



## REQUEST FOR PROPOSAL (RFP)

<p>UNITED NATIONS DEVELOPMENT PROGRAM (UNDP)</p> <p>PROJECT: 00119833, "Biodiversity and Ecosystem Services Network (BES-Net) Phase II Implementation of Component I in Kazakhstan"</p>	<p>DATE: September 16, 2022</p> <p><b>Reference:</b>  <b>RFP-2022-053</b>  <b>Study of climate change, land degradation, and water nexus in the Aral Sea region</b></p>
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Dear Sir / Madam:

We kindly request you to submit your Proposal for services on Study of climate change, land degradation, and water nexus in the Aral Sea region.

**Please be guided by the forms 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**) should be submitted in \*.pdf format not later than **September 30, 2022, 15:00** (Nur-Sultan time) to the e-mail address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with mandatory indication of the Reference number **RFP-2022-053** and name of the tender in the e-mail subject.

**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 / Word 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.

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

Your proposal shall 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 received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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 the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any proposal that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be recalculated by UNDP, and the unit price shall prevail, and the total price shall be corrected in accordance with it. If the service provider does not agree with the recalculated price, his/her 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 contract award 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 scope, 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 agrees with the General Terms and Conditions (Annex 3 herein).

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 provider's preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.


UNDP's appeal procedure aims to provide individuals or companies not awarded a purchase order or contract to appeal the decision made. In case of perceived unfair treatment, one can use appeal procedures (see. <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 the RFP.

UNDP implements a zero tolerance policy 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:  
  
 E4D23A614AD4405...

Karina Yamashita  
 UNDP Procurement Associate

**Annex 1****Description of Requirements**

Context	UNDP Project #00119833, "Biodiversity and Ecosystem Services Network (BES-Net) Phase II Implementation of Component I in Kazakhstan"
Brief Description of the Required Services <sup>1</sup>	Study of climate change, land degradation, and water nexus in the Aral Sea region
List and Description of Expected Outputs to be Delivered	As per the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP Head of Energy and Environment Unit; UNDP Programme Associate
Frequency of Reporting	As per the TOR
Progress Reporting Requirements	As per the TOR
Duty Station <sup>2</sup>	<input checked="" type="checkbox"/> At the location of the company in Kazakhstan with travels to the project sites (Aral Sea region)
Expected duration of work	4 months (tentatively October 2022 - January 2023)
Target start date	October 15, 2022
Deadline	January 31, 2023
Travels Expected <sup>3</sup>	As per the TOR
Special Security Requirements	In order to operate during the COVID19 pandemic, the Service Provider shall provide all necessary protective equipment for its employees and comply with all WHO standards and recommendations of local authorities to carry out work during the epidemic. The Service Provider is responsible for the proper and timely provision of its employees involved in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, COVID19 screening (if necessary), for the entire duration of the Contract
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

<sup>1</sup> Detailed information is provided in Annex 4 to the Terms of Reference (TOR).

<sup>2</sup> If there is a restriction on free movement in the country due to COVID-19 pandemic, activities shall be performed online/ remotely with no business trips.

<sup>3</sup> If there is a restriction on free movement in the country due to COVID-19 pandemic, activities shall be performed online/ remotely with no business trips.

