



REQUEST FOR PROPOSAL (RFP)

UNITED NATIONS DEVELOPMENT PROGRAMME PROJECT NAME AND ID: 00121948, UNDP Accelerator Lab	DATE: February 24, 2022
	REFERENCE: RFP-2022-009 Provision of Services in organizing a Youth Knowledge Hackathon to foster STEM skills in Kazakhstan

Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP-2022-009 Provision of Services in organizing a Youth Knowledge Hackathon to foster STEM skills in Kazakhstan**.

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

The proposal, comprising of Technical and Financial Proposals (Financial proposal must be protected by password and in *.pdf format) must be submitted on or before **11 March, 2022, 18:00 (Nur-Sultan time)** to the email address procurement.kz@undp.org with mandatory indication of the Reference **RFP-2022-009** in the subject of your letter.

No participation of Joint Ventures/Consortiums is admitted in the bid.

Notes on financial proposals:

- The financial proposal shall be prepared and submitted in password-protected PDF file separately from the rest of the proposal.
- The password for the financial proposal should not be provided to UNDP until it is formally requested by UNDP Procurement Specialist dana.saifullina@undp.org

Note: Detailed information on the procedure for submitting proposals is presented below.

Your Proposal must be expressed in Russian or English language, and valid for a minimum period of 120 calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supersonier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

DocuSigned by:
Karina Amralina

E4D23A614AD4405...
Sincerely yours,

Karina Amralina

UNDP Procurement Unit Head a.i.

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Annex 1

Description of Requirements

Context of the Requirement	00121948, UNDP Accelerator Lab
Brief Description of the Required Services ¹	Provision of Services in organizing a Youth Knowledge Hackathon to foster STEM skills in Kazakhstan
List and Description of Expected Outputs to be Delivered	As per the TOR
Person to Supervise the Work/Performance of the Service Provider	<i>Head of Unit/Manager</i>
Frequency of Reporting	<i>As per the TOR</i>
Progress Reporting Requirements	As per the TOR
Location of work	<input checked="" type="checkbox"/> At Contractor's Location with possible business trips
Expected duration of work	8 weeks
Target start date	April, 2022
Latest completion date	May, 2022
Travels Expected	As per the TOR, with possible trips
Special Security Requirements	As per the TOR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars – for international companies <input checked="" type="checkbox"/> Local Currency (KZT) – for local companies

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

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes If applicable			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³				
	#	Deliverables	Estimated duration to complete	Payment %
	1	Develop detailed work plans of online scouting of participants, online educational Bootcamp, idea competitions in four regions, and a final Pitch Day in Nur-Sultan. Results: Online scouting of participants: - a call for applications online form with clear eligibility requirements - a list of target universities, letters of invitation - a composition of the application review committee Online educational Bootcamp: - educational programs for two tracks - lists of proposed speakers and experts for two tracks - feedback surveys templates Regional idea competitions (four separate sets of documents) - a competition agenda - a list of participants - a composition of the jury and mentors - pitches judging criteria - COVID-19 risks reduction measures - other organizational activities Pitch Day in Nur-Sultan: - an event agenda - a list of participants - a composition of the jury, mentors, experts, and moderator	4 weeks after the signing a contract	30%

