

*United Nations Development Programme*



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# REQUEST FOR PROPOSAL

## For Provision of services

RFP No.: **2021-047 “Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories”**

Project: #00123514 Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups

Country: Kazakhstan

Issued on: 16 September 2021

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form
  - o Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

**Approved by:**

*Dana Amanova*

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Name: Dana Amanova

Title: Operations Manager

Date: 15-Sep-2021

*Karina Amralina*

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p>
	<p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p>
	<p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
	<p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p>
	<p>2.3 In pursuance of this policy, UNDP</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
	<p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p>
	<p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents</b>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<b>Comprising the Proposal</b>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>



<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
<b>20.Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21.Pre-Bid Conference</b>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22.Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p><b>Email Submission</b></p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul> <p><b>eTendering submission</b></p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a> </li> </ul> <p><b>IMPORTANT! While entering Financial proposal in the e-tendering system, always mention your bid price as "1" in the line item unit price. Please do not mention the value of your Financial Proposal in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal (Form F: Financial Proposal Submission Form and Form G: Financial Proposal Form). The proposals of those applicants who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</b></p>
<p>23. Deadline for Submission of Proposals and Late</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p>

<b>Proposals</b>	23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.

<p><b>29. Evaluation of Eligibility and Qualification</b></p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> </div>

	<p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the</p>

	<p>rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35.Right to Accept, Reject, Any or All Proposals</b>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<b>36.Award Criteria</b>	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
<b>37.Debriefing</b>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
<b>38.Right to Vary Requirements at the Time of Award</b>	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>
<b>39.Contract Signature</b>	<p>39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.</p>
<b>40.Contract Type and General Terms and Conditions</b>	<p>40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
<b>41.Performance Security</b>	<p>41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP</a></p>



	<p><a href="#">DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
<b>42. Bank Guarantee for Advanced Payment</b>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Russian or Kazakh
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>In case of interest on participation at the pre-bid conference, please send notification on your participation not later than 24 September 2021 18.00 by Nur-Sultan time to email <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a></p> <p>UNDP will provide the meeting link with all interested participants one day before the pre-bid meeting. Date and time of the pre-proposal conference:</p> <p>Time: 11:00 am (GMT+6)</p> <p>Date: 27 September 2021</p> <p>Venue: online by Zoom</p>
5	10	Proposal Validity Period	120 calendar days
6	14	Bid Security	<p>Required in the amount of USD 20,000</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> <li>▪ Bank Guarantee</li> <li>▪ Any Bank-issued Check / Cashier's Check / Certified Check</li> </ul>
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>In case of non-compliance with the deadlines for submitting the Standard model or 6 analytical reports, or the deadlines for eliminating the identified comments from the UNDP or the Ministry, the Customer has the right to demand from the Contractor payment</p>

			of a penalty in the amount of 0.1 % of the issued amount for each overdue working day, but not more than 10% of the issued amount
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency Kazakh tenge
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: E-mail address: <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering and on the UNDP CO Kazakhstan Procurement Notice website
14	23	Deadline for Submission	<b>07 October 2021 at 18.00</b> by Nur-Sultan time (GMT+6) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> e-Tendering <b>IMPORTANT! While entering Financial proposal in the e-tendering system, always mention your bid price as "1" in the line item unit price. Please do not mention the value of your Financial Proposal in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal (Form F: Financial Proposal Submission Form and Form G: Financial Proposal Form). The proposals of those applicants who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</b>
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> Insert BU Code: <b>KAZ10</b> Event ID number: <b>0000010423</b>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>▪ Max. File Size per transmission: 19MB</li> <li>▪ Mandatory subject of email: <b><i>Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories</i></b></li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>November 8, 2021</i>
19		Maximum expected duration of contract	27 month
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately. Financial proposal must be password protected
- Bid Validity at least 120 calendar days
- Bid Security submitted as per RFP requirements – USD 20,000 (twenty thousand) with compliant validity period at least 30 days after date of expiration of the proposal

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Non-profit organizations legally registered in the Republic of Kazakhstan	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>Absence of debts</b>	Certificates confirming the absence of debts in the banks and tax authorities served,	
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	At least 3 years of experience in implementing social projects aimed at ensuring and protecting the rights and interests of families who want to improve their financial situation by involving them in economic activity	Form D: Qualification Form
	At least 1 successfully realized contract for the provision of similar services (implementation of social projects to provide assistance and support to large, low-income families and families with children with disabilities); <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	The quick liquidity ratio should be higher than 1 for each of the last 2 years (2019-2020) <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

## Technical Evaluation Criteria

The scoring method is the Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) where the maximum technical obtainable score is 700 points, minimum passing score of technical proposal is 70% (490 points).