Names and curriculum vitae of individuals involved in providing services	<input checked="" type="checkbox"/> Required			
Currency of proposal	<input checked="" type="checkbox"/> Local Currency KZT			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes* <i>*If applicable</i>			
Validity Period (from the last day of submission)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request to extend the validity of the Proposal beyond that initially indicated in the RFP. This shall be confirmed in writing, without any modification whatsoever on the Proposal.			
The preliminary tender conference meeting will be held:	Time: 11 a.m. Nur-Sultan city time Date: September 22, 2022 Venue: Zoom/Teams  If you are interested in participating in a preliminary meeting, you should send a participation notice by e-mail to <a href="mailto:Gyulnara.karpisheva@undp.org">Gyulnara.karpisheva@undp.org</a> not later than 16:00 (Nur-Sultan time) on September 21, 2022			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms				
	<b>No</b>	<b>Output/ expected deliverables</b>	<b>Deadline</b>	<b>Payment in %</b>
	1.	Conduct expert mapping of the literature review.  <b>Results:</b> 1. Detailed work plan with an indication of all project activities and a brief description of the implementation approach is submitted and agreed with UNDP. 2. Methodology and the schedule for the implementation is submitted and agreed with UNDP. 3. List of key stakeholders and literatures is submitted and agreed UNDP.	Within 1 (one) week after the contract signing date	1 <sup>st</sup> tranche - 40% of the contract amount
	2.	- Organize one workshop for experts for brainstorming and in-depth analysis of impact chains with the participation of at least 12 specialists. (agenda, LOP, and questionnaire should be agreed upon with UNDP in advance). - Conduct 2 (two) consultation workshops with the participation of at	Within 6 (six) weeks after the contract signing date	2nd tranche – 40% of the contract amount

		<p>least 22 people or sector specialists (agenda, and LOP should be agreed with UNDP in advance).</p> <ul style="list-style-type: none"> <li>- Conduct one interview with relevant institutions and practitioners such as climate and water specialists. (at least 10 interviewers should be taken on board to conduct interviews).</li> <li>- Conduct validation and summary of impact chain data workshop (at least 20 participants). (Agenda and LoP should be agreed with UNDP in advance).</li> <li>- Perform analysis of existing models on climate impacts on the Aral Sea watershed, agriculture, water, and health sectors in the Aral Sea regions.</li> </ul> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Submitted the photo and narrative reports over the conducted events activities 1-5 - activities towards achieving deliverables (a table of content for the photo and narrative reports should be prepared and agreed upon with the UNDP in advance).</li> <li>2. The first draft of the comprehensive study report (a table of content for the comprehensive study report should be prepared and agreed upon with the UNDP in advance).</li> </ol>		
	3.	<ul style="list-style-type: none"> <li>- Organize a public awareness campaign about the results of media research and social media coverage.</li> <li>- Final workshop with stakeholders for 40 participants.</li> </ul> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Submitted the photo and narrative reports over the conducted public awareness campaign. (a table of content for the photo and narrative reports should be prepared and agreed upon with the UNDP in advance).</li> <li>2. Submitted final workshop report (agenda, LOP and minutes of the final workshop should be presented to UNDP).</li> <li>3. The final comprehensive research</li> </ol>	<p>Within 12 (twelve) weeks after the contract signing date</p>	<p>3<sup>rd</sup> tranche – 20% of the contract amount</p>

		report on Climate Change, Land Degradation, and water nexus in the Aral Sea regions (the outline and content of the report should be agreed upon through a national stakeholder workshop and then agreed with the UNDP in advance).		
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNDP Programme Associate			
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 (70%– technical proposal and 30%– financial proposal, where minimum passing score of technical proposal is 490 points, or 70% of maximum 700 points).  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. <i>Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</i>			
Evaluation Criteria	<p><b><u>Bids will be evaluated in 3 steps:</u></b></p> <p><b>1. Pre-liminary examination against the minimum eligibility criteria;</b></p> <p><b>2. Technical evaluation: maximum obtainable points are 700 (passing score 70% of maximum obtainable scores that values to 490 points);</b></p> <p><b>3. Financial evaluation.</b></p> <p><b>Step 1. Following are defined as the minimum eligibility criteria (Pass/Fail):</b></p> <ul style="list-style-type: none"> <li>• Full acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract (to be confirmed in written).</li> <li>• Duly completed and signed Technical Proposal (Annex 2a) as per UNDP template.</li> <li>• Duly completed and signed Financial Proposal (Annex 2b) as per UNDP template. The Financial Proposal (Annex 2b) must include the full set contract amount, including all indirect and direct costs (including VAT and/or other applicable taxes), as well as a template breakdown. <b>The financial proposal must be password protected! The offer should be valid for 90 days.</b></li> <li>• Company must have legal capacity to enter into agreements: <ul style="list-style-type: none"> <li>✓ certificate of business registration/re-registration</li> <li>✓ copy of Charter</li> </ul> </li> <li>• Financial stability: Company must be solvent, not subject to liquidation, their property is not seized, and their business activities are not suspended constrainedly by laws: <ul style="list-style-type: none"> <li>✓ certificates confirming the absence of debts in tax authorities</li> <li>✓ audited financial statements for 2020-2021, profit and loss statements, balance sheets for 2020-2021</li> </ul> </li> </ul>			