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

		<ul style="list-style-type: none"> - ideas of prizes - COVID-19 risks reduction measures - other organizational activities plans - plan for students 2-3 days stay in Nur-Sultan 		
	2	<p>Online scouting of participants: launch the call for application, directly contact all target universities to invite students for participation, support in the application review</p> <p>Results:</p> <ul style="list-style-type: none"> - Call of application is launched - at least 3 universities of each region are invited for participation - at least 120 participants (30 participants from four regions) are selected for the Bootcamp 	4 weeks after the signing a contract	
	3	<p>Run a 1-week online educational Bootcamp</p> <p>Results:</p> <ul style="list-style-type: none"> - Two separate tracks of education in Russian and Kazakh languages are conducted in one week - At least 5 STEM learning sessions of 1,5 hours are held in each track - At least 3 challenges-oriented training of 1,5 hours are held in each track - At least 2 feedback surveys on the quality of sessions are conducted (STEM, expert talks) in each track - All sessions are video recorded and handed over to UNDP - All participants received e-certificates for attending the Bootcamp - Attendance rate is evaluated daily and reported to UNDP - A report with all presentations and learning materials, feedback, and lessons learned is prepared and approved by UNDP 	5 weeks after the signing a contract	
	4	<p>Arrange four one-day regional idea competitions in Aktau, Karaganda, Turkestan, and Ust-Kamenogorsk.</p> <p>Results:</p> <ul style="list-style-type: none"> - Idea competitions are held in “hackathon” format by the programs approved by UNDP - Three winner teams are selected based on criteria endorsed by UNDP - The events are streamed online - 4 reports on the results of all idea competitions including photos, key summaries, a list of teams and ideas are prepared and approved by UNDP 	7 weeks after the signing a contract	70%
	5	<p>Arrange a Pitch Day in Nur-Sultan</p> <p>Results:</p>	8 weeks after the signing a contract	

	<ul style="list-style-type: none"> - A Pitch Day is held during the Kazakhstan Knowledge week - 12 winning teams are brought to Nur-Sultan and participated in the event - 3 winners are selected based on criteria endorsed by UNDP and received prizes - A final report on the results of the event (including photos, key summaries, list of teams and ideas) is prepared and approved by UNDP 		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Accelerator Lab Head of Unit</i>		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.		
Evaluation Criteria	<p>Bids will be evaluated in 3 steps:</p> <ol style="list-style-type: none"> 1. Pre-liminary examination against the minimum eligibility criteria; 2. Technical evaluation: maximum obtainable points are 700 (passing score 70% or 490 points and above); 3. Financial evaluation. <p>Step 1. Following are defined as the minimum eligibility criteria:</p> <ul style="list-style-type: none"> • Full acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract; Annex 2a; Annex 2b – must be password protected; • Company must have legal capacity to enter into agreements (certificate of registration/re-registration, copy of Charter). • Company must be solvent, not subject to liquidation, their property is not seized, and their business activities are not suspended constrainedly by laws (certificates confirming the absence of debts in the tax authorities, balance sheets for 2020-2021). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer. • Company's profile with detailed activity information confirming the following: <ul style="list-style-type: none"> - focus on youth development, innovation, civil society engagement, education event management, and similar areas - 2 years of experience in educational events organization (online and offline) - experience in educational events organization in regions (offline) • Methodology for applying the approach to the implementation of the expected 		