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1	Bidder's qualification, capacity and experience	200
2	Proposed Methodology, Approach and Implementation Plan	130
3	Management Structure and Key Personnel	370
	<b>Total</b>	<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1	<b>Experience in implementing social projects aimed at ensuring and protecting the rights and interests of families who want to improve their financial situation by involving them in economic activity:</b> 3 years – 70 points; +10 points for each additional year of experience; Maximum – 100 points	100
2	<b>At least 1 successfully realized contract for the provision of similar services (implementation of social projects to provide assistance and support to large, low-income families and families with children with disabilities):</b> 1 successfully realized contract – 56 points; +6 points for each additional contract; Maximum – 80 points	80
3	<b>Experience working with state and/or quasi government structures:</b> No experience – 0 points Has experience – 10 points	10
4	<b>Experience working with international organizations:</b> No experience – 0 points Has experience – 10 points	10
<b>Total Section 1</b>		<b>200</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
1	A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.	40

2	Compliance of the volume of services offered with the requirements of the Terms of Reference	40
3	Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing	30
4	Demonstrate how you plan to integrate sustainability measures in the execution of the contract.	20
<b>Total Section 2</b>		<b>130</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
<b>3.1</b>	<b>Head of the Center (1 position)</b>	
	<b>Higher education (social, economic, legal, state local administration), including a master's degree in the specialty (social, economic, legal, state and local administration):</b> Bachelor – 5,6 points, Master – 6,8 points, Phd – 8 points	8
	<b>Work experience in senior positions for at least 10 years,:</b> Less than 10 year - 0 points, 10 year – 10,5 points, 11-12 years – 13 points, 13 year and above – 15 points	15
	<b>At least 3 years in the social protection or employment system, mainly experience working with socially vulnerable segments of the population,:</b> Less than 3 years - 0 points, 3 year – 7 points, 4-5 year – 8,5 points, 6 year and above – 10 points	10
	<b>At least 1 year of experience in managing projects of international organizations.:</b> Less than 1 year - 0 points, 1 year – 4,9 points, 2-3 years – 6 points, 4 years and above – 7 points	7
<b>Total for Head of the Center</b>		<b>40</b>
<b>3.2</b>	<b>Expert on working with state bodies (1 position)</b>	
	<b>Higher education (social, economic, legal):</b> Bachelor – 5,6 points, Master – 6,8 points, Phd – 8 points.	8

	<b>Work experience in senior positions for at least 5 years:</b> Less than 5 year - 0 points, 5 year – 7 points, 6-7 year – 8,5 points, 8 year and above – 10 points	10
	<b>At least 3 years in the social protection or employment system, mainly experience working with socially vulnerable segments of the population and state bodies:</b> Less than 3 year - 0 points, 3 year – 8,4 points, 4-5 year – 10,2 points, 6 year and above – 12 points	12
<b>Total for Expert on working with state bodies</b>		<b>30</b>
<b>3.3</b>	<b>Expert in the organization of training programs (1 position)</b>	
	<b>Higher education (social, economic, legal, pedagogical)::</b> Bachelor – 5,6 points, Master – 6,8 points, Phd – 8 points.	8
	<b>Work experience of at least 2 years, mainly experience in the field of education:</b> Less than 2 year опыта - 0 points, 2 year – 8,4 points, 3-4 year – 10,2 points, 5 year and above – 12 point	12
<b>Total for Expert in the organization of training programs</b>		<b>20</b>
<b>3.4</b>	<b>Legal expert (1 position)</b>	
	<b>Higher legal education:</b> Bachelor –5,6 points, Master – 6,8 points, Phd – 8 point	8
	<b>Work experience of at least 3 years in providing legal advice, mediation, judicial enforcement:</b> Less than 3 year опыта - 0 points, 3 year – 8,4 points, 4-5 year – 10,2 points, 6 year and above – 12 points.	12
<b>Total for Legal expert</b>		<b>20</b>
<b>3.5 - 3.7</b>	<b>Social work expert (3 position, no 30 points for each expert)</b>	
	<b>Higher or secondary special education in legal, economic, social:</b> secondary special education – 7 points Bachelor – 8,5 points, Master – 10 points.	10
	<b>Work experience of at least 2 years:</b> Less than 2 year - 0 points, 2 year – 11,2 points, 3-4 year – 13,6 points, 5 year and above – 16 points	16