	<ul style="list-style-type: none"> <li>✓ VAT certificate (if applicable). Otherwise, written confirmation that the company is not a VAT payer</li> <li>• The Company's profile with detailed activity information confirming the following: <ul style="list-style-type: none"> <li>✓ at least 3 (three) years of working experience in research of land degradation and water resource management issues.</li> <li>✓ at least 2 (two) years of proven experience in Central Asian River basin management, space monitoring, and historical data archives.</li> <li>✓ working experience with the Aral Sea regions would be an advantage</li> </ul> </li> <li>• Methodology for applying the approach to the implementation of the expected results of the ToR.</li> <li>• 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).</li> <li>• Reputation – a table/list of clients for the last three years for similar services required by UNDP, indicating the Client, the name of the services/work, the year of the service, and the client's contact information (email, phone number, and full name of the contact person);</li> <li>• Two letters of recommendation from previous clients for similar services (on official letterhead, signed and dated);</li> <li>• Documents of the key personnel confirming qualifications (<b>diplomas</b>, certificates of advanced training in the subject area, other certificates), <b>detailed CVs</b>, as well as <b>written confirmation on availability</b> of each employee.</li> <li>• The proposal shall be valid for at least 90 days – to be confirmed in written.</li> <li>• 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> <li>• Submission of all documents in accordance with the list of Annexes 2a and 2b;</li> </ul> <p><b>* If the above documents are not provided, the organization may not be accepted for the technical evaluation.</b></p> <p><b>Step 2. Technical Evaluation (70%, maximum 700 points calculated as 100% of technical evaluation):</b></p> <p><input checked="" type="checkbox"/> Expertise or Organization/ Firm 30%</p> <p><input checked="" type="checkbox"/> Proposed Methodology and Work Plan 40%</p> <p><input checked="" type="checkbox"/> Management structure and personnel qualification 30%</p> <p>Applications that will accumulate at least 490 points of the maximum 700 points during the technical evaluation process will be qualified for financial evaluation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Technical evaluation</th> <th>Weight</th> <th>Scores</th> </tr> </thead> <tbody> <tr> <td style="width: 5%;">1.</td> <td style="width: 65%;">Professional experience in the company</td> <td style="width: 20%;">30%</td> <td style="width: 10%;">210</td> </tr> <tr> <td>2.</td> <td>Methodology, its appropriateness to the condition and Work plan</td> <td>40%</td> <td>280</td> </tr> </tbody> </table>	Technical evaluation		Weight	Scores	1.	Professional experience in the company	30%	210	2.	Methodology, its appropriateness to the condition and Work plan	40%	280
Technical evaluation		Weight	Scores										
1.	Professional experience in the company	30%	210										
2.	Methodology, its appropriateness to the condition and Work plan	40%	280										

	3.	Management structure and key personnel qualification	30%	210
	<b>Total</b>			<b>700</b>
	<b>Evaluation criteria/sub criteria</b>			
	<b>1. Expertise of the Firm (30%)</b>			<b>Maximum points</b>
	1.1	At least three years of experience in research in land degradation and water resource management projects in the Aral Sea regions: 3 years - 63 points 4-5 years – 76.5 points 6 years and more - 90 points	90	
	1.2	At least two years of proven experience in Central Asian River basin management, space monitoring, and historical data archives in the Aral Sea Region: 2 years – 63 points 3-4 years – 76.5 points 5 years and more – 90 points	90	
	1.3	Working experience with the Aral Sea regions would be an advantage: Not available – 0 points Available experience – 30 points	30	
	<b>Total:</b>			<b>210</b>
	<b>2. The proposed methodology and schedule of work (40%)</b>			<b>Maximum points</b>
	2.1	Understanding of the essence, methodology and expected results of the project is consistent with the Terms of Reference and reflected in the proposal: • availability of the work methodology - 98 points • proposed work methodology clearly shows the algorithm of achieving results (does not duplicate the ToR), detailed and justified approaches for performing the work, considering the specifics of the services - 140 points	140	
	2.2	Works schedule (must include the team composition and the distribution of responsibilities): • available works schedule – 98 points • provided works schedule has a logical framework for achieving the results, including the team composition and distribution of responsibilities - 140 points	140	
	<b>Total:</b>			<b>280</b>
	<b>3. Organizational structure and key personnel (30%)</b>			<b>Maximum points</b>
	3.1	Team leader	50	