	<p>results of the TOR.</p> <ul style="list-style-type: none"> • 3 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated); • Reputation - a table / list of clients for the last 2 years for similar services required by UNDP with indication of the Customer, name of services / works, year of service provision, contract name and customer contact details (e-mail, phone number and full name of contact person); • The proposal shall be valid for at least 120 days – to be confirmed in written; • Submission of all documents according to the list of Annex 2a and 2b • Availability of qualified personnel with the necessary work experience and qualifications according to the table below, with the provision of a detailed resume, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire duration of the contract. <p><i>* If the above documents are not provided, the organization may not be accepted for the technical evaluation.</i></p> <p>Step 2. Technical Proposal (70%, maximum 700 points):</p> <ul style="list-style-type: none"> ✓ Expertise of the Firm (45%); ✓ Proposed methodology, strategy and implementation plan (30%); ✓ Qualification of Key Personnel (25%) <table border="1" data-bbox="467 999 1421 1386"> <thead> <tr> <th colspan="2">Summary of Technical Proposal</th><th>Weight, %</th><th>Max points</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise of the Firm</td><td>45%</td><td>315</td></tr> <tr> <td>2.</td><td>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</td><td>30%</td><td>210</td></tr> <tr> <td>3.</td><td>Management Structure and Qualification of Key Personnel</td><td>25%</td><td>175</td></tr> <tr> <td colspan="3">Total</td><td>700</td></tr> </tbody> </table> <table border="1" data-bbox="467 1415 1421 1934"> <thead> <tr> <th colspan="2">Expertise of the Firm</th><th>Max Points</th></tr> </thead> <tbody> <tr> <td>1.1</td><td> <p>The main areas of the Contractor's activities are focused on youth development, innovation, civil society engagement, education event management, and similar areas</p> <p><i>Not relevant – 0 points</i></p> <p><i>Partially relevant – 60 points</i></p> <p><i>Fully relevant – 80 points</i></p> </td><td>80</td></tr> <tr> <td>1.2</td><td> <p>2 years of experience in educational events organization (online and offline)</p> <p><i>Less than 2 years – 0 points</i></p> <p><i>2 years – 90 points</i></p> <p><i>Each additional year - 10 points</i></p> <p><i>Maximum – 120 points</i></p> </td><td>120</td></tr> </tbody> </table>	Summary of Technical Proposal		Weight, %	Max points	1.	Expertise of the Firm	45%	315	2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	30%	210	3.	Management Structure and Qualification of Key Personnel	25%	175	Total			700	Expertise of the Firm		Max Points	1.1	<p>The main areas of the Contractor's activities are focused on youth development, innovation, civil society engagement, education event management, and similar areas</p> <p><i>Not relevant – 0 points</i></p> <p><i>Partially relevant – 60 points</i></p> <p><i>Fully relevant – 80 points</i></p>	80	1.2	<p>2 years of experience in educational events organization (online and offline)</p> <p><i>Less than 2 years – 0 points</i></p> <p><i>2 years – 90 points</i></p> <p><i>Each additional year - 10 points</i></p> <p><i>Maximum – 120 points</i></p>	120
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	1.3	Experience in educational events organization in regions (offline) <i>1 event – 30 points</i> <i>2-3 events - 45 points</i> <i>4 events and more – 55 points</i>	55
	1.4	Previous experience with UN or other international/foreign organizations will be an advantage. <i>No experience - 0 points</i> <i>Availability of experience – 30 points</i>	30
	1.5	Availability of quality assurance procedures, risk, and mitigation measures for the project <i>No information provided - 0 points</i> <i>Partial relevance - 21 points</i> <i>Fully relevant - 30 points</i>	30
	Total		315
	Proposed methodology, strategy and implementation plan		Max Points
	2.1	Important aspects of the task have been addressed in sufficient detail and correspond to the Terms of Reference. <i>Methodology and logical framework are outlined in general - 77 points</i> <i>Methodology is justified and described in sufficient details – 93 points</i> <i>Objectives, activities, outputs and outcomes are defined – 110 points</i>	110
	2.2	Proposed work plan and contingencies: <i>Work plan is relevant - 70 points</i> <i>Work plan is realistic, defines main phases and deliverables - 85 points</i> <i>Work plan contains provisions to respond to changing circumstances - 100 points</i>	100
	Total		210
Qualification of Key Personnel			
3.1	Team Leader	55	
3.1.1	Professional education in Management, Business, Finance, or related field <i>Secondary vocational education – 11 points</i> <i>Bachelor's degree – 13 points</i> <i>Master's degree – 14 points</i> <i>PhD – 15 points</i>	15	
3.1.2	3 years of experience in project management and leadership <i>Less than 3 years – 0 points</i> <i>3 years – 14 points</i> <i>4 years – 17 points</i> <i>5 years and more - 20 points</i>	20	
3.1.3	Experience in working with educational institutions, youth organizations <i>Less than 2 years – 0 points</i> <i>2 years – 6 points</i> <i>3-4 years – 8 points</i> <i>5 years and more – 10 points</i>	10	

