



## REQUEST FOR PROPOSAL (RFP)

<b>UNITED NATIONS DEVELOPMENT PROGRAMME</b> <b>PROJECT NAME AND ID:</b> Post-Crisis Support to the Government's Reform Initiatives, 00130312	<b>DATE:</b> August 30, 2022  <b>REFERENCE:</b> <b>RFP-2022-042</b> Development and application of the prototyping methodology on future skills and economic growth for "Knowledge Week: embracing the change" initiative.
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Dear Sir / Madam:

We kindly request you to submit your **Proposal for provision of services on Development and application of the prototyping methodology on future skills and economic growth for "Knowledge Week: embracing the change" initiative.**

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 **20 September 2022, 15.00 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-2022-042** 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=EAlaIqobChMllv4yfac9wIVFASiAx0Cyg-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=EAlaIqobChMllv4yfac9wIVFASiAx0Cyg-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/unscclconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:



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Yerzhan Murzatayev

OIC Operations Manager

Date: 29-Aug-2022

DocuSigned by:



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## Annex 1

## Description of Requirements

Context of the Requirement	Post-Crisis Support to the Government's Reform Initiatives, 00130312
Brief Description of the Required Services <sup>1</sup>	Development and application of the prototyping methodology on future skills and economic growth for "Knowledge Week: embracing the change" initiative.
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>UNDP Project Manager</i>
Frequency of Reporting	According to the Terms of Reference
Progress Reporting Requirements	According to the Terms of Reference
Location of work	Home-based with one travel to Kyzylorda, Kazakhstan
Expected duration of work	2 (two) months from the date of signing the Contract
Target start date	Estimated October 2022
Latest completion date	Estimated December 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 completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> US Dollar <input checked="" type="checkbox"/> For companies registered in the territory of the Republic of Kazakhstan, the offer must be submitted in local currency -Kazakhstan 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	<input checked="" type="checkbox"/> 90 days

<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.

<i>for the last day of submission of quotes)</i>	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: 11.00 am by Nur-Sultan time Date: 09 September 2022 Location: Zoom-call In case of interest on participation at the pre-bid conference, please send notification on your participation not later than September 08, 2022, 6.00pm by Nur-Sultan time to email <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a> with copy to <a href="mailto:gyulnara.karpisheva@undp.org">gyulnara.karpisheva@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	<b>#</b>	<b>Deliverables</b>	<b>Estimated duration to complete</b>	<b>Sum (approx.)</b>
	1.	Prototyping methodology is developed and customized to the Kazakhstan context. Results: <ul style="list-style-type: none"> <li>• A clear methodology with the schedule, requirements, and outputs is developed;</li> <li>• At least three expert sessions led by key industry experts are conducted that inform the prototyping methodology;</li> <li>• At least 10 experts from key economy industries are identified who will contribute to the prototyping workshop prior and during the Knowledge Week event.</li> </ul>	Three weeks after the contract signing	70%
	2.	Collaborative learning seminars led by the industry experts are organized Results: <ul style="list-style-type: none"> <li>• At least three experts and relevant seminar topics are identified;</li> <li>• Seminar content is developed;</li> <li>• Seminars are led in a participatory, innovative, and engaging manner.</li> </ul>	Six weeks after the contract signing	15%
	3.	Prototyping workshop is carried out and results are presented during the Knowledge Week Results: <ul style="list-style-type: none"> <li>• At least three concrete recommendations per each industry sector are produced in a narrative and presentation forms; an innovative way of presentation will be welcomed;</li> <li>• Final report is submitted, which consists of the following: impact of digitalization on key economy sectors based on expert consultations, detailed description and step-by-step guide of the prototyping methodology, key recommendations for each sector, takeaways and lessons learnt from the prototyping workshop.</li> </ul>	Eight weeks after the contract signing	15%
Person(s) to review/inspect/ approve outputs/completed services	UNDP Project Manager			