	3.1.1	Higher education in social sciences, economics, agriculture, water, law, or business administration: Bachelor's degree – 10.5 points Master's degree - 13 points Higher qualifications - 15 points	15
	3.1.2	Three years of experience in coordinating projects, research, livelihood development: 3 years - 7 points 4-5 years – 8.5 points 6 years and more – 10 points	10
	3.1.3	At least two years of experience in land degradation and transboundary water management: 2 years - 7 points 3-4 years – 8.5 points 5 years and more – 10 points	10
	3.1.4	Working experience in the Aral Sea regions would be an asset: Not available – 0 points Available experience – 5 points	5
	3.1.5	Excellent knowledge of Russian language (level to be indicated in CV): Excellent knowledge – 10 points	10
	<b>3.2</b>	<b>Water expert</b>	<b>40</b>
	3.2.1	Higher education in water and land reclamation, and other related sciences.  Bachelor's degree - 9.8 points Master's degree - 12 points. Higher qualifications -14 points.	14
	3.2.2	At least three years of research, water, and land management knowledge and experience in the Aral Sea regions  3 years – 14 points 4-5 years – 17 points 6 years and more – 20 points	20
	3.2.3	Knowledge and experience of the Aral Sea regions would be an asset.  Not available – 0 points Available – 6 points	6
	<b>3.3</b>	<b>Agriculture economist</b>	<b>40</b>
	3.3.1	Specialized secondary education in economics or other related sciences Specialized  Secondary education – 9.8 points Bachelor's degree - 12 points. Master's degree and Higher qualifications – 14 points.	14

	3.3.2	Three years of experience in agriculture and economic development.  3 years – 14 points 4-5 years – 17 points 6 years and more – 20 points	20
	3.3.3	Knowledge and experience of the Aral Sea regions would be an asset  Not available – 0 points Available – 6 points	6
	<b>3.4</b>	<b>Climate expert</b>	<b>40</b>
	3.4.1	Higher education in environmental sciences, geography or agronomy, and other related sciences. Bachelor's degree - 10.5 points. Master's degree – 13 points. Higher qualifications - 15 points.	15
	3.4.2	Three years of experience in hydrometeorology and agrometeorology. 3 years - 17.5 points. 4-5 years – 21.5 points 6 years and more – 25 points	25
	<b>3.5</b>	<b>Health specialist</b>	<b>40</b>
	3.5.1	Higher education in Medical Sciences, biology, physiology, and other related sciences. Bachelor's degree - 10.5 points. Master's degree – 13 points. Higher qualifications - 15 points.	15
	3.5.12	Three years of experience in health and human physiology. 3 years - 17.5 points. 4-5 years – 21.5 points 6 years and more – 25 points	25
		<b>Total:</b>	<b>210</b>
	<b>Step 3. Financial Proposal (30%, maximum 300 points)</b> To be calculated as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <b>The financial proposal must be password protected!</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"/> Forms for Proposal Submission (Annexes 2a and 2b) <input checked="" type="checkbox"/> Template of the Contract and General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)		

Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	Procurement Specialist Gyulnara Karpisheva, <a href="mailto:gyulnara.karpisheva@undp.org">gyulnara.karpisheva@undp.org</a>  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.
Electronic Submission Procedure	<p><b>Attention:</b> Applicants shall submit their bids by email: <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a></p> <p><b>Technical and financial parts</b> of the Proposal must be submitted <b>in separate files</b>. The financial proposal (Annex 2b) must be <b>protected by password</b>. The password to the Financial Proposal must not be provided to UNDP until a request is received from the UNDP Procurement Specialist.</p> <p><b>-Document Format: PDF files only;</b>          -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 <b><i>RFP-2022-053_ Study of climate change, land degradation, and water nexus in the Aral Sea region</i></b></p>

<sup>4</sup> 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 inquiry was received.

**FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>5</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)****[insert: Location].**[insert: Date]*

To: Karina Yamashita  
Procurement Associate  
UNDP Kazakhstan

Dear Ms. Yamashita,

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2022-053 dated September 16, 2022 and all of its annexes, 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 providing the following:*

- a) The Company's profile with detailed activity information confirming the following:*
  - at least three years of working experience in research of land degradation and water resource management issues.*
  - at least 2 years of proven experience in Central Asian River basin management, space monitoring, and historical data archives.*
  - working experience with the Aral Sea regions would be an advantage;*
- b) Legal capacity to enter into agreements (certificate of business registration/re-registration, copy of Charter);*
- c) Financial stability:*
  - certificates confirming the absence of debts in tax authorities;*
  - Audited Financial Statement for 2020-2021, including profit and loss statements and balance sheets;*
  - VAT certificate (if applicable) or written confirmation that the Bidder is not a VAT payer;*
- d) Reputation - a table/list of clients for the last three years for similar services required by UNDP, indicating the Client, the name of the services/work, the year of the service, and the client's contact information (email, phone number, and full name of the contact person);*
- e) At least 2 reference letters/recommendations from the previous clients for similar services*

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*(on the official letterhead with signature and date);*

*f) The proposal shall be valid for at least 90 days – to be confirmed in written;*

**B. Proposed methodology**

- *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.*
- ***Work schedule** (must include the composition of the team and the distribution of responsibilities, a description of the stages of work, effectiveness, and expected results).*

**C. Qualifications of Key Personnel**

*The Service Provider must provide:*

- *Names and qualifications of the key personnel that will perform the services indicating a team leader and supporting personnel, etc.;*
- ***Diplomas, detailed CVs** demonstrating qualifications and necessary work experience;*
- ***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 PROPOSAL<sup>7</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery in a separate PASSWORD-PROTECTED FILE with a corresponding note)<sup>8</sup>***

[insert: Location].

[insert: Date]

To: Karina Yamashita  
Procurement Associate  
UNDP Kazakhstan

Dear Ms. Yamashita,

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2022-053 dated September 16, 2022 and all of its annexes, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Cost Breakdown per Deliverable (percentage)**

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price (KZT)</b> <i>(Lump Sum, All Inclusive)</i>
1	<b>Deliverable 1</b> Conduct expert mapping of the literature review.  <b>Results:</b> 1. Detailed work plan with an indication of all project activities and a brief description of the implementation approach is submitted and agreed with UNDP. 2. Methodology and the schedule for the implementation is submitted and agreed with UNDP. 3. List of key stakeholders and literatures is submitted and agreed UNDP.	40%	
2	<b>Deliverable 2</b> - Organize one workshop for experts for brainstorming and in-depth analysis of impact chains with the participation of at least 12 specialists. (agenda, LOP, and questionnaire should be agreed upon with UNDP in advance). - Conduct 2 (two) consultation workshops with the participation of at least 22 people or sector specialists (agenda, and LOP should be agreed with UNDP in advance). -Conduct one interview with relevant institutions and practitioners such as climate and water specialists. (at least 10 interviewers should be taken on board to conduct interviews).	40%	

