**Annex 2b**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery in a separate PASSWORD-PROTECTED FILE with a corresponding note)[[2]](#footnote-3)***

[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:

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price (KZT)**  ***(Lump Sum, All Inclusive)*** |
| 1 | **Deliverable 1**  Conduct expert mapping of the literature review.  **Results:**  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 | Deliverable 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 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).  - Conduct validation and summary of impact chain data  workshop (at least 20 participants). (Agenda and LOP should be agreed with UNDP in advance).  - Perform analysis of existing models on climate impacts  on the Aral Sea watershed, agriculture, water, and health sectors in the Aral Sea regions.  **Results:**  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).  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). | 40% |  |
| 3 | **Deliverable 3**  - Organize a public awareness campaign about the results of media research and social media coverage.  - Final workshop with stakeholders for 40 participants.  **Results:**  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).  2. Submitted final workshop report (agenda, LOP and minutes of the final workshop should be presented to UNDP).  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). | 20% |  |
|  | GRAND Total in KZT | 100% |  |

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

1. **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** |
| **I** | **KEY PERSONNEL:** | | | | | |
| 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 |  |  |
| ***SUBTOTAL FOR KEY PERSONNEL:*** | | | | | |  |
| **II** | **WORKSHOP AND CONSULTATIONS** | | | | | |
| **2.1.** | **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).** | | | | | |
| 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 |  |  |
| **Subtotal for 2.1** | | | | | |  |
| **2.2** | **Organize 2-day workshop for experts for brainstorming and in-depth analysis of impact chains with the participation of at least 12 specialists (Kyzylorda).** | | | | | |
| 2.2.1 | Rent of venue |  | day | 2 |  |  |
| 2.2.2 | Meals for 12 participants for 2 days |  |  |  |  |  |
|  | *coffee breaks* | *12* | *coffee break* | *4* |  |  |
|  | *lunches* | *12* | *lunch* | *2* |  |  |
|  | *dinner* | *12* | *dinner* | *1* |  |  |
| 2.2.3 | Printing, and stationery (dairy, notes, memory stick, pen, pencil) |  |  |  |  |  |
| **Subtotal for 2.2** | | | | | |  |
| **2.3** | **Conduct 2 (two) consultation 2-day workshops with the participation of at least 22 people or sector specialists (Kyzylorda)** | | | | | |
| 2.3.1 | Rent of venue |  | day | 4 |  |  |
| 2.3.2 | Meals for 22 participants for 4 days |  |  |  |  |  |
|  | *coffee breaks* | *22* | *coffee break* | *8* |  |  |
|  | *lunches* | *22* | *lunch* | *4* |  |  |
|  | *dinner* | *22* | *dinner* | *2* |  |  |
| 2.3.3 | Printing, and stationery (dairy, notes, memory stick, pen, pencil). |  |  |  |  |  |
| **Subtotal for 2.3** | | | | | |  |
| **2.4** | **Conduct face-to-face interview with relevant institutions and practitioners such as climate and water specialists in Kyzylorda and Aral-Syrdarya district.** | | | | | |
| 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) |  |  |  |  |  |
| **Subtotal for 2.4** | | | | | |  |
| **2.5** | **Conduct validation and summary of impact chain data 1-day workshop for 20 participants (Kyzylorda).** | | | | |  |
| 2.5.1 | Rent of venue |  | day | 1 |  |  |
| 2.5.2 | Meals for 20 participants for 1 day |  |  |  |  |  |
|  | *coffee breaks* | *20* | *coffee break* | *2* |  |  |
|  | *lunches* | *20* | *lunch* | *1* |  |  |
|  | *dinner* | *20* | *dinner* | *1* |  |  |
| 2.5.3 | Printing, and stationery (dairy, notes, memory stick, pen, pencil). |  |  |  |  |  |
| **Subtotal for 2.5** | |  |  |  |  |  |
| **2.6** | **Final workshop with stakeholders for 40 participants (Kyzylorda)** | | | | |  |
| 2.6.1 | Rent of venue |  | day | 1 |  |  |
| 2.6.2 | Meals for 40 participants for 1 day |  |  |  |  |  |
|  | *coffee breaks* | *40* | *coffee break* | *2* |  |  |
|  | *lunches* | *40* | *lunch* | *1* |  |  |
|  | *dinner* | *40* | *dinner* | *1* |  |  |
| 2.6.3 | Printing, and stationery (cuvettes, badges, backpacks, nametags, dairy, notes, memory stick, pen, pencil) |  |  |  |  |  |
| **Subtotal for 2.6** | | | | | |  |
| **2.7** | **Organize a 1 (one) wider public awareness campaign for 100 participants (3-hours duration in Almaty)** | | | | | |
| 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[[3]](#footnote-4) |  | 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* |
| **Subtotal for 2.7** | | | | | |  |
| **SUBTOTAL FOR WORKSHOP AND CONSULTATIONS** | | | | | |  |
| **III** | **TRAVEL AND TRANSPORTATION COSTS** | | | | | |
| 3.1 | Round-trip costs from \_\_\_[[4]](#footnote-5) 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 |  |  |
| **SUBTOTAL FOR TRAVEL AND TRANSPORTATION COSTS** | | | | | |  |
| **IV** | **OTHER COSTS (pls specify if any)[[5]](#footnote-6)** | | | | | |
| **Subtotal for other costs[[6]](#footnote-7)** | | | | | |  |
|  | **TOTAL FOR ALL SECTIONS** | | | | |  |
|  | VAT (if applicable) |  |  |  |  |  |
|  | **TOTAL CONTRACT AMOUNT IN KZT (including VAT)** | | | | |  |

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

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

*[Designation]*

1. This serves as a guide to the Service Provider in preparing the Proposal. [↑](#footnote-ref-2)
2. Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes [↑](#footnote-ref-3)
3. 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). [↑](#footnote-ref-4)
4. Indicate departure city [↑](#footnote-ref-5)
5. 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 [↑](#footnote-ref-6)
6. If applicable [↑](#footnote-ref-7)