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services (Annex 4)
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>  <b>Step 1. Pre-liminary examination against the minimum eligibility criteria;</b>  <b>Step 2. Technical evaluation: maximum obtainable points are 700 (passing score 70% or 490 points and above);</b>  <b>Step 3. Financial evaluation.</b></p> <p><b>1. 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. Only duly completed Bid Submission, the UNDP template (Annexes 2A and 2B) will be considered for the pre-liminary examination; <b>Annex 2B must be password protected!</b></li> <li>3. Certificate of registration/re-registration, constituent documents;</li> <li>4. Audited financial statements for 2020-2021. If the company is exempted from the audit - a confirmation certificate from the contractor. Profit and loss statement, balance sheets for 2020-2021;</li> <li>5. Certificate of absence of debt in tax authorities</li> <li>6. Provide VAT certificate (if applicable). If company is not a VAT payer, written confirmation should be submitted;</li> <li>7. Annex 2A should present the profile of the Contractor with detailed activity information confirming a) at least 2 s of experience in conducting collaborative exercises, workshops, and other activities of a similar nature; b) at least 1 previous project developing a methodology</li> <li>8. Annex 2A must include the methodology describing how the task will be carried out, as well as a detailed work plan. The work schedule should include the team composition and distribution of responsibilities;</li> <li>9. A list of projects conducted within past 2 years that the company provided similar services. The list should include the scope of the services provided (e.g. subject of services/works, achieved results, sectoral context, geographical focus, year of performed services), contract duration, name of the Customer, and the Customer's contact details (e-mail, phone number).</li> <li>10. Provided resumes, diplomas and certificates of key personnel (at least 3 people according to the Terms of Reference) along with a written confirmation from each employee that they are available during the entire term of the contract;</li> <li>11. The company must not be included in the UN Security Council 1267/1989 list of terrorists and persons and organizations financing terrorism, as well as in the UNDP list of unacceptable suppliers.</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><b><u>A company that does not receive the minimum score for at least one of the criteria, including the criteria for key personnel, is automatically disqualified from the competition.</u></b></p> <p><input checked="" type="checkbox"/> Professional experience of the company [30%]  <input checked="" type="checkbox"/> Proposed methodology and work plan [35%]  <input checked="" type="checkbox"/> Organizational structure and key personnel [35%]</p>

Summary of Technical Proposal		Weight, %	Max points
1.	Professional experience of the company	30%	210
2.	Proposed methodology and work plan	35%	245
3.	Organizational structure and key personnel	35%	245
Total			700

Technical Assessment		Max Points
	Competence evaluation of the Company / Organization	
1.1	<b>The company has experience conducting collaborative exercises, workshops, and other activities of a similar nature:</b> <i>2 years - 58.8 points (minimum requirement)</i> <i>3- 4 years – 71 points</i> <i>5 and more years – 84 points</i>	84
1.2	<b>Proven experience in methodology development:</b> <i>1 project – 58.8 points (minimum requirement)</i> <i>2 to 4 projects – 71 points</i> <i>5 and more projects – 84 points</i>	84
1.3	<b>Experience working with international organizations (advantage):</b> <i>No experience – 0 points</i> <i>Available experience – 21 points</i>	21
1.4	<b>Experience working on an international level (advantage)</b> <i>No experience – 0 points</i> <i>Available experience – 21 points</i>	21
Total for Section 1:		210

	Proposed methodology and work plan	
2.1	<b>Methodology on TOR implementation (minimum requirement):</b> <i>Methodology and logical framework on TOR implementation are outlined in general - 101.5 points</i> <i>Methodology on TOR implementation is justified and described in sufficient details – 145 points</i>	145
2.2	<b>Work schedule (minimum requirement):</b> <i>Work plan outlines scheduled activities in general - 70 points</i> <i>Work plan is detailed and tailored to the TOR requirements – 100 points</i>	100
	Total for Section 2:	245

Management Structure and Qualification of Key Personnel		
3.1	Project Manager/ team lead (1)	
	<b>Higher education in the field of social sciences, economics, public policy, or related field (minimum requirement):</b> <i>Bachelor’s degree – 10.5 points</i> <i>Master’s degree and higher - 15 points</i>	15