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

	<ul style="list-style-type: none"> <li>- Conduct validation and summary of impact chain data workshop (at least 20 participants). (Agenda and LOP should be agreed with UNDP in advance).</li> <li>- Perform analysis of existing models on climate impacts on the Aral Sea watershed, agriculture, water, and health sectors in the Aral Sea regions.</li> </ul> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Submitted the photo and narrative reports over the conducted events activities 1-5 - activities towards achieving deliverables (a table of content for the photo and narrative reports should be prepared and agreed upon with the UNDP in advance).</li> <li>2. The first draft of the comprehensive study report (a table of content for the comprehensive study report should be prepared and agreed upon with the UNDP in advance).</li> </ol>		
3	<p><b>Deliverable 3</b></p> <ul style="list-style-type: none"> <li>- Organize a public awareness campaign about the results of media research and social media coverage.</li> <li>- Final workshop with stakeholders for 40 participants.</li> </ul> <p><b>Results:</b></p> <ol style="list-style-type: none"> <li>1. Submitted the photo and narrative reports over the conducted public awareness campaign. (a table of content for the photo and narrative reports should be prepared and agreed upon with the UNDP in advance).</li> <li>2. Submitted final workshop report (agenda, LOP and minutes of the final workshop should be presented to UNDP).</li> <li>3. The final comprehensive research report on Climate Change, Land Degradation, and water nexus in the Aral Sea regions (the outline and content of the report should be agreed upon through a national stakeholder workshop and then agreed with the UNDP in advance).</li> </ol>	20%	
	GRAND Total in KZT	100%	

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

**B. Cost Breakdown by Cost Component (this is only an Example):**

	Description	Quantity of persons	Unit	Q-ty of units	Cost p/unit, KZT	Total, KZT
<b>I</b>	<b>KEY PERSONNEL:</b>					
1.1	Team leader (person/month)	1	month	4		
1.2	Water expert (person/month)	1	month	3		
1.3	Agriculture economist (person/month)	1	month	3		
1.4	Climate expert (person/month)	1	month	3		
1.5	Health specialist (person/month)	1	month	3		
<b>SUBTOTAL FOR KEY PERSONNEL:</b>						

<b>II</b>	<b>WORKSHOP AND CONSULTATIONS</b>					
<b>2.1.</b>	<b>A desk review of the scientific literature to determine the process of land degradation, and climate change impact through existing research literature and consultation with the sectoral experts (Kyzylorda).</b>					
2.1.1	Phone call consultations (12 experts x 30 minutes per expert)	12	hour	0.5		
2.1.2	Purchase of literatures and scientific books and articles		copy	10		
<b>Subtotal for 2.1</b>						
<b>2.2</b>	<b>Organize 2-day workshop for experts for brainstorming and in-depth analysis of impact chains with the participation of at least 12 specialists (Kyzylorda).</b>					
2.2.1	Rent of venue		day	2		
2.2.2	Meals for 12 participants for 2 days					
	<i>coffee breaks</i>	12	<i>coffee break</i>	4		
	<i>lunches</i>	12	<i>lunch</i>	2		
	<i>dinner</i>	12	<i>dinner</i>	1		
2.2.3	Printing, and stationery (dairy, notes, memory stick, pen, pencil)					
<b>Subtotal for 2.2</b>						
<b>2.3</b>	<b>Conduct 2 (two) consultation 2-day workshops with the participation of at least 22 people or sector specialists (Kyzylorda)</b>					
2.3.1	Rent of venue		day	4		
2.3.2	Meals for 22 participants for 4 days					
	<i>coffee breaks</i>	22	<i>coffee break</i>	8		
	<i>lunches</i>	22	<i>lunch</i>	4		
	<i>dinner</i>	22	<i>dinner</i>	2		
2.3.3	Printing, and stationery (dairy, notes, memory stick, pen, pencil).					
<b>Subtotal for 2.3</b>						
<b>2.4</b>	<b>Conduct face-to-face interview with relevant institutions and practitioners such as climate and water specialists in Kyzylorda and Aral-Syrdarya district.</b>					
2.4.1	Payment to 10 local interviewers for conduction of interview	10	services	1		
2.4.2	Printing of questionnaires		copy	10		
2.4.3	Notepads		copy	10		
2.4.4	Backpacks for 10 interviewers and 5 key personnel.		item	15		
2.4.5	Stationery for interviewers (pens, pencils, erasers)					



