



REQUEST FOR PROPOSAL (RFP)

UNITED NATIONS DEVELOPMENT PROGRAMME PROJECT NAME AND ID: 00097675 "Biodiversity and Ecosystem Services Network (BES-Net) Phase II Implementation of Component I in Kazakhstan"	DATE: May 31, 2022 REFERENCE: 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
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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 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-zEAAAYASAAEglbUfD_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

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 ¹	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

¹ 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 procurement.kz@undp.org with copy to agerim.batyrbekova@undp.org 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	#	Deliverables	Timeframe	Accountability and coordination of work	Sum (approx.)
	1.	Output activity: 1. Conduct a literature review on pollinators (national and international literature). 2. 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. Deliverable: 1. Submitted a narrative report (10-12 pages) upon literature review on national and international experiences on pollinator conservation and management. 2. 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.	One week after signing the contract	Programme manager/Head of EE unit	40%

		<p>Output activity:</p> <ol style="list-style-type: none"> 1. Undertake a field survey to define immediate risks for pollinators in Almaty and Kostanay regions. 2. Drafting a national programme on the conservation of pollinators. 3. Conduct 1 (one) workshop to prepare and validate the national-level programme and mainstream the IPBES in Kazakhstan. 4. Organize 2 (two) national platform meetings - in Almaty and Kostanay regions, involving science and policymakers in the engagement of Kazakhstan in IPBES. <p>2. Deliverables:</p> <ol style="list-style-type: none"> 1. Submitted report upon conducted immediate risks for the sustainability of the pollinators in Almaty and Kostanay regions. 2. The first draft of the national programme on the conservation of pollinators. 3. Submitted report on conducted validation workshop on national pollinator's conservation programme and mainstreaming of the IPBES in Kazakhstan. 4. Submitted report on 2 two national platform meetings conducted in Almaty and Kostanay regions regarding the IPBES engagement process. 	<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"> 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. 2. Conduct 1 (One) PR awareness creation seminar to promote uptake of knowledge products. 3. Survey to define potential TKs to document 8 bright spots (good practice). <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Submitted the final version of the national programme for the conservation of pollinators in Kazakhstan. 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. 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. 4. Submitted 8 bright spots (good practices). 5. Submitted final narrative report on all completed activities. 	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>Bids will be evaluated in 3 steps:</p> <p>Step 1. Pre-liminary examination against the minimum eligibility criteria;</p> <p>Step 2. Technical evaluation: maximum obtainable points are 700 (passing score 70% or 490 points and above);</p> <p>Step 3. Financial evaluation.</p> <p>Step 1. Following are defined as the minimum eligibility criteria:</p> <ol style="list-style-type: none"> 1. Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 2. Company must have legal capacity to enter into agreements (certificate of registration / re-registration, constituent documents are provided); 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); 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 5. Provide certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer. 6. Provide at least 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated); 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) 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. 9. Company must provide methodology for applying the approach to the implementation of the expected results per ToR requirements 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 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. <p>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)</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"> <thead> <tr> <th colspan="2">Summary of Technical Proposal</th><th>Weight, %</th><th>Max points</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Professional experience of the company</td><td>28,5%</td><td>200</td></tr> </tbody> </table>			Summary of Technical Proposal		Weight, %	Max points	1.	Professional experience of the company	28,5%	200
Summary of Technical Proposal		Weight, %	Max points								
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
	Total			700
	Technical Assessment			Max Points
	Competence evaluation of the Company / Organization			
	1.1	At least two years of experience in law mainstreaming, institutional development, capacity building, and awareness-raising in agriculture and biodiversity conservation. Minimum 2 years (minimum requirement) - 84 points. + 6 points for each additional year of experience Maximum - 120 points.	120	
	1.2	At least two recommendation letters from previous customers for similar works in the last two years: On availability of the two letters (minimum requirement) - 35 points. + 5 points for each additional letter. Maximum 50 points.	50	
	1.3	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. Available (minimum requirement) - 30 points.	30	
	Total:			200
	Proposed methodology and work plan			
	2.1	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. Fully addressed in sufficient detail: 56 points Exceeds the requirements: 80 points	80	
	2.2	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. Fairly comprehensive: 56 points Fully comprehensive: 80 points	80	
	2.3	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. Fairly comprehensive: 56 points Fully comprehensive: 80 points	80	

