



REQUEST FOR PROPOSAL (RFP)

UNITED NATIONS DEVELOPMENT PROGRAMME PROJECT NAME AND ID: Assistance to the Republic of Kazakhstan in fulfilling international obligations to reduce greenhouse gas emissions by reducing carbon footprint of electricity suppliers for the leading technology company Bitfury, 00111145	DATE: March 2, 2022 REFERENCE: RFP-2022-016 Provision of services for development of land management projects for land plots of unaccounted forests in East Kazakhstan region
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP-2022-016 Provision of services for development of land management projects for land plots of unaccounted forests in East Kazakhstan region.**

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 **15 March, 2022, 18:00 (Nur-Sultan time)** to the email address procurement.kz@undp.org with mandatory indication of the Reference **RFP-2022-016** 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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

DocuSigned by:
Karina Amralina

Sincerely yours,

Karina Amralina

UNDP Procurement Unit Head a.i.

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Annex 1

Description of Requirements

Context of the Requirement	<i>Assistance to the Republic of Kazakhstan in fulfilling international obligations to reduce greenhouse gas emissions by reducing carbon footprint of electricity suppliers for the leading technology company Bitfury, 00111145</i>
Brief Description of the Required Services ¹	Services for development of land management projects for land plots of unaccounted forests in East Kazakhstan region
List and Description of Expected Outputs to be Delivered	As per the TOR
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager and Project Expert</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, If necessary, with trips to East Kazakhstan region, to the territory of identified unaccounted forests (in case if Supplier is not located in East Kazakhstan region)
Expected duration of work	12 (twelve) months from the date of Contract signing
Target start date	May, 2022
Latest completion date	April, 2023
Travels Expected	As per the TOR, trips to East Kazakhstan region, to the territory of identified unaccounted forests (in case if Supplier is not located in East Kazakhstan region)
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	<input checked="" type="checkbox"/> Required

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.

completing the services				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars – for international companies <input checked="" type="checkbox"/> Local Currency (KZT) – for local companies			
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	Result 1. Divided into 3 stages. Preparatory works carried out in accordance with the requirements of the Terms of Reference Submission form: Report with results of preparatory work, cartographic materials; Land cadastral information on unrecorded forests by districts		
		Where: Stage 1 round territories of Ridderskaya, Glubokovsky districts	3 months after signing of the Contract	30%
		Stage 2 round territories of Ulanskiy, Kokpektinskiy, Altai districts	5 months after signing of the Contract	20%
		Stage 3 round territories of Zaisanskiy, Kurshumskiy, Katon-Karagaiskiy districts	7 months after signing of the Contract	20%
	2	Result 2. Land management projects of land plots developed by districts and accounting plots of East Kazakhstan region in accordance with the requirements of the Terms of Reference Submission form: 1) Interim progress report; 2) Land management projects	9 months after signing of the Contract	10%
	3	Result 3. Coordinates of land plots entered into the database of State Land Cadastre in accordance with the legislation of the Republic	11 months after signing of the Contract	10%

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.

		of Kazakhstan and the requirements of the Terms of Reference Submission form: 1) Interim progress report, including confirmation issued by State Land Cadaster			
	4	Result 4. Land management projects agreed and approved in the authorized bodies in accordance with the requirements of the legislation of the Republic of Kazakhstan and the Terms of Reference Submission form: 1) Final progress report, including the documents confirming the official approval of land management projects by the authorized body	12 months after signing of the Contract	10%	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager and Project expert				
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	Bids will be evaluated in 3 steps: <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. Step 1. Following are defined as the minimum eligibility criteria: <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 2019-2020). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer. • To have at least 5 years of experience in land management and environmental design; 				

- To have experience in developing at least 5 (ten) land management projects.
- To have the certificates of conformity CT PK ICO (recommended requirement);
- Methodology for the approach to the implementation of the expected results of the TOR.
- Detailed work schedule (should include the composition of the project team and the distribution of responsibilities, a description of the stages of work, effectiveness and expected results)
- 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);
- 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated);
- 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
- To have own or rented electronic office equipment and software: for design works -AUTOCAD, for cartographic work based on GIS technologies - MapInfo Professional or ArcGIS. Having at least 2 letters of recommendation from previous clients when performing a similar task (in the field of organic agriculture)
- 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.
- A document describing the warranty obligations within one calendar year from the date of acceptance of services.
- A list of the names of services / works performed, the year of the services provided, the cost (if possible), the customer's contact details; similar services for the last 3 years with the indication of the Customer