	3.1.4	Experience in organizing and running educational events (hackathons, forums, competitions, Olympiads, online training) <i>Less than 2 events – 0 points</i> <i>2 events – 6 points</i> <i>3-4 events – 8 points</i> <i>5 events and more – 10 points</i>	10
	3.2	Expert in STEM education	40
	3.2.1	Professional education in Education, STEM areas, or related fields <i>Secondary vocational education – 11 points</i> <i>Bachelor's degree – 13 points</i> <i>Master's degree – 14 points</i> <i>PhD – 15 points</i>	15
	3.2.2	2 years of experience in STEM education (teaching, development of learning materials, organization of training) <i>Less than 2 years – 0 points</i> <i>2 years – 10 points</i> <i>4 years – 12 points</i> <i>5 years and more - 15 points</i>	15
	3.2.3	<i>Working knowledge of one language (Russian or Kazakh) – 0 points</i> <i>Working knowledge of Russian and Kazakh languages – 10 points</i>	10
	3.3	Coordinator (2 pax)	30 x 2=60
	3.3.1	Professional education in social science, management, engineering, or related fields <i>Secondary vocational education – 5 points</i> <i>Bachelor's degree – 7 points</i> <i>Master's degree – 9 points</i> <i>PhD – 10 points</i>	10
	3.3.2	1 year of experience in coordinating educational events (hackathons, forums, competitions, Olympiads, online training) <i>Less than 1 year – 0 points</i> <i>1 year – 6 points</i> <i>3 years – 8 points</i> <i>5 years and more - 10 points</i>	10
	3.3.3.	Experience in the arrangement of travel and accommodation for groups of people <i>Less than 2 groups – 0 point</i> <i>2 groups – 3 points</i> <i>3-4 groups – 4 points</i> <i>5 groups and more – 5 points</i>	5
	3.3.4	<i>Working knowledge of one language (Russian or Kazakh) – 0 points</i> <i>Working knowledge of Russian and Kazakh languages – 5 points</i>	5
	3.4	Expert in IT and technical support	20

	3.4.1	Professional education in IT or related fields <i>Secondary vocational education – 5 points</i> <i>Bachelor's degree – 7 points</i> <i>Master's degree – 9 points</i> <i>PhD – 10 points</i>	10
	3.4.2	1 year of experience in providing technical support during online and offline events <i>Less than 1 year – 0 points</i> <i>1 year – 5 points</i> <i>3 years – 8 points</i> <i>4 years and more – 10 points</i>	10
	Total:		175
	Grand Total		700
	<p>Step 3. Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Rating the Financial Proposal (FP): FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score: Combined Score = (TP Rating) x 70% + (FP Rating) x 30%</p> <p>The financial offer must be password protected.</p>		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider No participation of Joint Ventures/Consortiums is admitted in the bid.		
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annexes 2a and 2b) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Detailed TOR (Annex 4)		
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Procurement Specialist Dana Saifullina</i> dana.saifullina@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Electronic Submission Procedure	<p>Attention: Applicants shall submit their bids by email: procurement.kz@undp.org</p> <p>Technical and financial parts of the Proposal must be submitted in separate files. The financial proposal (Annex 2b) must be protected by password. The password to the Financial Proposal must not be provided to UNDP until a request is received from a UNDP Procurement Specialist: Dana Saifullina.</p> <p>-Document Format: PDF files only; -File names must have a maximum of 60 characters, which should not contain any special characters other than letters; -Files must not contain viruses and be damaged; -Maximum file size for one electronic transmission: up to 19 MB; -Maximum number of electronic transmissions: 5 messages; - In case of more than 1 transmission / e-mail, please indicate the numerical order in the subject.</p> <p>The e-mail subject shall indicate RFP-2022-009_ Organization of Youth Knowledge Hackathon to foster STEM skills in Kazakhstan</p>
Documents to be provided	<ul style="list-style-type: none"> • Full acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract; Annex 2a; Annex 2b – must be password protected; • Company must have legal capacity to enter into agreements (certificate of registration/re-registration, copy of Charter). • Company must be solvent, not subject to liquidation, their property is not seized, and their business activities are not suspended constrainedly by laws (certificates confirming the absence of debts in the tax authorities, balance sheets for 2020-2021). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer. • Company's profile with detailed activity information confirming the following: <ul style="list-style-type: none"> - focus on youth development, innovation, civil society engagement, education event management, and similar areas - 2 years of experience in educational events organization (online and offline) - experience in educational events organization in regions (offline) • Methodology for applying the approach to the implementation of the expected results of the TOR. • 3 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated); • Reputation - a table / list of clients for the last 2 years for similar services required by UNDP with indication of the Customer, name of services / works, year of service provision, contract name and customer contact details (e-mail, phone number and full name of contact person); • The proposal shall be valid for at least 120 days – to be confirmed in written; • Submission of all documents according to the list of Annex 2a and 2b • Availability of qualified personnel with the necessary work experience and qualifications according to the table below, with the provision of a detailed resume, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire duration of the contract.

