



## REQUEST FOR PROPOSAL (RFP)

<b>UNITED NATIONS DEVELOPMENT PROGRAMME</b> <b>PROJECT NAME AND ID:</b> 00097675 "Biodiversity and Ecosystem Services Network (BES-Net) Phase II Implementation of Component I in Kazakhstan"	<b>DATE:</b> May 31, 2022  <b>REFERENCE: RFP-2022-031</b> Consultancy services for the development and strengthening of institutional frameworks for implementation of the BESNet/IPBES principles in the Republic of Kazakhstan
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **provision of Consultancy Services for the development and strengthening of institutional frameworks for implementation of the BESNet/IPBES principles in the Republic of Kazakhstan**

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

Proposals (Technical and Financial; **Financial proposal must be password protected**) must be submitted on or before **14 June 2022, 10.00 am by Nur-Sultan time (GMT+6)** and via email to address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with mandatory indication of the Reference **RFP-2022-031** in the subject of your letter.

Your Proposal must be expressed in the Russian language, and valid for a minimum period of 90 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 4.

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: Procurement protest and vendor sanctions | UNDP [https://www.undp.org/procurement/business/protest-and-sanctions?utm\\_source=EN&utm\\_medium=GSR&utm\\_content=US\\_UNDP\\_PaidSearch\\_Brand\\_English&utm\\_campaign=CENTRAL&c\\_src=CENTRAL&c\\_src2=GSR&gclid=EAlaIqobChMllvv4yfac9wIVFASiAx0Cyg-zEAYASAAEglbUfD\\_BwE](https://www.undp.org/procurement/business/protest-and-sanctions?utm_source=EN&utm_medium=GSR&utm_content=US_UNDP_PaidSearch_Brand_English&utm_campaign=CENTRAL&c_src=CENTRAL&c_src2=GSR&gclid=EAlaIqobChMllvv4yfac9wIVFASiAx0Cyg-zEAYASAAEglbUfD_BwE)

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 Supplier Code of Conduct found in this link:

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:  
*Karina Amralina*  
Karina Amralina  
Head of Procurement Unit, OiC  
Date: 30-May-2022

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## Annex 1

## Description of Requirements

Context of the Requirement	00097675 "Biodiversity and Ecosystem Services Network (BES-Net) Phase II Implementation of Component I in Kazakhstan".
Brief Description of the Required Services <sup>1</sup>	Consultancy services for the development and strengthening of institutional frameworks for implementation of the BESNet/IPBES principles in the Republic of Kazakhstan
List and Description of Expected Outputs to be Delivered	The detailed Outputs and deliverables are given in TOR as Annex 3
Person to Supervise the Work/Performance of the Service Provider	<i>EE unit Programme manager</i>
Frequency of Reporting	According to the Terms of Reference
Progress Reporting Requirements	According to the Terms of Reference
Location of work	At the Contractor's location with travels to Almaty and Kostanay regions as specified in item 8. Travels of the TOR
Expected duration of work	5 (five) months from the date of signing the Contract
Target start date	Approximately June 2022
Latest completion date	Approximately October 2022
Travels Expected	As detailed in the Terms of Reference
Special Security Requirements	The service provider is required to ensure that its staff has all necessary personal protection related to the COVID-19 in accordance with the current recommendations of WHO and local authorities (masks, gloves, sanitizers, passing the COVID-19 test (if necessary), for the duration of the contract.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required