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

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

	Total for Legal expert	30
	GRANDTOTAL for Management Structure and Qualification of Key Personnel	200
	<p><u>Step 3. Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP:</p> <p><u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> Combined Score = (TP Rating) x 70% + (FP Rating) x 30%</p> <p>The financial offer must be password protected.</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><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>IMPORTANT: Applicants must submit their bids via electronic mail procurement.kz@undp.org; with obligatory indication of the name of the contest RFP-2022-031 in the subject of the letter.</p> <p>The technical and financial parts of the Proposal should be presented in separate files. Financial offer (Annex 2b) must be password protected. 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 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 If more than 1 message is used, enter a serial number in the subject.</p>	

TERMS OF REFERENCE

Consultancy services for the development and strengthening of institutional frameworks for implementation of the BESNet/IPBES¹ principles in the Republic of Kazakhstan

Project number and title:	00119833 "Biodiversity and Ecosystem Services Network (BES-Net) Phase II Implementation of Component I in Kazakhstan".
Type of Contract:	Institutional Contract
Place of work:	At the Contractor's location with travels to Almaty and Kostanay regions as specified in item 8. Travels
Period:	5 (five) months from the date of signing the Contract (approximately June – October 2022)

1. Background:

The Nairobi-based Global Policy Centre on Resilient Ecosystems and Desertification (GC-RED) is one of UNDP's Global Policy Centers. GC-RED manages the Biodiversity and Ecosystem Services Network (BES-Net), a capacity sharing "network of networks" initiative that promotes dialogue and cooperation between science, policy, and practice communities for effective biodiversity and ecosystem services (BES) management, contributing to long-term human well-being and sustainable development.

Building on the achievements of BES-Net I to date, an agreement was signed between the Government of Germany that is complementary to the UNDP Trust Fund Funding Windows for Nature Climate and Energy. The BES-Net II aims to contribute to the implementation of the IPBES's Rolling Work Programme up to 2030, particularly the platform's Capacity-building Rolling Plan. More specifically, BES-Net II seeks to formalize the scientists-policy-makers-practitioners partnership and strengthen synergy and complementarity in their BES-related decisions, actions for sustainable BES conservation, and subsequent impacts in target countries. The consortium partners of BES-Net II, namely UNDP, UNEP-WCMC, and the UN Educational, Scientific and Cultural Organization (UNESCO), are committed to working on the following main activities:

1. Activity 1: Improve access to policy-relevant BES evidence-based and utilization of new knowledge in the target countries through the national ecosystem assessments
2. Activity 2: Strengthen triangular multi-sectoral stakeholder dialogue and network at the regional level to analyze the IPBES products and translate the relevant messages into concrete regional/national science, policy, and practice decisions and actions
3. Activity 3: Enhance BES knowledge sharing through increased generation, dissemination, and communication of resources by BES-Net and its partners among science, policy, and practice communities

In accordance with the core obligations of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, the implementation of the key elements of a functional BESNet system in Kazakhstan should contribute to a wide range of monetary and non-monetary benefits for providers and users of land resources, including key biological diversities. Kazakhstan has been receiving support through the BES-Net's catalytic fund (BES Solution Fund) to support science, policy, and practice uptake of the two interlinked IPBES Thematic assessment reports on pollinators and food production and land degradation and restoration, in line with ongoing efforts toward Land Degradation Neutrality (LDN) and other Sustainable Development Goals (SDG) targets. Most of these benefits should be re-invested in the country's conservation and sustainable use of genetic resources. This will contribute to fulfilling the objectives of the IPBES and CBD.

¹ BESNet-Biodiversity and Ecosystem Networks; IPBES - The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services.