	<b>Experience working with socially vulnerable segments of the population, preferable experience in social protection:</b> No experience - 0 points, Experience only with socially vulnerable segments of the population – 2; experience in social protection – 4 points	4
<b>Total for Social work expert (3 positions)</b>		<b>90</b>
<b>3.8</b>	<b>Financial expert (1 position)</b>	
	<b>Higher economic or financial education:</b> Bachelor – 7 points, Master – 8,5 points, Phd – 10 points	10
	<b>Work experience in the specialty of at least 2 years:</b> Less than 2 year - 0 points, 2 year – 12,6 points, 3-4 year – 15,3 points, 5 year and above – 18 points.	18
	<b>Knowledge of implemented state programs in the social sphere:</b> Lack of knowledge - 0 points, Has required knowledge – 2 points.	2
<b>Total for Financial expert:</b>		<b>30</b>
<b>3.9 – 3.10</b>	<b>Expert on psychological assistance (2 positions, 20 points for each expert)</b>	
	<b>Higher or secondary special education (medical, psychological):</b> secondary special education – 5,6 points Bachelor – 6,8 points, Master – 8 points	8
	<b>Work experience in providing psychological assistance for at least 2 years:</b> Less than 2 year - 0 points, 2 year – 7 points, 3-4 year – 8,5 points, 5 year and above – 10 points	10
	<b>Availability of certificates in psychology specialties::</b> Absense of certificate - 0 points, Has certificate – 2 points	2
<b>Total for Expert on psychological assistance (2 positions)</b>		<b>40</b>
<b>3.11</b>	<b>Expert in medical care (1 position)</b>	
	<b>Higher or secondary special medical education::</b> special secondary education – 5,6 points Bachelor – 6,8 points, Master – 8 points.	8
	<b>Experience in medicine for at least 2 years:</b> Less than 2 year - 0 points, 2 year– 8,4 points, 3-4 year – 10,2 points, 5 year and above – 12 points.	12
<b>Total for Expert in medical care</b>		<b>20</b>

<b>3.12</b>	<b>Expert in educational work: (1 position)</b>	
	<b>Higher or secondary special education (pedagogic, philological):</b> special secondary education – 7 points Bachelor – 8,5 points, Master – 10 points	10
	<b>Work experience in education work for at least 2 years:</b> Less than 2 year - 0 points, 2 year – 14 points, 3-4 year – 17 points, 5 year and above – 20 points	20
<b>Total for Expert in educational work:</b>		<b>30</b>
<b>3.13</b>	<b>Expert in information work (1 position)</b>	
	<b>Higher education (journalist, philologist, translator):</b> Bachelor – 5,6 points, Master – 6,8 points, Phd – 8 points	8
	<b>Work experience of at least 2 years, mainly working in the information sphere:</b> Less than 2 year - 0 points, 2 year – 8,4 points, 3-4 year – 10,2 points, 5 year and above – 12 points.	12
<b>Total for Expert in information work</b>		<b>20</b>
<b>3.14</b>	<b>Employment expert (1 position)</b>	
	<b>Higher or secondary special education (economic, technical, legal, social):</b> special secondary education – 7 points Bachelor – 8,5 points, Master – 10 points	10
	<b>At least 2 years of work experience in social protection and employment.:</b> Less than 2 year - 0 points, 2 year – 14 points, 3-4 year – 17 points, 5 year and above – 20 points	20
<b>Total for Employment expert</b>		<b>30</b>
<b>Total Section 3</b>		<b>370</b>

## Section 5. Terms of Reference

<b>Subject:</b>	Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories
<b>Project number and title:</b>	#00123514 Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups
<b>Duty station:</b>	Nur-Sultan
<b>Duration:</b>	October 2021 – December 2023 (27 month)

### General background

In the context of the Concept of Social Development of the Republic of Kazakhstan until 2030<sup>2</sup>, the relevant issues are increasing the competitiveness of large families, low-income families and families raising children with disabilities in the labor market, strengthening the targeting of providing them with comprehensive social services and types of assistance (integrated model).

In the context of the Covid-19 pandemic, the poverty level in Kazakhstan has significantly increased in annual terms. Thus, in 2020, the share of the population with incomes below the subsistence minimum was 5.3% (in 2019 - 4.3%). At the same time, a significant part of the poor population lives in families consisting of 5 or more people, that is, large families.

