc. characteristics of the trainees.
 - Examples (cases) taking into account:
 - United Nations Convention against Corruption;
 - International Standards 37001:2016 "Anti-bribery management system", ISO 31000:2018 "Risk management system", ISO 37002:2020 "Whistleblower protection management system", ISO 37301:2021 "Compliance management system";
 - The requirements of the current legislation of the Republic of Uzbekistan on combating corruption;
 - UN GLOBAL PROGRAMME AGAINST CORRUPTION UN ANTI-CORRUPTION TOOLKIT;
 - The OECD Public Integrity Handbook;
 - UNDP and UNODC training modules.
 - video/audio materials.
 - Assignments/tests and certificates (design agreed upon with UNDP)
 - reading material to be made available to participants at the end of the training sessions.
2. Materials should be provided in Russian and Uzbek languages in Microsoft Word format and presentations - in PPT format. Materials for reading can be provided in pdf format. Documents submitted in other formats will not be accepted. When preparing study materials, copyright requirements and plagiarism must be respected and avoided. If these are violated, the results will not be accepted.
3. Training module (in online format using Ispring software package) on integrity in public service with a testing system at the end of it (at least 30 questions)
4. The training-methodical complex of discipline (standard and working curriculum, texts of lectures, presentations, technological charts of classes, tests (not less than 15 tests and 10 control questions on each topic on each topic) in Russian and Uzbek languages, consisting of training and control means, must contain interrelated content and is designed for joint application for the effective study of disciplines.

VI. THE BASIC REQUIREMENTS FOR CONDUCTING TRAININGS

1. One week before the training, invite participants and send self-reading materials (a list of participants will be provided by the UNDP project).
2. Observe quarantine requirements (COVID-19) - availability of antiseptics, masks, observance of social distance (antiseptics and masks will be provided by UNDP project).
3. Register participants (name, surname, place of work, position, post, telegram).
4. The number of participants in one training - varies depending on the lot.
5. Minimum duration of one training - 1 day (8 hours).
6. Provision of participants with stationery and other supplies (pen, notepad/notebook, etc.) necessary for the conduct of the training. When conducting trainings - for all participants mineral bottled water in individual containers, coffee breaks.

¹ These requirements apply to all lots as well as courses and modules.

VII. THE SEQUENCE/SCHEDULE FOR THE PREPARATION OF MATERIALS AND PROJECT IMPLEMENTATION

Within one week of signing the contract, the winning bidder shall submit a detailed project charter including a plan/schedule for the implementation of the contract.

Activities with a training schedule

Each training with an organization and topic should include:

1. Establishment of an implementation working group consisting of company staff, UNDP project and other interested organizations.
2. Preparation of concept in Russian and Uzbek languages, content of training and agreement with UNDP project.
3. Preparation of the training materials for all training programmes in Russian and Uzbek languages and their arrangement with the UNDP project.
4. Preparation of evaluation forms on the part of participants in Russian and Uzbek languages.
5. Preparation and approval by UNDP of certificates for the participants and their printing. Frames for certificates.
6. Determination and agreement of training dates with UNDP. Invitation of participants to the trainings organized by the UNDP project and project beneficiaries.

VIII. REQUIREMENTS FOR BIDDERS AND EVALUATION CRITERIA FOR LOTS 1, 2, 3

The information submitted will be evaluated by the tenderer on the basis of the following criteria:

Companies - bidders should provide the following materials:

Part I. Company information.

- Presence of an office or representative office in Uzbekistan during the term of the contract. The address, email and telephone numbers must be provided.
- Not less than 5 years of experience in developing anti-corruption training programs and conducting trainings on combating corruption, implementation of compliance systems for government agencies, educational institutions and law enforcement agencies, courts. Number of trainings conducted - at least 3 times a year. Need to provide contact details of previous client organisations and at least 2 references.
- Has a sufficient number (at least 3) of experts/trainers with advanced Russian/Uzbek language skills and able to provide all results in Russian/Uzbek language, as well as involves as required an international trainer/expert/consultant in management and compliance systems with knowledge of Russian language.