** If the above documents are not provided, the organization may not be accepted for the technical evaluation.*

Step 2. Technical Proposal (70%, maximum 700 points):

- ✓ Expertise of the Firm (38%);
- ✓ Proposed methodology, strategy and implementation plan (8%);
- ✓ Qualification of Key Personnel (24%)

Summary of Technical Proposal		Weight, %	Max points
1.	Expertise of the Firm	45,7%	320
2.	Proposed methodology, strategy and implementation plan	30%	210
3.	Management Structure and Qualification of Key Personnel	24.29%	170

Total		700
Expertise of the Firm		Max Points
1.1	At least 5 years of experience in the field of land and environmental design: • Less than 5 years - 0 points; • 5 years - 84 points; • Above 5 years – 10 points for each year	120
1.2	Experience in developing at least 5 (five land development projects • Less than 5 projects - 0 points; • 5 projects - 70 points; • More than 5 projects- 10 points to each year	100
1.3	Availability of own or rented electronic office equipment and software for project works - to perform cartographic works on the basis of GIS technology - "MapInfo Professional" or "ArcGIS": • Lack of own or rented electronic office equipment - 0 points; • Availability of own or rented electronic office equipment - 100 points;	100
Total		320
Proposed methodology, strategy and implementation plan		Max Points
2.1	Work methodology: • no methodology - 0 points; • availability of methodology - 77 points; • the proposed methodology of work clearly shows the algorithm to achieve results - 110 points.	110
2.2	<i>Work Plan:</i> • <i>absence of a work plan - 0 points;</i> • <i>existence of a work plan - 70 points;</i> • <i>the outlined work plan has a logical framework for achieving results, including the distribution of responsibilities among the members of the expert group - 100 points.</i>	100
Total		80
Qualification of Key Personnel		
3.1	Team Leader	70
3.1.1	Higher education in the field of land cadastre and land management: • Bachelor's degree - 10 points; • Master's degree or 5 years of higher education prior to 1999 - 15 points; • PhD and/or postgraduate degree - 20 points	20

	3.1.2	At least 5 years of experience in land cadastre and land management: <ul style="list-style-type: none"> less than 5 years - 0 points; 5 years - 35 points; more than 5 years for each additional year - 5 points, but no more than 50 points 	50
	3.2	Land Surveyors Specialists (2 persons)	30 x 2 =60
	3.2.1	Higher education in the field of land cadastre and land management: <ul style="list-style-type: none"> Bachelor's degree - 3 points; Master's degree or 5 years of higher education prior to 1999 - 5 points; PhD and/or postgraduate degree - 10 points 	10
	3.2.2	At least 5 years of experience in land surveying organizations: <ul style="list-style-type: none"> less than 5 years - 0 points; 5 years - 7 points; more than 5 years - 10 points 	10
	3.2.3	At least 3 years of experience in land surveying: <ul style="list-style-type: none"> less than 3 years -0 points; - 3 years - 7 points; - more than 3 years for each additional year - 2 points, but no more than 10 points. 	10
	3.3	Forestry specialist	20
	3.3.1	Higher education in forestry: <ul style="list-style-type: none"> Bachelor's degree - 3 points; Master's degree or 5 years of higher education prior to 1999 - 5 points; PhD and/or postgraduate degree - 10 points 	10
	3.3.2	At least 5 years of experience in forest management: <ul style="list-style-type: none"> less than 5 years - 0 points; 5 years - 7 points; more than 5 years - 2 points for each additional year, but no more than 10 points 	10
	3.4	Cartographer	20
	3.4.1	Higher education in cartography, geodesy, land management: <ul style="list-style-type: none"> Bachelor's degree - 3 points; - Master's degree or 5 years of higher education prior to 1999 - 5 points; - PhD and/or postgraduate degree - 10 points 	10
	3.4.2	At least 5 years of experience in the specialty and experience in GIS programs <ul style="list-style-type: none"> less than 5 years -0 points; 5 years - 7 points; more than 5 years- 2 points for each additional year , but no more than 10 points 	10
	Total:		170
	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:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p>No participation of Joint Ventures/Consortiums is admitted in the bid.</p>
Annexes to this RFP ⁴	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annexes 2a and 2b)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁵</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Procurement Specialist Dana Saifullina</i> dana.saifullina@undp.org</p> <p>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>
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-2022-016</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.