According to the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan (hereinafter - the Ministry), in May 2021, 455.7 thousand families<sup>3</sup> received state benefits for having many children, 164.4 thousand families (799.2 thousand people)<sup>4</sup> have incomes below the poverty line and are recipients of state targeted social assistance.

The Government is taking measures to change the situation in the field of employment and social support for families, aimed at reducing poverty, social disadvantage and strengthening the institution of the family.

The protests of large, low-income mothers and mothers raising children with disabilities, which began in February 2019, showed the need for and importance of social work with these families.

The piloting of the Center is aimed at strengthening the targeting of providing comprehensive social services and types of assistance to large families, low-income families and families raising children with disabilities by involving them in economic activity.

### Objectives

In order to assist the Ministry in developing measures to achieve the key directions of the country's social development, UNDP will ensure the implementation of a pilot project to create the Isker Ana Center for supporting and accompanying families from among large, low – income families and families raising children with disabilities (hereinafter – the Isker Ana Center or Center).

Methodological assistance in carrying out work within the framework of the Terms of Reference is provided in partnership with the Ministry.

It is expected that the tools and methodology of the integrated model of providing social services and assistance to families in difficult life situations will also be used in the implementation of this pilot project, which will ensure the sustainability of the results of joint projects of the Ministry and UNDP.

### Tasks

#### 1. Development of a Standard model of the "Isker Ana" Center.

**Expected results:** adoption by the Ministry of the standard model of the Center (analysis of the work of the support centers for the family, a comparative table on international experience (member countries of the Organizations for Economic Cooperation and Development (OECD)) in terms of the

<sup>2</sup> approved by No. 396 Resolution of the Government of the Republic of Kazakhstan dated April 24, 2014

<sup>3</sup> <https://www.gov.kz/memleket/entities/enbek/press/news/details/53309?lang=ru>

<sup>4</sup> <https://www.gov.kz/memleket/entities/enbek/press/article/details/46509?lang=ru>

implementation of the activities of similar centers, a standard Concept of the Center, a brand book, a model provision, regulations, staffing table, cost estimates for the purchase of inventory for the implementation of the Center's activities, the standard of services, standards for the workload of specialists, qualification requirements and functional responsibilities for each employee of the Center, the Center's performance assessment methodology, methodological manuals for employees of the center to work with recipients of services, methodological manuals for large families, low-income families and families raising children with disabilities).

## **2. Piloting the Center for 27 months (September 2021 to December 2023)**

**Expected results:** implementation of the developed standard model of the Center in practice.

Strengthening the targeting of providing comprehensive social services and types of assistance to large families, low-income families and families raising children with disabilities (integrated model).

## **3. Analytical reports**

**Expected results:** provision of 5 analytical reports (2021, 2022, 2023) on the results of the implementation of the standard model of the Center at each stage of implementation. To the 5th analytical report, provide a comparative table with proposals for improving the legislation of the Republic of Kazakhstan in terms of promoting Centers in the Republic of Kazakhstan.

## **4. Summing up the results of the Center's activities**

**Expected results:** the provision of an analytical report for 27 months, the implementation of the pilot Center will form a holistic approach to supporting and accompanying large families, low-income families and families raising children with disabilities and will affect the further development of similar Centers in all regions.

To fulfill the set goals and objectives within the framework of this Terms of reference, UNDP will engage an organization that is able to provide the relevant services with high quality (hereinafter – the Contractor).

### **Functional responsibilities of the Center**

1. informational and outreach work (promotion of the idea of the center, explanation of the current legislation, conducting trainings, seminars and master classes, as well as providing coworking for working individually or in small groups for visitors to the Center);
2. development and implementation of the directions (algorithm) for the provision of services:
  - identification of the occurrence of a difficult life situation or the presence of a socially dangerous situation;
  - registration of requests and appointment of a responsible specialist;
  - comprehensive assessment of the situation of a person (family) in a difficult life situation;
  - development of a general strategy and tactics of case management;
  - formation and approval of an individual plan;
  - support of the family, which applied for services, during the implementation of the individual plan;
  - comprehensive support in improving the financial situation;
  - monitoring and evaluation of the quality of services provided and family assistance, by improving the standard of living situation;
3. ensuring interdepartmental cooperation in solving problems of families through
  - provision of services in legal assistance;
  - provision of social assistance services;
  - provision of employment assistance services (search for suitable vacancies and employment);
  - providing professional orientation services;
  - providing psychological assistance services through personal and group consultations;
  - provision of financial consulting services;
  - assistance in obtaining services provided by legislation in various fields (education, health, housing, etc.);
  - increasing economic activity through courses and (or) trainings and (or) seminars and (or) master classes;
  - increasing economic activity by providing a coworking area for working both personally and in small

groups.