Part II. Information on specialists/trainers

LOT 1

Development of curricula on corruption prevention, modern anti-corruption mechanisms for different target groups in education, and training of trainers based on these curricula

1. Coordinator/Senior Trainer

- Master's degree or equivalent in law, economics, management;
- Knowledge of the state anti-corruption system and legislation in Uzbekistan in the field of economic security, corruption prevention and counteraction to fraud, bribery in the public sector.
- Excellent command of Uzbek and/or Russian languages. 2.

2. Trainer/expert

- 3 years of experience as a trainer/expert/coach.
- Master's degree or equivalent in law, economics, management.
- Good knowledge of the anti-corruption system and legislation in Uzbekistan in the field of economic security, corruption prevention and anti-fraud and public sector bribery.
- Fluent knowledge of the Russian language.

LOT 2

Improvement and implementation of a set of measures to improve legal literacy and legal knowledge of officials and employees of public institutions in the fight against corruption

1. Trainer/expert

- 3 years of experience as a trainer/expert/coach.
- Master's degree or equivalent in Law, Economics, Management.
- Good knowledge of management system, implementation of compliance systems, state anti-corruption system and legislation in Uzbekistan, as well as experience in implementation of anti-corruption system of compliance control in the public sector.
- Fluency in Russian/ Uzbek.

2. International trainer/expert in management and compliance systems

1. 3 years of experience as a trainer/expert/trainer.
2. Master's degree or equivalent in management, economics, finance, law or other similar fields.
3. Good knowledge of anti-corruption compliance control system, governance system, Uzbek legislation in this area, as well as experience in implementing anti-corruption compliance control system in the public sector.
4. Fluent knowledge of Russian language.

LOT 3

Develop and implement anti-corruption training courses for law enforcement officials and the courts, including on how to maximize the use of modern information and communication technologies to combat corruption

1. Coordinator/Senior Trainer

- Master's degree or equivalent in law or other similar fields.
- Knowledge of best practices and anti-corruption standards in financial investigations, asset recovery, cyber security, anti-fraud and anti-corruption, international and national legislation.
- Excellent command of Uzbek and/or Russian language.

2. International trainer/expert in forensics, financial investigations.

- 3 years' experience as a trainer/expert/trainer.
- Master's degree or equivalent in management, finance, law, cyber security or other similar fields.
- Knowledge of best practices and anti-corruption standards in financial investigations, asset recovery, cyber security, anti-fraud and anti-corruption, international and national legislation.
- Fluency in Russian language.

Part III. Information on the proposed project activities.

Structure and summary of each activity in line with the requirements of the lots.

5. Coverage of the areas of the terms of reference

6. Relation to activities of the organizations

7. Originality of the material.

Part IV. Detailed budget for the project.

The budget may also include the following costs:

8. Fees for the trainers.

9. Transport costs.

10. Other expenses.

LOT 1

Development of curricula on corruption prevention, modern anti-corruption mechanisms for different target groups in the field of education, and training of trainers based on them

A. Cost Breakdown per Deliverable*

№	Activity/Output	Payment Structure	Price ____ (indicate currency) (The total amount)
The payments shall be made to the banking account in the following order:			
1.	- Model and working curricula on "Integrity and Honesty" in Russian and Uzbek for: schools; - Model and working curricula on "Preventing and Combating Corruption" in Russian and Uzbek for: Higher education institutions;	35%	
2.	Full package of teaching materials for these curricula including teaching and methodological complex of the discipline, consisting of (model and working curricula, texts of lectures, presentations, technological charts of classes, tests (at least 15 tests and 10 control questions on each topic) teaching and knowledge control tools, containing interrelated content and intended for joint use, according to the State educational standard in Russian and Uzbek languages.	30%	
3.	Conduct 4 training sessions (online or offline) on curricula of up to 6 hours each for lecturers (50 teachers and 50 trainers), including more than 60-70% women, who will later teach pupils and students. (Video recording of the trainings is mandatory) in Russian and Uzbek	35%	
TOTAL		100%	
VAT (if applicable for companies registered in the Republic of Uzbekistan)			
The payments shall be made to the banking account in the following order:			
<p>Payment will be made in stages by transfer to the bank account of the Contractor in accordance with the Breakdown of Costs by Results, after the completion of the work and the fulfillment of the following conditions:</p> <ul style="list-style-type: none"> a) A written document of acceptance by UNDP of Outputs 1, 2, 3. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP. 			