<sup>1</sup> 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"/> Local Currency, Kazakh Tenge										
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes										
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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.										
The pre-bid conference meeting will take place:	Time: 3.30 pm by Nur-Sultan time Date: June 8, 2022 Location: Zoom-call In case of interest on participation at the pre-bid conference, please send notification on your participation not later than June 7, 2022 (Close of Business) to email <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a> with copy to <a href="mailto:aigerim.batyrbekova@undp.org">aigerim.batyrbekova@undp.org</a> UNDP will provide the meeting link with all interested participants one day before the pre-bid meeting.										
Partial Quotes	<input checked="" type="checkbox"/> Not permitted										
Payment Terms	<table border="1"> <thead> <tr> <th>#</th> <th>Deliverables</th> <th>Timeframe</th> <th>Accountability and coordination of work</th> <th>Sum (approx.)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> <p>Output activity:</p> <ol style="list-style-type: none"> <li>Conduct a literature review on pollinators (national and international literature).</li> <li>Elaborate brief concepts (2-3 pages each) to outline rationales and approaches to complete the tasks (1) survey to define immediate risks for pollinators in the Almaty and Kostanay regions; (2) national-level program for the conservation of pollinators in Kazakhstan; (3) 1 (one) day regional awareness-raising seminar to promote uptake of knowledge products developed by BES-Net and IPBES.</li> </ol> <p>Deliverable:</p> <ol style="list-style-type: none"> <li>Submitted a narrative report (10-12 pages) upon literature review on national and international experiences on pollinator conservation and management.</li> <li>Submitted brief concepts (2-3 pages each) to outline rationales and approaches to complete the tasks (1) survey to define immediate risks for pollinators in the Almaty and Kostanay regions; (2) national-level program for the conservation of pollinators in Kazakhstan; (3) 1 (one) day regional awareness-raising seminar to promote uptake of knowledge products developed by BES-Net and IPBES.</li> </ol> </td> <td>One week after signing the contract</td> <td>Programme manager/Head of EE unit</td> <td>40%</td> </tr> </tbody> </table>	#	Deliverables	Timeframe	Accountability and coordination of work	Sum (approx.)	1.	<p>Output activity:</p> <ol style="list-style-type: none"> <li>Conduct a literature review on pollinators (national and international literature).</li> <li>Elaborate brief concepts (2-3 pages each) to outline rationales and approaches to complete the tasks (1) survey to define immediate risks for pollinators in the Almaty and Kostanay regions; (2) national-level program for the conservation of pollinators in Kazakhstan; (3) 1 (one) day regional awareness-raising seminar to promote uptake of knowledge products developed by BES-Net and IPBES.</li> </ol> <p>Deliverable:</p> <ol style="list-style-type: none"> <li>Submitted a narrative report (10-12 pages) upon literature review on national and international experiences on pollinator conservation and management.</li> <li>Submitted brief concepts (2-3 pages each) to outline rationales and approaches to complete the tasks (1) survey to define immediate risks for pollinators in the Almaty and Kostanay regions; (2) national-level program for the conservation of pollinators in Kazakhstan; (3) 1 (one) day regional awareness-raising seminar to promote uptake of knowledge products developed by BES-Net and IPBES.</li> </ol>	One week after signing the contract	Programme manager/Head of EE unit	40%
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	<p>Output activity:</p> <ol style="list-style-type: none"> <li>1. Undertake a field survey to define immediate risks for pollinators in Almaty and Kostanay regions.</li> <li>2. Drafting a national programme on the conservation of pollinators.</li> <li>3. Conduct 1 (one) workshop to prepare and validate the national-level programme and mainstream the IPBES in Kazakhstan.</li> <li>4. Organize 2 (two) national platform meetings - in Almaty and Kostanay regions, involving science and policymakers in the engagement of Kazakhstan in IPBES.</li> </ol> <p>2. Deliverables:</p> <ol style="list-style-type: none"> <li>1. Submitted report upon conducted immediate risks for the sustainability of the pollinators in Almaty and Kostanay regions.</li> <li>2. The first draft of the national programme on the conservation of pollinators.</li> <li>3. Submitted report on conducted validation workshop on national pollinator's conservation programme and mainstreaming of the IPBES in Kazakhstan.</li> <li>4. Submitted report on 2 two national platform meetings conducted in Almaty and Kostanay regions regarding the IPBES engagement process.</li> </ol>	<p>Eight weeks after signing the contract</p>	<p>Programme manager/head of EE unit</p>	<p>40%</p>
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	<p>Output activity:</p> <ol style="list-style-type: none"> <li>1. Elaborate with potential local, regional and national journalists, bloggers, PR and communication specialists, and other interested parties to produce at least 5 (five) media/ communications pieces and 3 (three) short- videos/ documentaries (each video should be 2-5 minutes max) dedicated to the issues of land degradation in the Aral Sea region, the importance of pollinators Almaty and Kostanay regions, and organic farming.</li> <li>2. Conduct 1 (One) PR awareness creation seminar to promote uptake of knowledge products.</li> <li>3. Survey to define potential TKs to document 8 bright spots (good practice).</li> </ol> <p>Deliverables:</p> <ol style="list-style-type: none"> <li>1. Submitted the final version of the national programme for the conservation of pollinators in Kazakhstan.</li> <li>2. Produced and submitted at least 5 (five) media/ communications pieces and 3 (three) short-videos/ documentaries (each video should be 2-5 minutes max) dedicated to the issues of land degradation in the Aral Sea, the importance of pollinators in the Almaty, and Kostanay regions, and organic farming.</li> <li>3. Conducted and submitted a report on 1 (One) PR awareness-raising seminar engaging local, regional and national journalists, bloggers, PR and communication specialists, and other interested parties following produced at least 5 (five) media/ communications pieces and 3 (three) short- videos/ documentaries (each video should be 2-5 minutes max) dedicated to the issues of land degradation in the Aral Sea, the importance of pollinators in Almaty and Kostanay regions, and organic farming.</li> <li>4. Submitted 8 bright spots (good practices).</li> <li>5. Submitted final narrative report on all completed activities.</li> </ol>	Sixteen-Eighteen weeks after signing the Contract	Programme manager/head of EE unit	20%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme manager/Head of EE unit			
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) where the minimum passing score of technical proposal is 70% (490 points). <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).			