<b>Subtotal for 2.4</b>						
<b>2.5</b>	<b>Conduct validation and summary of impact chain data 1-day workshop for 20 participants (Kyzylorda).</b>					
2.5.1	Rent of venue		day	1		
2.5.2	Meals for 20 participants for 1 day					
	<i>coffee breaks</i>	20	<i>coffee break</i>	2		
	<i>lunches</i>	20	<i>lunch</i>	1		
	<i>dinner</i>	20	<i>dinner</i>	1		
2.5.3	Printing, and stationery (dairy, notes, memory stick, pen, pencil).					
<b>Subtotal for 2.5</b>						
<b>2.6</b>	<b>Final workshop with stakeholders for 40 participants (Kyzylorda)</b>					
2.6.1	Rent of venue		day	1		
2.6.2	Meals for 40 participants for 1 day					
	<i>coffee breaks</i>	40	<i>coffee break</i>	2		
	<i>lunches</i>	40	<i>lunch</i>	1		
	<i>dinner</i>	40	<i>dinner</i>	1		
2.6.3	Printing, and stationery (cuvettes, badges, backpacks, nametags, dairy, notes, memory stick, pen, pencil)					
<b>Subtotal for 2.6</b>						
<b>2.7</b>	<b>Organize a 1 (one) wider public awareness campaign for 100 participants (3-hours duration in Almaty)</b>					
2.7.1	Rent of place in Enterprise and Trading Center (MEGA Center Almaty) with all the accessories and equipment.			1		
2.7.2	Printing of materials for quiz		copy	100		
2.7.3	Printing of posts, stands, and other awareness-raising accessories (badge UNDP & KAZ Flags and etc.). List of accessories should be agreed with the UNDP in advance.					
2.7.4	Expenses for thematic entertainment printing of interesting leaflets with data information about Climate, Aral Sea, land degradation, pollinators, desertification, best practices and etc.		leaflet	40		
2.7.5	Expenses for thematic facilitators (water, climate and land)	3	services	1		
2.7.6	Expenses for moderator	1	services	1		

2.7.7	Presents for 10 winners <sup>9</sup>		prize	10		250,000.00
	1st place		prize	1	80,000.00	80,000.00
	2nd place		prize	1	60,000.00	60,000.00
	3rd place		prize	1	40,000.00	40,000.00
	incentive prizes		prize	7	10,000.00	70,000.00
<b>Subtotal for 2.7</b>						
<b>SUBTOTAL FOR WORKSHOP AND CONSULTATIONS</b>						
<b>III</b>	<b>TRAVEL AND TRANSPORTATION COSTS</b>					
3.1	Round-trip costs from ____ <sup>10</sup> to Kyzylorda (5 persons x 2 trips x 2 days).	5	trip	2		
3.2	Daily Allowance (Kyzylorda) (2 days for 5 persons).	5	days	2		
3.3	Accommodation (Kyzylorda) (2 days for 5 persons).	5	days	2		
<b>SUBTOTAL FOR TRAVEL AND TRANSPORTATION COSTS</b>						
<b>IV</b>	<b>OTHER COSTS (pls specify if any)<sup>11</sup></b>					
<b>Subtotal for other costs<sup>12</sup></b>						
<b>TOTAL FOR ALL SECTIONS</b>						
VAT (if applicable)						
<b>TOTAL CONTRACT AMOUNT IN KZT (including VAT)</b>						

**THIS IS TO CONFIRM THAT THIS OFFER IS VALID FOR 90 DAYS.**

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

<sup>9</sup> Prizes are gifts with fixed cost, equivalent to a specified amount. The contractor should report the prizes (invoices/receipts, and a list of winners with signatures).

<sup>10</sup> Indicate departure city

<sup>11</sup> Only if related to implementation of tasks and deliverables. Under other costs companies shall include detailed list of all costs associated with implementation of the tasks and deliverables, each cost shall be justified and clearly calculated. Unforeseen costs can be subject to UNDP review and approval

<sup>12</sup> If applicable