B. 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 provided by external specialists				
a. Service 1.				
b. Service 2.				
c. Service 3				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance including accommodation				
III. Other Direct Related Costs (translation, printing and other)				
IV. Overhead expenses (no more 3,5%)				
V. VAT (if applicable for companies registered in the Republic of Uzbekistan)				

LOT 2

Improvement and implementation of a set of measures to improve legal literacy and legal knowledge of officials and employees of public institutions in the fight against corruption

A. Cost Breakdown per Deliverable*

No	Activity/Output	Payment Structure	Price ____ (indicate currency) (The total amount)
1.	Training materials on the creation and implementation of effective anti-corruption compliance systems in government agencies and institutions, incl. with an indication of anti-corruption requirements and measures to be introduced and implemented in Russian and Uzbek languages (standard and working curricula, texts of lectures, presentations, flow charts for conducting a lesson, tests (at least 15 tests and 10 control questions for each topic for each topic) with a testing system based on the results of its passing (at least 30 questions);	20%	
2.	A training module for self-study (in online format using Ispring software package) on integrity in public service (model and working curriculum, lecture texts, presentations, teaching flow charts, tests (at least 15 tests and 10 quizzes on each topic on each topic) with a test system for its completion (at least 30 questions) in Russian and Uzbek languages;	30%	

3.	<p>Conducting 3 training sessions for trainers (women about 33% of the total number) on integrity and anti-corruption in Russian and Uzbek languages, consisting of the following trainings:</p> <p>1) Trainings at the Centre for professional development of lawyers at the Ministry of Justice for teachers of the Centre (10 people) and employees of the regional departments of justice (14 people) (10 academic hours);</p> <p>2) Trainings at the Academy of Banking and Finance for teachers of the Banking and Finance Academy (5 persons) and higher educational institutions in the regions (35 persons) (10 academic hours);</p> <p>3) Trainings for heads of compliance-control units on implementation of anti-corruption compliance systems (training for 3 groups of 8 academic hours each (100 employees of public agencies and institutions): A video recording of the trainings is mandatory.</p>	40%	
5.	<p>Conduct regular online and offline meetings during the project with the compliance officers of state authorities and institutions to discuss emerging issues and share experience in the fight against corruption (monthly for up to 4 hours each during the project implementation in round table format, online or offline) in Russian and Uzbek languages.</p>	10%	
	TOTAL	100%	
	VAT (if applicable for companies registered in the Republic of Uzbekistan)		

The payments shall be made to the banking account in the following order:

Payment will be proceeded by output bases by bank transfer during 30 calendar days to the account of a Contractor in accordance with the Breakdown of Costs, upon completion of the works and following terms:

- d) A written document of acceptance by UNDP of Outputs 1, 2, 3.
- e) Receiving of the invoice for payment of Vendor
- f) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP.