	<i>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.</i>										
Criteria for the Assessment of Proposal	<p><b>Bids will be evaluated in 3 steps:</b></p> <p><b>Step 1. Pre-liminary examination against the minimum eligibility criteria;</b></p> <p><b>Step 2. Technical evaluation: maximum obtainable points are 700 (passing score 70% or 490 points and above);</b></p> <p><b>Step 3. Financial evaluation.</b></p> <p><b>Step 1. Following are defined as the minimum eligibility criteria:</b></p> <ol style="list-style-type: none"> <li>1. Full acceptance of the UNDP Contract General Terms and Conditions (GTC).</li> <li>2. Company must have legal capacity to enter into agreements (certificate of registration / re-registration, constituent documents are provided);</li> <li>3. 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 owed to tax authorities, please provide Audit Reports (if any) and/or balance sheets for 2020-2021);</li> <li>4. Company must have at least two years of experience in mainstreaming law, institutional development, capacity building, and awareness-raising in agriculture and biodiversity conservation</li> <li>5. Provide certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer.</li> <li>6. Provide at least 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated);</li> <li>7. Company must provide a list of services in the past three years: name of the Customer, subject of services, dates, and contract values (at least two in the required area)</li> <li>8. Company must provide CVs and diplomas of at least 5 key personnel experts according to the TOR) along with the written confirmation from each personnel that they are available for the entire duration of the contract.</li> <li>9. Company must provide methodology for applying the approach to the implementation of the expected results per ToR requirements</li> <li>10. Company must provide 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), risk matrix with appropriate response measures, and project Implementation Oversight</li> <li>11. Company must not be included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list.</li> </ol> <p><b>Step 2. Technical Proposal (70% of the overall assessment, with maximum 700 points calculated as 100% of total technical, o/w minimum obtainable is 70% i.e., 490 score)</b></p> <p><input checked="" type="checkbox"/> Professional experience of the company [28,5%]</p> <p><input checked="" type="checkbox"/> Proposed methodology and work plan [43%]</p> <p><input checked="" type="checkbox"/> Organizational structure and key personnel [28,5%]</p> <table border="1" data-bbox="459 1787 1474 1919"> <thead> <tr> <th colspan="2" data-bbox="459 1787 1171 1883">Summary of Technical Proposal</th> <th data-bbox="1171 1787 1326 1883">Weight, %</th> <th data-bbox="1326 1787 1474 1883">Max points</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1883 528 1919">1.</td> <td data-bbox="528 1883 1171 1919">Professional experience of the company</td> <td data-bbox="1171 1883 1326 1919">28,5%</td> <td data-bbox="1326 1883 1474 1919">200</td> </tr> </tbody> </table>			Summary of Technical Proposal		Weight, %	Max points	1.	Professional experience of the company	28,5%	200
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1.	Professional experience of the company	28,5%	200								