		<b>At least 2 years of experience in the methodology development/ design (minimum requirement)</b> <i>2 years – 28 points</i> <i>3-4 years – 34 points</i> <i>5 and more years – 40 points</i>	40
		<b>Coordinating a workshop with innovative elements (advantage)</b> <i>No experience – 0 points</i> <i>Has experience – 9 points</i>	9
		<b>International experience managing/ coordinating workshops (advantage)</b> <i>No experience – 0 points</i> <i>Has experience – 9 points</i>	9
	<b>Total:</b>		<b>73</b>
	<b>3.2</b>	<b>Project coordinator (1)</b>	
		Higher education in the field of social sciences, economics, communication, business, or related field (minimum requirement). Bachelor degree – 10.5 points Master's degree and higher - 15 points	15
		Experience in organizing/ supporting/ coordinating collaborative workshops (minimum requirement): 2 workshops – 14 points 3 – 4 workshops – 17 points 5 and more workshops – 20 points	20
		<b>Experience in coordinating a workshop with innovative elements (e.g. prototyping, foresight) (advantage)</b> <i>No experience – 0 points</i> <i>Has experience – 10 points</i>	10
		<b>International experience supporting/ coordinating workshops (advantage)</b> <i>No experience – 0 points</i> <i>Has experience – 10 points</i>	10
	<b>Total</b>		<b>55</b>
	<b>3.3</b>	<b>Expert facilitator in construction sector</b>	
		<b>Higher education in engineering/ construction/ architecture/ Economics/ related field (minimum requirement)</b> <i>Bachelor's degree – 7 points</i> <i>Master's degree and higher - 10 points</i>	10
		<b>Experience facilitating workshops/ training/ participatory activity (minimum requirement)</b> <i>2 workshops – 10.5 points</i> <i>3-4 workshops – 12.5 points</i> <i>5 and more workshops - 15 points</i>	15
		<b>Expertise in construction sector, preferably in innovation in construction industry (advantage)</b> <i>No experience – 0 points</i> <i>Has experience – 4 points</i>	4
		<b>Knowledge of a context of the construction industry in Kazakhstan (advantage)</b> <i>No knowledge – 0 points</i> <i>Available knowledge – 5 points</i>	5
		<b>Experience on an international level (advantage)</b> <i>No experience – 0 points</i> <i>Available experience – 5 points</i>	5
	<b>TOTAL</b>		<b>39</b>
	<b>3.4</b>	<b>Expert facilitator in agriculture sector</b>	

		<b>Higher education in agriculture, natural resource management, environment, ecology, or related field (minimum requirement)</b> <i>Bachelor degree – 7 points</i> <i>Master's degree and higher - 10 points</i>	10
		<b>Experience facilitating workshops/ training/ participatory activity (minimum requirement)</b> <i>2 workshops – 10.5 points</i> <i>3-4 workshops – 12.5 points</i> <i>5 and more workshops - 15 points</i>	15
		<b>Expertise in agriculture sector, preferably in innovation in agriculture industry (advantage)</b> <i>No experience – 0 points</i> <i>Available experience – 4 points</i>	4
		<b>Knowledge of a context of the agriculture industry in Kazakhstan (advantage)</b> <i>No knowledge – 0 points</i> <i>Available knowledge – 5 points</i>	5
		<b>Experience on an international level (advantage)</b> <i>No experience – 0 points</i> <i>Available experience – 5 points</i>	5
		<b>TOTAL</b>	<b>39</b>
3.5		<b>Expert facilitator in creative economy sector</b>	
		<b>Higher education in art, business, social sciences, economics, management, public administration or related field (minimum requirement)</b> <i>Bachelor degree – 7 points</i> <i>Master's degree and higher - 10 points</i>	10
		<b>Experience facilitating workshops/ training/ participatory activity (minimum requirement)</b> <i>2 workshops – 10.5 points</i> <i>3-4 workshops – 12.5 points</i> <i>5 and more workshops - 15 points</i>	15
		<b>Expertise in creative economy sector, preferably in innovation in creative economy industry (advantage)</b> <i>No experience – 0 points</i> <i>Available experience – 4 points</i>	4
		<b>Knowledge of a context of the creative economy industry in Kazakhstan (advantage)</b> <i>No knowledge – 0 points</i> <i>Available knowledge – 5 points</i>	5
		<b>Experience on an international level (advantage)</b> <i>No experience – 0 points</i> <i>Available experience – 5 points</i>	5
		<b>TOTAL</b>	<b>39</b>
		<b>TOTAL for Section 3</b>	<b>245</b>
<b>Step 3. Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP:  <u>Rating the Financial Proposal (FP):</u> $FP \text{ Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ <u>Total Combined Score:</u>			



	<p>Combined Score = (TP Rating) x 70% + (FP Rating) x 30%</p> <p><b>!!! The financial offer must be password protected.</b></p>
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><b>Gyulnara Karpisheva, Procurement Specialist</b>  <a href="mailto:gyulnara.karpisheva@undp.org">gyulnara.karpisheva@undp.org</a></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-2022-042</b> in the subject of the letter.  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, Yerden Suttanov.</p> <p>Document format: <b>PDF files only;</b>  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-2022-042 Development and application of the prototyping methodology on future skills and economic growth for "Knowledge Week: embracing the change" initiative.</b>  If more than 1 message is used, enter a serial number in the subject.</p>

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)***

[insert: Location]

[insert: Date]

To: Sukhrob Khojimatov  
UNDP Resident Representative a.i.