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: Yakup Beris
Resident Representative
UNDP Kazakhstan

Dear Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2022-009 dated 24/02/2022 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. 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 :

- a) *Full acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract; Annex 2a; Annex 2b – must be password protected;*
- b) *Company must have legal capacity to enter into agreements (certificate of registration/re-registration, copy of Charter).*
- c) *Company must be solvent, not subject to liquidation, their property is not seized, and their business activities are not suspended constrainedly by laws (certificates confirming the absence of debts in the tax authorities, balance sheets for 2020-2021). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer.*
- d) *Company's profile with detailed activity information confirming the following:*
 - *focus on youth development, innovation, civil society engagement, education event management, and similar areas*
 - *2 years of experience in educational events organization (online and offline)*
 - *experience in educational events organization in regions (offline) Methodology for applying the approach to the implementation of the expected results of the TOR.*
- e) *Methodology for applying the approach to the implementation of the expected results of the TOR.*
- f) *3 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated);*
- g) *Reputation - a table / list of clients for the last 2 years for similar services required by UNDP with indication of the Customer, name of services / works, year of service provision, contract name and customer contact details (e-mail, phone number and full name of contact person);*

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

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

- h) The proposal shall be valid for at least 120 days – to be confirmed in written;*
- i) Submission of all documents according to the list of Annex 2a and 2b*
- j) Availability of qualified personnel with the necessary work experience and qualifications according to the table below, with the provision of a detailed resume, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire duration of the contract.*

B. Proposed Methodology for the Completion of Services

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

Schedule of work (should include the team composition and distribution of responsibilities)

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: Yakup Beris
Resident Representative
UNDP Kazakhstan

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2022-009 dated 24/02/2022 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

The proposed financial offer is valid for 120 days.

A. Cost Breakdown per Deliverable*

#	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive) – indicate currency</i>
1	<p>Develop detailed work plans of online scouting of participants, online educational Bootcamp, idea competitions in four regions, and a final Pitch Day in Nur-Sultan.</p> <p>Results:</p> <p>Online scouting of participants:</p> <ul style="list-style-type: none"> - a call for applications online form with clear eligibility requirements - a list of target universities, letters of invitation - a composition of the application review committee <p>Online educational Bootcamp:</p> <ul style="list-style-type: none"> - educational programs for two tracks - lists of proposed speakers and experts for two tracks - feedback surveys templates <p>Regional idea competitions (four separate sets of documents)</p> <ul style="list-style-type: none"> - a competition agenda - a list of participants - a composition of the jury and mentors - pitches judging criteria 	30%	

