CALL FOR EXPRESSION FOR INTEREST BY QUALIFIED SUPPLIERS/VENDORS

**Location:** Kazakhstan

**Procurement Process:** Expression of interest for developing roster of potential Local Suppliers/Vendors

**Type of Contract:** Contract for goods and/or services

**Application Deadline:** Call for expression will be open until 20 May 2022

United Nations Development Programme (UNDP) office in Kazakhstan is interested to explore the available Suppliers/Vendors on the local market and establish *roster of Local potential Suppliers/Vendors* who have niche-expertise across a wide range of work areas and thus can support UNDP’s development efforts in the next three (3) years.

Who can submit expression of interest? – Local Suppliers/Vendors are invited to submit expression of interest

**Areas of work and services to express interest** *(one supplier/vendor can express interest for more than one thematic area)*:

- **Provision of Goods of:**
  - Information and communications technology (ICT) and Software:
    - Office equipment *(laptop, monitor, dock station, scanner, printer, computer, security items, etc.)*
    - Office furniture *(office desks, chairs, bookshelves, etc.)*
    - Agricultural equipment *(machinery, other)*
  - **Provision of Services in:**
    - Communications and social media
      - Organization of communication campaigns including social media, traditional media and creative activities
      - Production of visibility and promotional materials *(to promote the Spotlight Initiative regional programme for Central Asia and its results among beneficiaries, stakeholders, development partners and a wider audience, thereby increasing the impact and visibility of the programme itself, while highlighting the results achieved and the partnership between stakeholders.)*
      - Branded promotional materials - banners, billboards production, etc.
      - Development of software and digital solutions in the public service area
  - Civil Works:
    - Architectural services, rehabilitation, construction, painting, partition
  - Insurance
    - Vehicles
    - Building
  - Event management Services
    - Organization of catering services
- Organization of workshop/seminars through providing hotel/conference services
- Interpreting/Translation services (Russian – Kazakh, Russian – English, Kazakh – English and vice versa)

**Transportation services**
- Transportation services (Bus, Vehicle) within Kazakhstan

**Research and analysis**
- Economics of biodiversity
- Public expenditures review – climate and environment
- Sociological research
- Development of legislation in climate, energy and environment
- Development and implementation of information systems and databases
- Geographic systems and mapping
- Environmental studies
- Prevention of violent extremism
- Human mobility and migration
- Local economic development
- Gender mainstreaming
- Public service delivery
- Civil service
- Corruption risks
- Subsidies
- Integrated management of water resources
- Water, sanitation and hygiene

**Strengthening evidence-based knowledge of national partners of the gaps in the attainment of national development priorities (e.g. system of response to gender-based violence) and enhancement of capacity to assess these gaps by means of exposure to internationally recognised UN tools and instruments. Consulting services:**
- Trainings and capacity building in climate, energy, environment, land degradation, biodiversity, natural resources management
- Environmental and climate education for youth, children and national partners
- Set up and institutionalization of country-specific and regional networks to facilitate real-time exchange of knowledge among experts, practitioners and other key actors on specific issues, e.g. elimination of violence against women programming, multi-sectoral coordination in provision of services to the victims of violence, adaptation of training models, etc. training for police on standard operating procedures in working with the victims of violence and other priority issues.
- Gender equality and women's leadership, especially related to community mobilization and movement building/strengthening.
- Designing innovative models for collecting and visualizing prevalence, administrative and perception data around gender-based violence.
- Data Analysis for Social Programmes
- Development of training materials and standards on Prevention of Violent Extremism (PVE)
- Capacity building initiatives on Mental Health and Psychosocial Support
- Human Mobility and Migration
- Community Police
- Public administration system
- Digitalization of public service
- Corruption prevention
- Human rights standards
- Judicial system

**Innovation**

- Innovation Capacity Building
- Alternative Finance (Crowdfunding, Social Impact Bonds, Blockchain, Forecast Based Finance, Crypto Currencies)
- Portfolio Design & Management (Systems Thinking, Ecosystem Management, Adaptive management, Sensemaking, Co-creation, Developmental evaluation, Adaptive Management)
- Agile (Design Sprints, Scrum, Lean Startup, Real-time data, Adaptive Management, Adaptive Portfolio Management, MVP)
- Prototyping (Paper Prototyping, Storyboarding, Body storming, Paper Prototyping, Experimentation, Design Sprints, Design Thinking, Human Centred Design, Experiential prototyping, FabLabs, MakerSpaces, Lean Prototyping)
- Ethnography (Design research, Citizen engagement, Surveying, Behavioral research, Design ethnography, Field research, Community research, Qualitative research, Observational Research, Interviewing, Immersive Research, Citizen Led Approach, Participatory Learning and Action, Participatory Rural Appraisal, Cultural Probes, Digital Story Telling)
- Co-creation (Participatory design, Co-design, Platform design, Open Innovation, Ecosystem curation, Social innovation, Participatory Learning and Action)
- Behavioural Insights (Gamification, Behavioural Economics, Behavioural Science, Behavioural Design, Psychology, Experiment Design, Prototyping, Demographic Analysis, Ethnography, Randomised Controled Trials (RCTs))
- Design Thinking (Human Centred Design (HCD), Service Design (SD), User Experience (UX) Design, Ethnography, Visual thinking, Mapping, Design sprints, Architecture, Design Engineering, Design Research, Design Leadership)
- Collective Intelligence Design (Real-time information management, Participatory design & planning, Geographic Information Systems, Crowd sourcing, Citizen Science, Participatory budgeting, Citizen-Generated Data, Real-time data, Sensor
data, Mobile Data, Satellite data, Social media data, Open data, Web-scraped data, Ethnographic data, Microsurveys, Crowdmapping, Participatory sensing, Data collaborative, Participatory Futures