- ***Main beneficiaries***

Members of a low-income and/or large family and/or a family raising a child (children) with disabilities.

The total number of services at the end of the project should be at least **15 thousand families**.

- ***Requirements for the organization of services***

Legal support

- In their activities, the Center are guided by the Constitution of the Republic of Kazakhstan, laws and other regulatory legal acts of the Republic of Kazakhstan;

Staff:

- availability of required number of specialists with appropriate training, special skills and experience necessary to provide the services in accordance with the needs of the beneficiaries (minimum staff: Head of the center, expert in working with state bodies, expert in the organization of training programs, legal expert, social work expert – not less than 3 experts, financial expert, expert in psychological assistance – not less than 2 experts, expert in medical care, expert in educational work, expert in information work, employment expert – not less than 1 expert).
- The project description should contain the job responsibilities of each specialist.

Documentation

The Center ensures the keeping of the documentation (including personal files of beneficiaries, a register of registration and movement of beneficiaries indicating the services provided and the results of rehabilitation, feedback questionnaires, etc.).

The premises of the Center must comply with following requirements (from the moment of piloting the Center according to the developed standard model):

- a detached building or premise on the first floor of the "Business Center" with a separate entrance group, with an area of at least 450 square meters on the first line, along the road;
- availability of bus stops within the city block;
- availability of parking spaces;
- intended purpose: office building;
- the presence of fully owned or lease agreement registered with the judicial authorities for the period of implementation of the Center;
- the possibility of zoning (by floors, separate entrance) to the area of providing services and consultations for beneficiaries and the training area (conducting master classes, seminars, trainings);
- the premises must comply with sanitary and epidemiological standards, building safety requirements, including fire safety, as well as be adapted to the needs of persons with disabilities, must have at least two emergency exits for each of the zones or floors;

Material and technical support of the Center (from the moment of piloting the Center in accordance with the developed standard model):

- availability of reception;
- availability of a waiting room for beneficiaries;
- availability of working places for at least 10 center's employees (personal computer, desktop, chair, chair for the beneficiary);
- availability of at least 3 multifunction devices or printers;
- availability of at least 10 telephone sets;
- availability of the service of at least 2 Internet access points with a speed of up to 40 Mbit/s;
- availability of a children's play area;
- availability of a coworking zone including at least 10 workplaces (personal computer, desktop, chair);
- availability of a medical unit/point;
- availability of a baby changing facilities;
- availability of a training hall;
- availability of a hall for seminars;
- availability of a hall for conducting master classes;
- availability of a dining area for employees

This description of the Center reflects the vision of the UNDP and the Ministry, but is not exhaustive and final.

**Expected deliverables and payment conditions**

№	Deliverable	Timing	Document, submitted to the Project Manager for approval and/or initiation of payment	Payment
1	<b>The developed standard model of the Center</b>	2 months from the date of signing the contract	<ul style="list-style-type: none"> <li>• a standard model of the Center, with the study of international experience and the application of supporting documents: the position of the center, the staffing table, the standard of service provision by the center, the workload standards of specialists and their functional responsibilities, the methodology Center's performance assessment methodology;</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	3,6%
2	<b>Development and implementation of information coverage about the activities of the Center</b> <ul style="list-style-type: none"> <li>▪ meeting with beneficiaries in a proactive format (offline and online);</li> <li>▪ handout material (booklets, brochures);</li> <li>▪ production and placement of a video clip (in Kazakh and Russian) on social networks (Facebook, Telegram, Instagram);</li> <li>▪ coverage in regional newspapers, magazines and regional social networks (Facebook, Telegram, Instagram);</li> <li>▪ handout material for beneficiaries (according to the brandbook concept);</li> <li>▪ production of corporate clothing for the center's employees (according to the brandbook concept).</li> </ul>	4 months from the date of signing the contract	<ul style="list-style-type: none"> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	8,8%