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<ul style="list-style-type: none"> - COVID-19 risks reduction measures - other organizational activities <p>Pitch Day in Nur-Sultan:</p> <ul style="list-style-type: none"> - an event agenda - a list of participants - a composition of the jury, mentors, experts, and moderator - ideas of prizes - COVID-19 risks reduction measures - other organizational activities plans - plan for students 2-3 days stay in Nur-Sultan 		
2	<p>Online scouting of participants: launch the call for application, directly contact all target universities to invite students for participation, support in the application review</p> <p>Results:</p> <ul style="list-style-type: none"> - Call of application is launched - at least 3 universities of each region are invited for participation - at least 120 participants (30 participants from four regions) are selected for the Bootcamp 		
3	<p>Run a 1-week online educational Bootcamp</p> <p>Results:</p> <ul style="list-style-type: none"> - Two separate tracks of education in Russian and Kazakh languages are conducted in one week - At least 5 STEM learning sessions of 1,5 hours are held in each track - At least 3 challenges-oriented training of 1,5 hours are held in each track - At least 2 feedback surveys on the quality of sessions are conducted (STEM, expert talks) in each track - All sessions are video recorded and handed over to UNDP - All participants received e-certificates for attending the Bootcamp - Attendance rate is evaluated daily and reported to UNDP - A report with all presentations and learning materials, feedback, and lessons learned is prepared and approved by UNDP 		
4	<p>Arrange four one-day regional idea competitions in Aktau, Karaganda, Turkestan, and Ust-Kamenogorsk.</p> <p>Results:</p> <ul style="list-style-type: none"> - Idea competitions are held in “hackathon” format by the programs approved by UNDP - Three winner teams are selected based on criteria endorsed by UNDP - The events are streamed online - 4 reports on the results of all idea competitions including photos, key summaries, a list of teams and ideas are prepared and approved by UNDP 	70%	
5	<p>Arrange a Pitch Day in Nur-Sultan</p> <p>Results:</p> <ul style="list-style-type: none"> - A Pitch Day is held during the Kazakhstan Knowledge week 		

	<ul style="list-style-type: none"> - 12 winning teams are brought to Nur-Sultan and participated in the event - 3 winners are selected based on criteria endorsed by UNDP and received prizes - A final report on the results of the event (including photos, key summaries, list of teams and ideas) is prepared and approved by UNDP 		
	Total	100%	

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

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

Cost per unit (currency) Amount (currency)

#	Service	Unit	Q-ty	Cost per Unit (currency)	Amount (currency)
1. Personnel					
	Team Leader	Month	2		
	Expert in STEM education	Month	2		
	Coordinator 1	Month	2		
	Coordinator 2	Month	2		
	Expert in IT and tech support	Month	2		
2.Sub-contracted experts					
	STEM teacher RUS	Session	5		
	Guest expert RUS	Session	3		
	STEM teacher KAZ	Session	5		
	Guest expert KAZ	Session	3		
	Moderator (Pitch Day)	Day	1		
	Mentors, judges	Day	4		
3. Admin costs					
3.1	Bootcamp				
	Web-site and education platform	Month	1		
	Broadcasting	Week	1		
4.Travel Costs					

4.1	Organizers of idea competitions (2 persons)				
	Round trips to 4 regions	Ticket	8		
	Accommodation	Days	2		
	Per diem	Days	3		
4.2	Organizers of the pitch day (2 persons) (if not Nur-Sultan based)				
	Round trips to Nur-Sultan	Ticket	2		
	Accommodation	Days	4		
	Per diem	Days	5		
4.3	12 teams visit to Nur-Sultan (40 persons)				
	Round trips to Nur-Sultan	Ticket	40		
	Accommodation	Day	2		
	Food	Day	3		
	Transport rent	Day	3		
	Cultural activities (tickets)	Item	40		
5. Prizes					
	First prize	Award	1	\$5000	\$5,000
	Second prize	Award	1	\$4000	\$4,000
	Third prize	Award	1	\$3000	\$3,000

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