	2.	Proposed methodology and work plan	43%	300
	3.	Organizational structure and key personnel	28,5%	200
	<b>Total</b>			<b>700</b>
<b>Technical Assessment</b>				<b>Max Points</b>
<b>Competence evaluation of the Company / Organization</b>				
	1.1	<b>At least two years of experience in law mainstreaming, institutional development, capacity building, and awareness-raising in agriculture and biodiversity conservation.</b> Minimum 2 years ( <b>minimum requirement</b> ) - 84 points. + 6 points for each additional year of experience Maximum - 120 points.		120
	1.2	<b>At least two recommendation letters from previous customers for similar works in the last two years:</b> On availability of the two letters ( <b>minimum requirement</b> ) - 35 points. + 5 points for each additional letter. Maximum 50 points.		50
	1.3	<b>The list of completed similar services/work over the past three years (at least two in the required area) indicates the Customer, year of service provided, the cost (if possible), and the Customer's contact details.</b> Available ( <b>minimum requirement</b> ) - 30 points.		30
	<b>Total:</b>			<b>200</b>
<b>Proposed methodology and work plan</b>				
	2.1	<b>Understanding the objective, methodology for carrying out each activity, and detailed description of expected results for each activity matching the terms of reference and underlined in the proposal.</b> Fully addressed in sufficient detail: 56 points Exceeds the requirements: 80 points		80
	2.2	<b>The staff schedule/work plan (must include the team composition and the distribution of responsibilities for each expert). General management and administrative mechanisms should ensure key staff members' sufficient and timely contribution.</b> Fairly comprehensive: 56 points Fully comprehensive: 80 points		80
	2.3	<b>The proposed work plan (institutional and individual) is precise and clear; The sequence of activities is logical, timewise, and technically realistic. The proposed work plan should ensure the effective performance of each task and be aligned to the local context.</b> Fairly comprehensive: 56 points Fully comprehensive: 80 points		80



2.4	<b>Project Implementation Oversight: Has the Supplier provided an oversight plan for effective monitoring of the Project Activities and allocated sufficient resources / for oversight services?</b> Fully addressed: 21 points Exceeds requirements: 30 points	30
2.5	<b>Any risks were determined during the project implementation, and what response measures are described in the proposal?</b> Fairly addresses and provides measures: 21 points Fully comprehensive, addresses and provides effective response measures to eliminate risks: 30 points	30
	<b>Total:</b>	<b>300</b>
<b>Organizational structure and key personnel</b>		
3.1	<b>Team leader</b>	
	<b>Higher education in social sciences, economics, agriculture, environment, business administration other related sciences.</b> - Bachelor's degree - 14 points ( <b>minimum requirement</b> ). - Master's degree - 17 points. - Higher qualifications - 20 points.	20
	<b>Three years of work experience in knowledge management, research works, NGOs, civil society organization experience, and two years of work experience in agriculture and land degradation &amp; climate change.</b> - Three years - 14 points ( <b>minimum requirement</b> ). - For each additional year per 1 point. - Maximum - up to 20 points.	20
	<b>At least two years of experience in agriculture, land degradation, &amp; climate change.</b> - Two years - 14 points ( <b>minimum requirement</b> ). - For each additional year per 1 point. - Maximum - up to 20 points.	20
	<b>Knowledge of Russian is a must, and Kazakh is preferable.</b> - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10
	<b>Total for Team leader:</b>	<b>70</b>
3.2	<b>Apiculture expert</b>	
	<b>Higher education in agriculture and crop farming, other related sciences.</b> - Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications – 10 points.	10
	<b>At least three years of experience in research, beehive, and land management.</b> - Three years( <b>minimum requirement</b> ) - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
	<b>Knowledge of Russian is a must, and Kazakh is preferable.</b> - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10
	<b>Total for Apiculture expert</b>	<b>30</b>
3.3	<b>Agriculture and Biodiversity expert</b>	