3	<b>Piloting the Center according to the developed standard model</b>	4 months from the date of signing the contract	<ul style="list-style-type: none"> <li>• #1 analytical report "on the results of piloting the standard model of the Center for 2021", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	20,7%
4	<b>Piloting the Center according to the developed standard model</b>	10 months from the date of signing the contract	<ul style="list-style-type: none"> <li>• #2 analytical report "on the results of piloting the standard model of the Center for the first-half of 2022", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	20,7%
5	<b>Piloting the Center according to the developed standard model</b>	16 months from the date of signing the contract	<ul style="list-style-type: none"> <li>• #3 analytical report "on the results of piloting the standard model of the Center for the second-half of 2022", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	20,7%
6	<b>Piloting the Center according to the developed standard model</b>	22 months from the date of signing the contract	<ul style="list-style-type: none"> <li>• #4 analytical report "on the results of piloting the standard model of the Center for the first-half of 2023", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	12,3%
7	<b>Piloting the Center according to the developed standard model</b>	27 months from the	<ul style="list-style-type: none"> <li>• #5 analytical report "on the results of piloting the</li> </ul>	12,3%

		date of signing the contract	standard model of the Center for the second-half of 2023", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian) and proposals for improving the legislation of the Republic of Kazakhstan regarding the promotion of Centers in the Republic of Kazakhstan; <ul style="list-style-type: none"> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	
8	<b>Preparation of an analytical report on the results of the implementation of the standard model of the Center.</b>	27 months from the date of signing the contract	<ul style="list-style-type: none"> <li>• #6 analytical report "on the results of piloting the standard model of the Center for 27 months", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	0,9%

**Payment** is made only after the relevant types of work are completed and with the approval of the Ministry and the UNDP, according to the breakdown indicated in the section "Expected deliverables and payment conditions".

#### Duration

This assignment must be completed within 27 months from its start date. The expected start date is October 2021. The completion date for the assignment will be approximately in December 2023.

The graph below shows the expected duration of the project, as well as the main stages of the task.

Deliverables	2021				2022												2023											
	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
The developed standard model of the Center																												
Piloting the Center according to the developed standard model																												



The pilot project will be implemented in Nur-Sultan.

- is fully responsible for the accuracy and legality of the information provided and for the timely submission of analytical reports;
- the Contractor must submit the Standard model and analytical reports 20 working days before the end of the reporting month to the UNDP and the Ministry;
- if there are comments from the UNDP or the Ministry, within 5 working days a notification is sent to the Contractor to eliminate the identified comments;
- the Contractor eliminates the identified comments from the UNDP or the Ministry within 5 working days;
- in case of non-compliance with the deadlines for submitting the Standard model or 6 analytical reports, or the deadlines for eliminating the identified comments from the UNDP or the Ministry, the Customer has the right to demand from the Contractor payment of a penalty in the amount of 0.1 % of the issued amount for each overdue working day, but not more than 10% of the issued amount;
- ensures full compliance with the policies of the UNDP and the Ministry and the information security procedures of the Beneficiaries;
- coordinates its actions with UNDP Project Manager;
- cooperates with project partners by prior agreement with UNDP and the Ministry;
- ensures the unconditional fulfillment of the requirements specified in the Terms of Reference;
- the Contractor is not entitled to provide the results of the study to third-party entities without prior approval from UNDP;
- the work must be performed efficiently and in a timely manner, in unconditional compliance with the requirements of the contract and this Terms of Reference. In case of poor quality of the Contractor's work, UNDP sends a notification and in case of non-removal of comments within 10 working days reserves the right to terminate the contract unilaterally;
- the Contractor undertakes to perform the scope of work provided for in this technical task, without violating the legislation of the Republic of Kazakhstan in the field of copyright and other regulatory legal acts;
- In connection with the COVID 19 pandemic, the Contractor undertakes to provide all the necessary protective equipment for its employees and comply with all the norms and recommendations of the WHO, as well as local authorized bodies of the Republic of Kazakhstan for performing work during the period of the introduction of quarantine measures and emergency situations. The service provider is responsible for the proper and timely provision of its employees involved in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, passing the COVID-19 test (if necessary) for the period of Contract;
- The Contractor will ensure the implementation of preventive measures to reduce the likelihood of threats of deliberate violation of the confidentiality, integrity and availability of information by the Contractor's employees. After signing the contractual relationship, the Contractor must ensure that the employees of the Contractor (co-executor) sign an obligation not to disclose confidential information (with a validity period of at least 3 years) and provide it within the time agreed with the Customer.

## Reports and materials

The results (depending on the requirements of the ToR) should be presented on paper (in hard cover) and in electronic form in Kazakh and Russian. Requirements for a text report: font – Times New Roman, KZ Times New Roman, size-14, interval – single.

## Professional qualifications of the Contractor and key employees

The service provider may be non-profit organizations registered in the Republic of Kazakhstan, duly registered and meeting the following requirements:

1. Has Civil legal capacity to conclude contracts (registration/re-registration certificate, founding documents);
2. Be solvent, not subject to liquidation, its property must not be seized, its financial and economic activities must not be suspended in accordance with the legislation (certificates confirming the absence of debts in the banks and tax authorities served, balance sheets for 2019-2020);
3. At least 3 years of experience in implementing social projects aimed at ensuring and protecting the rights and interests of families who want to improve their financial situation by involving them in economic activity;
4. At least 1 contract for the provision of similar services (implementation of social projects to provide assistance and support to large, low-income families and families with children with disabilities);
5. Experience working with state and/or quasi government structures;
6. Experience working with international organizations will be an advantage;
7. Availability of qualified experts with experience and qualifications according to the list below, providing a detailed CV and documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates):
  - **Head of the center:** higher education (social, economic, legal, state local administration), including a master's degree in the specialty (social, economic, legal, state and local administration); work experience in senior positions for at least 10 years, including at least 3 years in the social protection or employment system, mainly experience working with socially vulnerable segments of the population; at least 1 year of experience in managing projects of international organizations.
  - **Expert in working with state bodies:** higher education (social, economic, legal); work experience in senior positions for at least 5 years, including at least 3 years in the social protection or employment system, mainly experience working with socially vulnerable segments of the population and state bodies.
  - **Expert in the organization of training programs:** higher education (social, economic, legal, pedagogical); work experience of at least 2 years, mainly experience in the field of education.
  - **Legal expert:** higher legal education. Work experience of at least 3 years; experience in providing legal advice, mediation, judicial enforcement.
  - **Social work expert (3 experts):** higher or secondary special education (legal, economic, social); work experience of at least 2 years; experience working with socially vulnerable segments of the population, mainly experience in social protection.
  - **Financial expert:** higher economic or financial education; work experience in the specialty of at least 2 years, mainly knowledge of implemented state programs in the social sphere.
  - **Expert in psychological assistance (2 experts):** higher or secondary special education (medical, psychological); availability of certificates in psychology specialties; work experience in providing psychological assistance for at least 2 years.
  - **Expert in medical care:** higher or secondary special medical education; experience in medicine for at least 2 years, mainly experience in providing children's massage.
  - **Expert in educational work:** higher or secondary special education (pedagogic, philological); work experience in education work for at least 2 years.
  - **Expert in information work:** higher education (journalist, philologist, translator); work experience of at least 2 years, mainly working in the information sphere.
  - **Employment expert:** higher or secondary special education (economic, technical, legal, social); work experience of at least 2 years with socially vulnerable segments of the population, mainly work experience in social protection and employment.

**Technical Assessment Criteria**

The scoring method is the Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) where the maximum technical obtainable score is 700 points, minimum passing score of technical proposal is 70% (490 points).

*Information on Criteria for the Assessment of Proposal and list of required documentation is detailed in the Request for Proposal.*

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form (if applicable)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2021-047 Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories		

We, the undersigned, offer to provide the services for Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories in accordance with your Request for Proposal No.2021-047 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet (120 calendar days).

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	1) Registration/re-registration certificate, founding documents; 2) Certificates confirming the absence of debts in the banks and tax authorities served; 3) Balance sheets for 2019-2020

**Form C: Joint Venture/Consortium/Association Information Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2021-047 Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2021-047 Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

Financial information	Historic information for the last 2 years	
	2019	2020
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		
Current Ratio		

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2021-047 Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 Confirmation of at least 3 years of experience in implementing social projects aimed at ensuring and protecting the rights and interests of families who want to improve their financial situation by involving them in economic activity;
- 1.3 Confirmation on at least 1 successfully realized contract for the provision of similar services (implementation of social projects to provide assistance and support to large, low-income families and families with children with disabilities);
- 1.4 Experience working with state and/or quasi government structures;
- 1.5 Experience working with international organizations will be an advantage.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Compliance of the volume of services offered with the requirements of the Terms of Reference.
- 2.3 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.4 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

### SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and

designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement and written confirmation of the availability of key personnel for the duration of the contract.

- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2021-047 Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories		

We, the undersigned, offer to provide the services for Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories in accordance with your Request for Proposal No. 2021-047 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet (120 calendar days).

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2021-047 Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** Kazakh tenge

### Table 1: Summary of Overall Prices

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

### Table 2: Breakdown of Professional Fees

Nº	Position	No. of Days/months/ hours	Fee rate	Total Amount
1	Head of the center			
2	Expert in working with state bodies			
3	Expert in the organization of training programs			
4	Legal expert			
5	Social work experts 1			
6	Social work experts 2			
7	Social work experts 3			
8	Financial expert			
9	Experts in psychological assistance 1			
10	Experts in psychological assistance 2			
11	Expert in medical care			
12	Expert in educational work			
13	Expert in information work			
14	Employment expert			
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
Data collection/processing and development of the Standard model				
Rent of premises (450m2)				
Communication services, Internet				
Translation services (correspondence, letters, minutes, interim and final reports, training materials, etc.), kaz / eng / rus				
Postal and courier services (distribution of materials, etc.)				
Stationery				
Banking expenses				
Development of design, layout, translation into Kazakh, proofreading, printing of information papers (press-releases, infographics, articles, brochures etc.)				
Administrative costs				
Unforeseen expenses (please specify)				
VAT (if applicable)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

#	Deliverable/ Activity description	Payment, %	Total
1	<b>The developed standard model of the Center:</b> <ul style="list-style-type: none"> <li>a standard model of the Center, with the study of international experience and the application of supporting documents: the position of the center, the staffing table, the standard of service provision by the center, the workload standards of specialists and their functional responsibilities, the methodology Center's performance assessment methodology;</li> <li>Presentation for UNDP and the Ministry;</li> <li>The certificate of completed works</li> </ul>	3,6%	
2	<b>Development and implementation of information coverage about the activities of the Center:</b> <ul style="list-style-type: none"> <li>meeting with beneficiaries in a proactive format (offline and online);</li> <li>handout material (booklets, brochures);</li> <li>production and placement of a video clip (in Kazakh and Russian) on social networks (Facebook, Telegram, Instagram);</li> <li>coverage in regional newspapers, magazines and regional social networks (Facebook, Telegram, Instagram);</li> </ul>	8,8%	

	<ul style="list-style-type: none"> <li>• handout material for beneficiaries (according to the brandbook concept);</li> <li>• production of corporate clothing for the center's employees (according to the brandbook concept).</li> </ul>		
3	<b>Piloting the Center according to the developed standard model:</b> <ul style="list-style-type: none"> <li>• #1 analytical report "on the results of piloting the standard model of the Center for 2021", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works</li> </ul>	20,7%	
4	<b>Piloting the Center according to the developed standard model:</b> <ul style="list-style-type: none"> <li>• #2 analytical report "on the results of piloting the standard model of the Center for the first-half of 2022", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works</li> </ul>	20,7%	
5	<b>Piloting the Center according to the developed standard model:</b> <ul style="list-style-type: none"> <li>• #3 analytical report "on the results of piloting the standard model of the Center for the second-half of 2022", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	20,7%	
6	<b>Piloting the Center according to the developed standard model:</b> <ul style="list-style-type: none"> <li>• #4 analytical report "on the results of piloting the standard model of the Center for the first-half of 2023", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works.</li> </ul>	12,3%	
7	<b>Piloting the Center according to the developed standard model:</b> <ul style="list-style-type: none"> <li>• #5 analytical report "on the results of piloting the standard model of the Center for the second-half of 2023", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian) and proposals for improving the legislation of the Republic of Kazakhstan regarding the promotion of Centers in the Republic of Kazakhstan;</li> <li>• Presentation for UNDP and the Ministry;</li> <li>• The certificate of completed works</li> </ul>	12,3%	
8	<b>Preparation of an analytical report on the results of the implementation of the standard model of the Center:</b> <ul style="list-style-type: none"> <li>• #6 analytical report "on the results of piloting the standard model of the Center for 27 months", with the attachment of supporting documents in paper and electronic versions (in Kazakh and Russian);</li> </ul>	0,9%	



	• Presentation for UNDP and the Ministry; The certificate of completed works.		
<b>TOTAL</b>		<b>100%</b>	

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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To: UNDP CO Kazakhstan

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#), to execute Services Development of a standard model of Isker Ana Center for support of families from socially vulnerable categories (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*