Therefore, pursuant to the agreed work plan for implementation of the BES Solution Fund for Kazakhstan in 2022, the Project will provide technical support to the Government of the Republic of Kazakhstan to design/develop and strengthen the institutional frameworks for implementation of the BESNet/IPBES principles in the country. In addition, the Project will conduct capacity building, community mobilization, and advocacy activities, develop biocultural community protocols and develop and harmonize the IPBES mechanisms.

2. Objective:

Through this consultancy, the Project will provide support with the integration of the principles of the IPBES into the national legal frameworks, analyze the required institutional mechanisms, deliver capacity building and facilitate interactions with the local population on sustainable mechanisms for the conservation and sustainable use of land and genetic resources, and the fair and equitable sharing of the benefits arising from sustainable land management practices.

The development and strengthening of institutional frameworks for implementation of the BESNet mechanisms should be designed to foster learning and knowledge transfer and promote dialogue and cooperation between science, policy, and communities of practice (farmers, bee farms, and other land users) for effective management of biodiversity and ecosystem services (BES), contributing to long-term human well-being and sustainable development.

The Contractor will closely coordinate with relevant national stakeholders and key national partners to develop and mainstream principles of IPBES into relevant national institutional long-term development projects and policy documents. In the course of this support, all regulations and requirements of the IPBES should be precisely defined and explained. It should be legally appropriate, effective, and adapted to national and local conditions and should be harmonized with other national and global IPBES instruments. The principles should also consider the requirements of the FAO International Treaty on Plant Genetic Resources for Food and Agriculture.

3. Scope of Work:

Under the overall coordination of the UNDP Head of EE Unit and direct supervision of the UNDP Project Manager, and in close collaboration with the Committee of Forestry and Wildlife under the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan, the Contractor will perform the following tasks:

1. Conduct a literature review on pollinators (national and international literature).
2. Elaborate brief concept papers (2-3 pages) to outline rationales and approaches to complete the following 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.
3. Conduct a survey to define immediate risks for pollinators in Almaty and Kostanay regions. (minimum 70 respondents, 20 people for focus group discussion, and 10 people for key informants; the structural and semi-structural questionnaires should be used, and questions should be agreed upon with UNDP in advance. *In addition, the list of content of the survey report should be agreed upon with the UNDP well in advance*).
4. Develop a national-level program for the conservation of pollinators in Kazakhstan to improve understanding of the technical, legal, and institutional aspects of adopting and implementing IPBES recommendations across main stakeholder groups in Government (Committee of Forestry and Wildlife and Ministry of Agriculture of the Republic of Kazakhstan), Science, and Farms in Kazakhstan. *(The list of content of the national programme should be agreed upon with the UNDP well in advance)*.
5. Conduct 1 (one) workshop to prepare and validate the national-level programme and mainstream the IPBES in Kazakhstan. *(The brief concept, agenda, and the list of participants with a minimum of 22 participants (40% - 50% should be women) should be agreed upon with the UNDP well in advance)*; The workshop should consist of indoor and outdoor sessions where the advanced pollinator dependant beehives, honey breeding, and material-technical for honey processing equipment should be showcased at any available bee farms in the region.
6. Organize 2 (two) national platform meetings - in Almaty and Kostanay regions, involving science and policymakers in the engagement of Kazakhstan in IPBES. *(The meeting audiences should consist of representatives of the Soil Science Research Institute, Kazakhstan Crop Husbandry Research Institute, Institute of Botany and Phyto introduction, Institute of Ecology and Sustainable Development, Kostanay agriculture extension center, KAZFOAM, Association of honey producers, an*

association of fruits and nuts producers, and other relevant state and non-state partners. (The brief concept, agenda, and the list of participants with a minimum of 22 participants (40%-50% should be women) should be agreed upon with the UNDP well in advance).