		<b>Higher education in agriculture, biology, geography, forestry, and other related sciences.</b> - Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications - 10 points.	10
		<b>Three years of experience in agriculture, biodiversity, protected areas, and rural development.</b> - Three years (minimum requirement) - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
		<b>Knowledge of Russian is a must, and Kazakh is preferable.</b> - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10
		<b>Total for Agriculture and Biodiversity expert</b>	<b>30</b>
	3.4	<b>PR and communication expert</b>	
		<b>A University Degree in Communications, Journalism, or equivalent.</b> - Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications - 10 points.	10
		<b>Minimum two years of experience as a PR expert</b> - Two years of experience - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
		<b>Minimum three years of experience in communication, journalism, print media, research documentation, and report writing.</b> - Three years ( <b>minimum requirement</b> )- 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
		<b>Knowledge of the Russian and Kazakh languages is required.</b> - Knowledge of both Kazakhs and Russian languages- 10	10
		<b>Total for PR and communication expert</b>	<b>40</b>
	3.5	<b>Legal expert</b>	
		<b>Higher education in jurisprudence, legal or political science, public administration, or related fields.</b> - Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications - 10 points.	10
		<b>Minimum three years in legal benchmarking, environmental law elaboration, local governance, and participatory action research. Familiarity with national policies related to biodiversity management as well as global environmental processes, including IPBES, UNCCD, SDGs</b> - Three years ( <b>minimum requirement</b> ) - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
		<b>Knowledge of Russian is a must, and Kazakh is preferable.</b> - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10

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<b>GRANDTOTAL for Management Structure and Qualification of Key Personnel</b>	<b>200</b>				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider				
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annexes 2a and 2b) <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 3) <input checked="" type="checkbox"/> Contract template and General Terms and Conditions / Special Conditions (Annex 4)				
Contact Person for Inquiries (Written inquiries only)	<p><i>Aigerim Batyrbekova</i> <i>aigerim.batyrbekova@undp.org</i></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>				
Procedure for filing an electronic proposal	<p><b>IMPORTANT:</b> Applicants must submit their bids via electronic mail <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a>; with obligatory indication of the name of the contest <b>RFP-2022-031</b> in the subject of the letter.</p> <p>The technical and financial parts of the Proposal should be presented in separate files. <b>Financial offer (Annex 2b) must be password protected.</b> The password to the Financial Proposal should not be provided to UNDP until a request has been received from the UNDP representative, Aigerim Batyrbekova.</p> <p>Document format: PDF files only; A maximum of 60 characters should be included in the names of the files and should not contain any special characters other than letters; The files to be sent must not contain viruses or be damaged; Maximum file size for one electronic transmission: up to 20 MB; Maximum number of electronic transmissions: 5 messages; Mandatory indication of the subject <b>RFP-2022-031 Consultancy Services for the development and strengthening of institutional frameworks for implementation of the BESNet/IPBES principles in the Republic of Kazakhstan</b> If more than 1 message is used, enter a serial number in the subject.</p>				