B. 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 provided by external specialists				
a. Service 1.				
b. Service 2.				
c. Service 3				
d. Service 4				
2. Services of an international consultant (if applicable)				

a. Service 1.				
b. Service 2.				
c. Service 3				
d. Service 4				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance including accommodation				
III. Other Direct Related Costs (translation, printing and other)				
IV. Overhead expenses (no more 3,5%)				
V. VAT (if applicable for companies registered in the Republic of Uzbekistan)				

*A minimum of 1 staff member for each LOT - coordinator/senior trainer must be employed by the company. The company is entitled to engage other experts and trainers from other organizations, including international experts

LOT 3
Develop and implement anti-corruption training courses for law enforcement officials and the courts, including on how to maximize the use of modern information and communication technologies to combat corruption

A. Cost Breakdown per Deliverable*:

№	Activity/Output	Payment Structure	Price ____ (indicate currency) (The total amount)
1.	Template and working curricula for anti-corruption training for law enforcement officials in Russian and Uzbek, including: Methods of Investigating Corruption Offences on the Basis of International Practices; Methods of conducting financial investigations on the basis of international practice; The specifics of asset tracing and recovery abroad; The specifics of existing information and communication technologies abroad and their application in risky areas.	30%	
1.1	Template and working curriculum for anti-corruption training for courts and judges in the Russian and Uzbek languages.		
2.	A full package of teaching materials for this course programme (course curriculum (model and working curriculum, texts of lectures, presentations, flow charts for classes, tests (at least 15 tests and 10 quizzes for each topic) in Russian and Uzbek)	30%	
3.	Conduct training (online or offline) (8 hours) at the Academy of the General Prosecutor's Office on the curriculum for 20 lecturers, including about	40%	

	15% women, who will subsequently teach the course. Video recording of the training is mandatory.		
	Training (online or offline) (8 hours) at the High Judicial School on the curriculum for 20 lecturers, including about 15% women, who will later teach the course. A video recording of the training is mandatory.		
	Conducting a training (online or offline) (8 hours) at the Centre of Excellence for Lawyers on the curriculum for 20 lecturers from TSJU, including about 15% women, who will later teach the course. Video recording of the training is mandatory.		
	TOTAL	100%	
	VAT (if applicable for companies registered in the Republic of Uzbekistan)		

The payments shall be made to the banking account in the following order:

Payment will be proceeded by output bases by bank transfer during 30 calendar days to the account of a Contractor in accordance with the Breakdown of Costs, upon completion of the works and following terms:

- g) A written document of acceptance by UNDP of Outputs 1, 2, 3.
- h) Receiving of the invoice for payment of Vendor
- i) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP.

B. 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 provided by external specialists				
a. Service 1.				
b. Service 2.				
c. Service 3				
2. Services of an international consultant (if applicable)				
a. Service 1.				
b. Service 2.				
c. Service 3				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance including accommodation				

III. Other Direct Related Costs (translation, printing and other)				
IV. Overhead expenses (no more 3,5%)				
V. VAT (if applicable for companies registered in the Republic of Uzbekistan)				

Notes:

1. Participants may apply for one or all lots. No further division of the lots shall be permitted. Bids will be evaluated by lot, and UNDP reserves the right to award the contract for each lot separately or for a combination of lots based on the evaluation of the bids.

2. Site survey of Bidder's office will be arranged on request (as applicable)

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders. <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

UNDP Requirements [to be filled out by Buyer]	Bidder's Response
<p>Validity of Offer: <input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____</p>
<p>Documents to be submitted: Required documents: 1. Company's relevant authorization/license to conduct training and educational courses 2. At least 5 years of experience in developing anti-corruption training programs and conducting trainings on anti-corruption, implementation of compliance systems for state authorities, educational institutions and law enforcement agencies, courts. Number of trainings conducted - at least 3 times a year. Need to provide contact details of previous client organizations and at least 2 references. 3. A sufficient number (at least 3) of experts/trainers with an advanced Russian/Uzbek language proficiency and able to provide all results in Russian/Uzbek. Curriculum vitae of proposed experts and copy of higher education diploma/equivalent should be attached. 4. Preliminary schedule and timetable for the execution of the contract</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____</p>

Payment Terms:

United States Dollars, for Foreign Suppliers will be paid in US Dollars by bank transfer during 30 calendar days according to the outputs upon delivery and acceptance of outputs

- Yes
 - No
 - Please explain in case of "No":
-

Lot 1.