7. Mobilize local, regional and national journalists, bloggers, public relations and communication specialists, and other interested parties with at least 5 representatives 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, the importance of pollinators in Almaty and Kostanay regions, and contribution of organic farming to promoting land degradation neutrality and pollinator conservation (*the concept note for each movie and list of content for each presentation should be agreed with the UNDP before production and cleared by the UNDP Communication Unit*).
8. Organize a 1 (one) day regional awareness-raising seminar to promote uptake of knowledge products developed by BES-Net and IPBES. (The regional participants should be taken to the field to demonstrate advanced beehives frames, honey breeding, and material-technical for honey processing equipment at any available bee farms in the region.) (all produced thematic presentations and short-ranged movies should be presented during this event). (*The brief concept, agenda, and the list of participants with a minimum of 50 participants (40% - 50% should be women) should be agreed upon with the UNDP well in advance*).
9. Document at least 8 bright spots (good practice) in traditional knowledge and experiences. (*The methodology for documenting traditional knowledge for bright spot stories should be agreed upon with the UNDP well in advance*), (At least 6 stories should be dedicated to the female-headed households or women-led farms or TK holders).

4. Duration and expected delivery period:

5 (five) months - from June to October 2022. Any changes to the duration of the assignment must be agreed upon between UNDP and the Contractor.

5. Expected results and payment terms:

The deadlines for completing tasks and payment will be carried out according to the following table:

#	Deliverables	Timeframe	Responsible programme officer	Sum (approx .)
1.	<p>Output activity:</p> <ol style="list-style-type: none"> 1. Conduct a literature review on pollinators (national and international literature). 2. 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. <p>Deliverable:</p> <ol style="list-style-type: none"> 1. Submitted a narrative report (10-12 pages) upon literature review on national and international experiences on pollinator conservation and management. 2. 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. 	One week after signing the Contract	Programme manager/head of EE unit	40%

2.	<p>Output activity:</p> <ol style="list-style-type: none"> 1. Undertake a field survey to define immediate risks for pollinators in Almaty and Kostanay regions. 2. Drafting a national programme on the conservation of pollinators. 3. Conduct 1 (one) workshop to prepare and validate the national-level programme and mainstream the IPBES in Kazakhstan. 4. Organize 2 (two) national platform meetings - in Almaty and Kostanay regions, involving science and policymakers in the engagement of Kazakhstan in IPBES. <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Submitted report upon conducted immediate risks for the sustainability of the pollinators in Almaty and Kostanay regions. 2. The first draft of the national programme on the conservation of pollinators. 3. Submitted report on conducted validation workshop on national pollinator's conservation programme and mainstreaming of the IPBES in Kazakhstan. 4. Submitted report on 2 two national platform meetings conducted in Almaty and Kostanay regions regarding the IPBES engagement process. 	Eight weeks after signing the Contract	Programme manager/head of EE unit	40%
3.	<p>Output activity:</p> <ol style="list-style-type: none"> 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. 2. Conduct 1 (One) PR awareness creation seminar to promote uptake of knowledge products. 3. Survey to define potential TKs to document 8 bright spots (good practice). <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Submitted the final version of the national programme for the conservation of pollinators in Kazakhstan. 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. 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. 4. Submitted 8 bright spots (good practices). 5. Submitted final narrative report on all completed activities. 	Sixteen-Eighteen weeks after signing the Contract	Programme manager/head of EE unit	20%

6. Reports and materials must be provided in accordance with the following requirements:

- in Russian language and electronic format - MS Word (2003 or later)
- font: 11 "Arial")

- the texts of reports and draft documents must be carefully checked and edited.
- Glossary of the used literature

7. Place of work:

At the Contractor's location.

8. Travels:

4 employees (Team leader, Apiculture, legal, and PR experts) travel to Almaty and Kostanay regions (Kostanay) for four days two times.

9. Mandatory conditions – Responsibility and Accountability:

When performing all types of work that may be required to complete this assignment, the Contractor must ensure the safe and lawful production of the required results (reports, finished products, exclude the creation of counterfeit products).

It is necessary to ensure compliance with the laws and regulations of the Republic of Kazakhstan on copyright (and related rights).

When completing the assignment, it is necessary to comply with the regulatory legal norms of the legislation of the Republic of Kazakhstan, including when providing materials and their application required within the framework of this technical assignment.

All rights to products developed under this assignment, including originals of documents and their copies, cannot be transferred to any third party after all work has been completed in accordance with this Terms of Reference.