- Experimentation (Proof of Concept, Prototyping, Pilots, Randomised Controlled Trials, Rapid/Nifty RCTs, Rapid Cycle Experiments, Minimal Viable Products, Lean Startup, Design Sprints, Experiment Design, A/B Testing, Experimental Culture & Leadership, Adaptive Management)

- Solutions Mapping (Ethnography, Grassroots Innovation, User-led Innovation, Open Innovation, Open Design, Positive Deviance, Community asset mapping, Participatory Facilitation, Hackathons, Challenges and Prizes, Community Immersion, Traditional Knowledge, Indigenous Knowledge, Horizon Scanning, FabLabs / MakerSpaces)

ELIGIBILITY:

All Applicants must commit themselves to comply with UNDP General Terms and Conditions. The UNDP general Terms and Conditions are available in the following link:
https://www.undp.org/procurement/business/how-we-buy

Minimum qualifications:

- A minimum of two years of specific relevant experience in the area of work for which the supplier/vendor is expressing interest.
- Availability of technical capacity, including assets/equipment (as applicable) to execute the services in the area the supplier/vendor expresses interest.
- Possess the civil legal capacity to implement contracts in Kazakhstan (certificate of registration/re-registration).
- Be solvent, not subject to liquidation, its property should not be seized, its financial and economic activities should not be suspended in accordance with the law.

Documents to be submitted:

Interested suppliers/vendors shall prepare the expression of interest including all requirements mentioned in the Call using the following forms attached to. All forms must be completed without any alteration to its format. All forms must be signed by the respective authorized signatory of the Applicant.

The Applicant shall structure the expression of interest as follows:

1. Submission Form: Form A - Application Submission Form
2. General information of the Applicant: Form B: Applicant Information Form
3. Eligibility and Qualification information: Form C: Eligibility and Qualification Form
4. Any other documents deemed necessary in accordance with the instructions and Forms, such as, but not limited to:
   - Company Profile, which should not exceed fifteen (15) pages, including provision of information on:
✓ specialized knowledge and experience on similar engagements applicant expresses interest
✓ organizational capability to provide services, management structure
✓ information if any work services would be subcontracted (if applicable)
✓ information on availability of relevant assets equipment (as applicable)
✓ CV(s) (as applicable) for personnel (in the format provided below) that will be provided to support UNDP in the implementation of the services. CV(s) should demonstrate qualifications in areas relevant to the scope of goods and/or services
✓ printed brochures and product catalogues, certificates (as applicable) relevant to the goods and/or services being procured

- Statements of Satisfactory Performance from the Top 2 (two) Clients for similar assignment vendor/supplier is expressing interest
- Certificate of Incorporation/ Business Registration/re-registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Applicant is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Applicant
- Trade name registration papers, if applicable
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Applicant, if any
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Applicant’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if any
- Patent Registration Certificates, if any of technologies (if applicable)
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if applicable
- Export Licenses, if applicable

**Note:** Interested suppliers/vendors should note that if they are willing to submit their expression of interest for more than one thematic area, they should indicate it in the application; There are no limitations to the number of thematic areas an interested supplier/vendor can express interest.

**Request for clarifications:**

Any request for clarifications shall be submitted in writing by e-mail to the UNDP Kazakhstan procurement unit at the **following email addresses:** procurement.kz@undp.org

**Submission of expression of interest:**

Expression of Interest Along with requested documents shall be submitted on **following dedicated email address:** procurement.kz@undp.org

Email subject should be clearly marked “Expression of Interest-Local Suppliers/Vendors”
Selection criteria:
This call is solely intended for establishing a roster of potential suppliers/vendors, that could be considered as potential interested suppliers/vendors for specific future services required to be obtained by UNDP in Kazakhstan. There is no guarantee on immediate opportunity for contracting.

UNDP Kazakhstan will use a set of unified criteria to evaluate the qualifications of Applicants for considering listing in the roster of potential suppliers/vendors. Eligible Applicants will be assessed in one-stage process for compliance with the requirements set out in the call for expression of interest. Each Applicant will be assessed on a “Pass/Fail” basis as to whether each criterion is satisfactorily met as set in Call for Expression of Interest. All Applicants that meet the eligibility and qualification criteria set in Call shall form the roster of potential suppliers/vendors.

Selection criteria for specific assignment prior to contracting:
Upon need of specific services, specific Terms of Reference/Technical Description for Goods and/or Services will be either 1) announced and respective suppliers/vendors from established roster qualifications of whom meet the area(s) of works/services identified in the relevant specific Terms of Reference/Technical Description for Goods and/or Services will be notified on announcement and invited to participate OR 2) specific Terms of Reference/Technical Description for Goods and/or Services will be sent (e-mailed) to the respective suppliers/vendors from established roster, qualifications of whom meet the area(s) of work/services identified in the relevant specific Terms of Reference/Technical Description for Goods and/or Services and requested to provide with the Bid/Proposal.

A committee will review and score qualification of the suppliers/vendors, against requirements stipulated in the specific Terms of Reference/Technical Description for Goods and/or Services and the award of the contract should be made based on either Pass/Fail Lowest priced technically responsive, eligible and qualified bid OR Combined Scoring Method taking into consideration the combination of the technical and financial proposal.