Outcome	Share from the total contract amount
Result No. 1	35% of the total contract amount
Result No. 2	30% of the total contract amount
Result No. 3	35% of the total contract amount

Payment will be made in instalments by transfer to the Contractor's account in accordance with the Breakdown of Costs by Results, after the work has been completed and the following conditions have been fulfilled:

- (c) Written document of acceptance of UNDP phases; and
- d) Receipt of an invoice and certificate of completion from the Service Provider;
- (c) Signature by the parties of documents evidencing completion of contractual obligations and acceptance by UNDP.

Lot 2.

Outcome	Share from the total contract amount
Result No. 1	20% of the total contract amount
Result No. 2	30% of the total contract amount
Result No. 3	40% of the total contract amount
Result No. 4	10% of the total contract amount

Payment will be made in instalments by transfer to the Contractor's account in accordance with the Breakdown of Costs by Results, after the work has been completed and the following conditions have been fulfilled:

- (c) Written document of acceptance of UNDP phases; and
- d) Receipt of an invoice and certificate of completion from the Service Provider;
- (c) Signature by the parties of documents evidencing completion of contractual obligations and acceptance by UNDP.

Lot 3.

Outcome	Share from the total contract amount
Result No. 1	30% of the total contract amount
Result No. 2	30% of the total contract amount
Result No. 3	40% of the total contract amount

Payment will be made in instalments by transfer to the Contractor's account in accordance with the Breakdown of Costs by Results, after the work has been completed and the following conditions have been fulfilled:

(c) Written document of acceptance of UNDP phases; and
 d) Receipt of an invoice and certificate of completion from the Service Provider;
 (c) Signature by the parties of documents evidencing completion of contractual obligations and acceptance by UNDP.

Payment Terms:

for local Suppliers (registered office in Uzbekistan): will be paid in Uzbek soums by bank transfer during 30 calendar days according to the outputs upon delivery and acceptance of outputs

Lot 1.

Outcome	Share from the total contract amount
Result No. 1	35% of the total contract amount
Result No. 2	30% of the total contract amount
Result No. 3	35% of the total contract amount

Payment will be made in instalments by transfer to the Contractor's account in accordance with the Breakdown of Costs by Results, after the work has been completed and the following conditions have been fulfilled:

(c) Written document of acceptance of UNDP phases; and
 d) Receipt of an invoice and certificate of completion from the Service Provider;
 (c) Signature by the parties of documents evidencing completion of contractual obligations and acceptance by UNDP.

Lot 2.

Outcome	Share from the total contract amount
Result No. 1	20% of the total contract amount
Result No. 2	30% of the total contract amount
Result No. 3	40% of the total contract amount

Yes
 No
 Please explain in case of "No":

Result No. 4	10% of the total contract amount										
<p>Payment will be made in instalments by transfer to the Contractor's account in accordance with the Breakdown of Costs by Results, after the work has been completed and the following conditions have been fulfilled:</p> <p>(c) Written document of acceptance of UNDP phases; and d) Receipt of an invoice and certificate of completion from the Service Provider; (c) Signature by the parties of documents evidencing completion of contractual obligations and acceptance by UNDP.</p> <p>Lot 3.</p> <table border="1"> <thead> <tr> <th>Outcome</th> <th>Share from the total contract amount</th> </tr> </thead> <tbody> <tr> <td>Result No. 1</td> <td>30% of the total contract amount</td> </tr> <tr> <td>Result No. 2</td> <td>30% of the total contract amount</td> </tr> <tr> <td>Result No. 3</td> <td>40% of the total contract amount</td> </tr> </tbody> </table> <p>Payment will be made in instalments by transfer to the Contractor's account in accordance with the Breakdown of Costs by Results, after the work has been completed and the following conditions have been fulfilled:</p> <p>(c) Written document of acceptance of UNDP phases; and d) Receipt of an invoice and certificate of completion from the Service Provider; (c) Signature by the parties of documents evidencing completion of contractual obligations and acceptance by UNDP.</p>				Outcome	Share from the total contract amount	Result No. 1	30% of the total contract amount	Result No. 2	30% of the total contract amount	Result No. 3	40% of the total contract amount
Outcome	Share from the total contract amount										
Result No. 1	30% of the total contract amount										
Result No. 2	30% of the total contract amount										
Result No. 3	40% of the total contract amount										