Dear Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP-2022-042** dated 30 August 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) **Company's Profile** with detailed activity information – describing the nature of business, field of expertise, licenses, certifications, accreditations; confirming at least 2 years of experience in conducting collaborative exercises, workshops, and other activities of a similar nature; At least 1 previous project developing a methodology. A list of projects conducted within past 2 years that the company provided similar services. The list should include the scope of the services provided (e.g. subject of services/works, achieved results, sectoral context, geographical focus, year of performed services), contract duration, name of the Customer, and the Customer's contact details (e-mail, phone number).*
- b) **Business Licenses – certificate of state registration / re-registration, VAT certificate (if applicable).** If the company is not a VAT payer, written confirmation to be provided;*
- c) **Financial documents to confirm the Company's financial stability, liquidity, credit standing, and market reputation – balance sheets for 2020-2021, certificates confirming the absence of debts in the tax authorities;** audited financial statements for 2020-2021. If the company is exempt from auditing – a certificate of confirmation from the contractor;*
- d) **Availability of experts with the necessary qualifications and work experience (it is necessary to attach a detailed resume and documents confirming the qualifications of experts – diplomas, certificates, etc.)***
- e) **Experience working with international organizations will be an advantage.***
- f) **Experience working on an international level (providing services in other countries than the company is registered in) will be an advantage.***

**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. The work schedule for the implementation of the TOR should be provided in the form of a Gantt chart. It must include Work schedule (must include the composition of the team and the distribution of responsibilities).*

**C. Qualifications of Key Personnel**

*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 (copies of Diplomas, certificates, etc) demonstrating qualifications; 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]

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**A. COST BREAKDOWN BY DELIVERABLES (ACCORDING TO THE TOR):****ANNEX 2b MUST BE PASSWORD PROTECTED!**

#	Deliverables	Payment in %	Total price
1.	Prototyping methodology is developed and customized to the Kazakhstan context. Results: <ul style="list-style-type: none"> <li>• A clear methodology with the schedule, requirements, and outputs is developed;</li> <li>• At least three expert sessions led by key industry experts are conducted that inform the prototyping methodology;</li> <li>• At least 10 experts from key economy industries are identified who will contribute to the prototyping workshop prior and during the Knowledge Week event.</li> </ul>	70%	
2.	Collaborative learning seminars led by the industry experts are organized Results: <ul style="list-style-type: none"> <li>• At least three experts and relevant seminar topics are identified;</li> <li>• Seminar content is developed;</li> <li>• Seminars are led in a participatory, innovative, and engaging manner.</li> </ul>	15%	
3.	Prototyping workshop is carried out and results are presented during the Knowledge Week Results: <ul style="list-style-type: none"> <li>• At least three concrete recommendations per each industry sector are produced in a narrative and presentation forms; an innovative way of presentation will be welcomed;</li> <li>• Final report is submitted, which consists of the following: impact of digitalization on key economy sectors based on expert consultations, detailed description and step-by-step guide of the prototyping methodology, key recommendations for each sector, takeaways and lessons learnt from the prototyping workshop.</li> </ul>	15%	
<b>TOTAL</b>		<b>100%</b>	

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

**B. Cost Breakdown by Cost Component:**

Activity	Unit of Cost	Duration of services, months	Number	Total
<b>I. Personnel Services, including all tax costs, pension and social benefits and deductions</b>				
Project Manager/ team lead			1	
Project Coordinator			1	
Expert facilitator in construction sector:			1	
Expert facilitator in agriculture sector			1	
Expert facilitator in creative economy sector			1	
Additional staff (please provide detailed explanation if required)				

II. Workshop and consultations				
1 (one) participatory expert workshop				
Stakeholder consultation workshops (two times)				
Conduct expert interviews				
Conduct interviews and brainstorming sessions				
Preparation of land and green water management best practices for Aral Sea Regions.				
Preparation of impact chain database				
Preparation list of land-based green jobs (including for women and youth)				
Final workshop with stakeholders				
1 (one) wider public awareness campaign				
III. Travel expenses to Kyzylorda				
Travel Costs (National) (to Kyzylorda) (trips)				
Daily Allowance (Kyzylorda) (days)				
Accommodation (Kyzylorda) (days)				
IV. Unforeseen expenses (detailed description if available)				
Translation services				
Communication costs, Internet				
<b>Other expenses (please provide detalization if any)</b>				
<b>VAT (if applicable)</b>				
<b>Grand TOTAL</b>				

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

*[Designation]*

*[Date]*