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 2019-2020). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer. • To have at least 5 years of experience in land management and environmental design; • To have experience in developing at least 5 (ten) land management projects. • To have the certificates of conformity CT PK ICO (recommended requirement); • Methodology for the approach to the implementation of the expected results of the TOR. • Detailed work schedule (should include the composition of the project team and the distribution of responsibilities, a description of the stages of work, effectiveness and expected results) • 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); • 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated); • 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 • To have own or rented electronic office equipment and software: for design works -AUTOCAD, for cartographic work based on GIS technologies - MapInfo Professional or ArcGIS. Having at least 2 letters of recommendation from previous clients when performing a similar task (in the field of organic agriculture) • 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. • A document describing the warranty obligations within one calendar year from the date of acceptance of services. • A list of the names of services / works performed, the year of the services provided, the cost (if possible), the customer's contact details; similar services for the last 3 years with the indication of the Customer
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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-2022-016 dated 3/2/2022, 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 2019-2020). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer.
- d. To have at least 5 years of experience in land management and environmental design.
- e. To have experience in developing at least 5 (ten) land management projects.
- f. To have the certificates of conformity CT PK ИСО (recommended requirement);
- g. Methodology for the approach to the implementation of the expected results of the TOR.
- h. Detailed work schedule (should include the composition of the project team and the distribution of responsibilities, a description of the stages of work, effectiveness and expected results)
- i. 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);
- j. 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated);

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

- k. *The proposal shall be valid for at least 120 days – to be confirmed in written;*
- l. *Submission of all documents according to the list of Annex 2a and 2b*
- m. *To have own or rented electronic office equipment and software: for design works - AUTOCAD, for cartographic work based on GIS technologies - MapInfo Professional or ArcGIS. Having at least 2 letters of recommendation from previous clients when performing a similar task (in the field of organic agriculture)*
- n. *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.*
- o. *A document describing the warranty obligations within one calendar year from the date of acceptance of services.*
- p. *A list of the names of services / works performed, the year of the services provided, the cost (if possible), the customer's contact details; similar services for the last 3 years with the indication of the Customer*

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]*

Annex 2b

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-2022-016 dated 3/2/2022, 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	Result 1. Divided into 3 stages. Preparatory works carried out in accordance with the requirements of the Terms of Reference Submission form: Report with results of preparatory work, cartographic materials; Land cadastral information on unrecorded forests by districts	30% 20% 20%	
2	Result 2. Land management projects of land plots developed by districts and accounting plots of East Kazakhstan region in accordance with the requirements of the Terms of Reference Submission form: 1) Interim progress report; 2) Land management projects	10%	
3	Result 3. Coordinates of land plots entered into the database of State Land Cadastre in accordance with the legislation of the Republic of Kazakhstan and the requirements of the Terms of Reference Submission form: 1) Interim progress report, including confirmation issued by State Land Cadaster	10%	

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

4	Result 4. Land management projects agreed and approved in the authorized bodies in accordance with the requirements of the legislation of the Republic of Kazakhstan and the Terms of Reference Submission form: 1) Final progress report, including the documents confirming the official approval of land management projects by the authorized body	10%	
	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	Description	Unit	Cost per Unit (currency)	Amount (currency)
1. Expert group					
1.1	Team Leader, 1 person				
1.2	Land Surveyors Specialists, at least 2 persons				
1.3	Forestry specialist, at least 1 person				
1.4	Cartographer, at least 1 person				
1.5					
2. Field trip costs					
2.1	Trip to Oskemen				
2.2	Trip to regions				
2.3					
3. Other expenses					
3.1	Acquisition of cadastral data				
3.2	other				
3.3					
3.4					

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

[Designation]

[Date]