<p>VAT terms:</p> <p><input checked="" type="checkbox"/> Must be exclusive of VAT for foreign companies registered outside of Uzbekistan</p> <p><input checked="" type="checkbox"/> Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer);</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>								
<p>Delivery terms:</p> <table border="1"> <thead> <tr> <th>Outcome</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Lot 1</td> <td>After 110 calendar days from the date of contract signing</td> </tr> <tr> <td>Lot 2</td> <td>After 150 calendar days from the date of contract signing</td> </tr> <tr> <td>Lot 3</td> <td>After 90 calendar days from the date of contract signing</td> </tr> </tbody> </table> <p>Attention: if the deadline indicated in the quotation exceeds the deadline indicated above, the corresponding quotation may be rejected.</p>	Outcome	Deadline	Lot 1	After 110 calendar days from the date of contract signing	Lot 2	After 150 calendar days from the date of contract signing	Lot 3	After 90 calendar days from the date of contract signing	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No": _____</p>
Outcome	Deadline								
Lot 1	After 110 calendar days from the date of contract signing								
Lot 2	After 150 calendar days from the date of contract signing								
Lot 3	After 90 calendar days from the date of contract signing								

<p>Liquidated Damages:</p> <p><input type="checkbox"/> Will not be imposed</p> <p><input checked="" type="checkbox"/> Will be imposed under the following conditions: 0,5% of total contract amount for every day of delay, up to a maximum 10% of the contract amount.</p> <p>The contract may be terminated thereafter or after one month of delay, whichever occurs earlier.</p>	<p><input type="checkbox"/> Accept</p> <p><input type="checkbox"/> Does not accept</p> <p><input type="checkbox"/> Please explain in case of "Does not accept":</p>
<p>Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>	<p><input type="checkbox"/> Not listed</p> <p><input type="checkbox"/> Listed</p> <p><input type="checkbox"/> Please explain in case of "Listed":</p>
<p>Please confirm that you accept the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-suppliercode-conduct</p>	<p><input type="checkbox"/> Accept</p> <p><input type="checkbox"/> Does not accept</p> <p><input type="checkbox"/> Please explain in case of "Does not accept":</p>
<p>Occupational Health, Safety and Environment</p> <p>The contractor is responsible for the performance of work in accordance with the legislation in the field of health, safety and environmental protection of the Republic of Uzbekistan</p>	<p><input type="checkbox"/> Accept</p> <p><input type="checkbox"/> Does not accept</p> <p><input type="checkbox"/> Please explain in case of "Does not accept":</p>

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by **18:00 (Tashkent time) on 6 September 2021.**

Bid must be submitted electronically in .pdf format to bids.uz@undp.org¹. Quotation submitted by email must be limited to a maximum size of **10 MB**, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on the envelope or email subject:

RFQ/059/21 - PROVISION OF SERVICES TO ESTABLISH AN ANTI-CORRUPTION EDUCATION AND AWARENESS-RAISING SYSTEM IN COMPLIANCE WITH INTERNATIONAL STANDARDS AND PRACTICES IN VARIOUS GOVERNMENT BODIES, AGENCIES AND EDUCATIONAL INSTITUTIONS OF THE REPUBLIC OF UZBEKISTAN²

Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to pu.uz@undp.org.

Yours Sincerely,
UNDP Uzbekistan

¹ Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

² Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected