**Annex 2a**

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

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-1))***

[insert: *Location]*.

[insert: *Date]*

To: Zhanat Tileumuratova

Procurement Associate

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP-2021-044** dated 9/2/2021 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider**

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

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| *The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*  *a)* Provide brief description of the organization including its size and management structure; b) Submit a copy of registration certificate and charter;  c) Outline core activities of the organisation; d) Outline competitive advantages of the organisation and list awards, certificates (if applicable); e) Balance sheets for 2019-2020 to indicate its financial stability, liquidity, credit standing and market reputation;  f) Certificate confirming debt absence in tax authorities and banks.  g) Сertificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer; h) Proven experience in advocacy and capacity building engagement with civil society organisations on gender equality, human rights, empowerment of women, EVAW. Include a description of past and present experiences that have a direct relationship to the performance of the TOR.;  i) Relevance of specialized knowledge and experience on similar engagements done in the region. Bidder shall demonstrate organizational ability to conduct (quantitative and qualitative) research covering several countries (very important).  Including:  *– Proven experience in conducting research in social field, preferably related to gender and human right topics.*  *– Strong networks of the organization in Central Asia countries to ensure access to data, sources of information, institutions, and organizations. The Bidder shall provide description how the bidder will ensure access to data and respondents.*  *– Record of cooperation with international organizations on development projects, including policy analysis, capacity development, training.*  *The Bidder shall provide at least 3 references with the following information: client, contract value, period of performance (from/to), role in relation to undertaking the goods/services/works; reference contact details (name, phone, e-mail)*  *– Experience in facilitating civil society organisations (CSO) networks on gender equality, women’s rights, empowerment of women, participatory decision-making, CSO engagement .*  *The Bidder shall provide the following information: name of the network, membership, objective, role of the Bidder in relation to the network*  *j) Quality assurance procedures, risk, and mitigation measures*  *Bidder shall describe the potential specific risks for the performance of the TOR that may impact achievement and timely completion of expected results and define measures to mitigate these risks.*  *k) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.* |

1. **Proposed Methodology for the Completion of Services**

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| *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.*   1. *Important aspects of the task have been addressed in sufficient detail, and correspond to the Terms of Reference (Thoroughness of methodology and Logical framework).* 2. *Proposed work plan is logical, timely and technically realistic (Depth of planning and Planning for contingencies).* |

1. **Qualifications of Key Personnel**

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| *The Bidder must provide :*  *a) Structure of the proposed team/personnel, an organigram of proposed team/personnel illustrating reporting lines and the scope of work for each team member (including Team leader);*  *b) Names and qualifications of the key personnel to perform the services indicating the Team Leader, programme and support positions, etc;*  *c) CVs and confirmation of qualifications for the team members;*  *d) Proposal must contain the provisions if any work would be subcontracted, rationale for subcontracting, to whom, percentage of work, and the roles of the proposed sub-contractors.* |

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)