**Annex 2a**

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

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)***

[insert: *Location]*.

[insert: *Date]*

To: Yakup Beris

UNDP Resident Representative

Dear Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP-2021-082** dated 8 November 2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

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

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, Charter, etc;*
3. *Certificates confirming the absence of debts owed to tax authorities. Please provide Audit Reports/ balance sheets for 2019-2020), financial statements for the last two years (2019-2020) including balance sheet; profit and loss statement;*

*d) Written confirmation on company letterhead that the company has never been blacklisted by any institution/department/agency and that it has not been involved in litigation with any of its clients;*

*e) The presence of the following confirmed work experience (it is necessary to provide information confirming this experience in the company profile):*

*- development of proposals and recommendations for amending the environmental legislation of the Republic of Kazakhstan - at least 10 years of experience;*

*- development of legislation, by-laws in terms of environmental impact - at least 10 years of work experience;*

*- preparation of reviews (at least 2) on the environmental legislation of the Republic of Kazakhstan - at least 10 years of experience;*

*- development of standards and/or methodologies and/or reference materials in in the field of environmental regulation - at least 10 years of experience.*

*f) Availability of qualified personnel with the following qualifications (to confirm experience, attach copies of the resume of the team leader and experts, reflecting the specified experience with the description of projects, as well as copies of educational diploma;*

*g) Availability of two recommendations (reviews) from enterprises, organizations and other customers over the past 5 years - on the letterhead of the customer company, signed/stamped and dated;*

*h) Detailed methodology, including approaches, schedule and plan for the implementation of the project in accordance with the requirements of the ToR. The execution methodology and schedule of work should include a description of the methods and procedures for performing the work, the composition of the team and the distribution of responsibilities;*

*I) Written confirmation of the availability of the material and technical base (Internet connection, computers, office equipment, etc., necessary for the implementation of these ToR);*

*g) A list of services provided over the past 5 (five) years in the required area to confirm experience (name of the Customer, subject of services/works, year of service and contact details of the client (e-mail, phone number and full name of the contact person;*

*k) Written confirmation of Acceptance of GTCs;*

*l) Written confirmation of 0ffer validity for a minimum of 120 days.*

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

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. Implementation plan should be attached to the proposed methodology.* |

1. **Qualifications of Key Personnel**

*The Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs (copies of Diplomas, certificates, etc) demonstrating qualifications:*

*Team leader with a higher education in the humanities/legal education with a degree of at least a candidate of sciences and at least 10 years of project management experience, including projects in the field of environmental protection;*

*Leading expert on legislation in the field of environmental assessment with a higher legal education and experience of at least 10 years in the field of environmental law, including issues of rulemaking in the field of environmental assessment (SEA, EIA);*

*Technical expert on environmental assessment with at least 10 years of experience in environmental assessment (SEA, EIA) and with higher education in the humanities/science, environmental protection;*

*Waste management expert, with higher education in the humanities/education in the field of natural sciences, environmental protection and work experience in the field of waste management for at least 3 years;*

*Expert in the field of water management, with higher education in the humanities / education in the field of natural sciences, environmental protection and work experience of at least 3 years in the field of water management;*

*Air quality expert with higher education in the humanities/ education in the field of natural sciences, environmental protection, with at least 3 years of experience in the field of atmospheric air quality.*

1. *Written confirmation from each personnel that they are available for the entire duration of the contract.*