The Contractor bears full responsibility for the accuracy and legality of the information provided and for the timely provision of reports:

- Coordinates all his actions and reports with the Project Manager.
- The Contractor should coordinate with the Committee of Forestry and Wildlife.
- Ensures timely and high-quality fulfillment of the requirements of the ToR.
- Ensures the unconditional fulfillment of the requirements specified in the Contract.
- Provides deliverables to UNDP for comments and approval.

UNDP reserves the right to amend the Terms of Reference (up to 20% of the content) but does not allow changes in the general essence of the assignment for services and the cost of services under the Contract. All actions related to the implementation of this assignment without fail must be coordinated with UNDP. The work must be done efficiently and on time, according to the Contract and ToR. The Contractor is solely responsible for the accuracy and reliability of the data provided and links to used information sources.

In connection with the COVID-19 pandemic, the Contractor bears responsibility for all the necessary protective equipment for its employees and complies with all WHO standards and recommendations during the pandemic (masks, gloves, sanitizers, PCR tests).

10. Requirements - skills and work experience:

The Contractor can be a company/organization with legal status and meeting the following requirements:

- Provide a certificate of a legal entity - registration / re-registration, constituent documents, and Charter of the organization.
- Be solvent, not subject to liquidation, its property should not be seized, its financial and economic activities should not be suspended by the law and provide corporate balance sheets for 2020-2021).
- Written confirmation on letterhead that any institution/department/agency has never blacklisted the company and that it has not been involved in litigation with any of its clients.
- At least two years of experience in mainstreaming law, institutional development, capacity building, and awareness-raising in agriculture and biodiversity conservation.
- At least two letters of recommendation from previous clients in the last two years when performing similar tasks.
- 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).
- Availability of qualified personnel according to the requirements below:

#	Line-up	Number of people	Minimum acceptable level of education and direction of study	Special skills/experience
1	Team leader	1	higher education in social or agriculture sciences or other related fields.	<ul style="list-style-type: none"> - Three years of work experience in knowledge management and research in agriculture, land degradation, and climate change. - Work experience with civil society organizations - Two years of work experience in agriculture, land degradation, or climate change. - Knowledge of Russian is a must, and Kazakh is an asset.
2	Apiculture expert	1	Higher education in agriculture or other related fields.	<ul style="list-style-type: none"> - At least three years of experience in the beehive and land management. - Knowledge of Russian is a must, and Kazakh is an asset.
3	Agriculture and biodiversity expert	1	Higher education in agriculture or environment sciences, or other related fields.	<ul style="list-style-type: none"> - Three years of experience in agriculture, biodiversity, protected areas, and rural development. Knowledge of Russian is a must, and Kazakh is preferable.
4	PR and communications expert	1	A University Degree in Communications, Journalism, or other related fields.	<ul style="list-style-type: none"> - Minimum three years of experience in communications, journalism, media, research documentation, and report writing. - At least two years of experience as a PR expert. - Knowledge of Russian and Kazakh languages is a must.
5	Legal expert	1	Higher education in social or jurisprudence, political sciences, or other related fields.	<ul style="list-style-type: none"> - Minimum three years of experience in legal benchmarking, Environmental law elaboration. - Knowledge of national policies related to biodiversity management and global environmental processes, including IPBES, UNCCD, and SDGs. - Knowledge of Russian is a must, and Kazakh is an asset.

The Application's content should allow the Customer to assess the approach and degree of readiness of the potential Supplier to provide the Services which are the subject of this technical assignment.

11. Service Provider Qualifications | Documents for submission

The service provider can be an organization that meets the following requirements:

1. Must have the legal capacity to conclude contracts:
 - copy of the Charter
 - registration / re-registration certificate
2. Financial stability:
 - certificate of absence of tax arrears

- balance sheet for 2020-2021
 - VAT payer certificate (if any). If the company is not a VAT payer, a written confirmation must be provided.
3. Company profile with detailed information on the activities, confirming two years of experience in legal mainstreaming, institutional development, capacity building, and awareness-raising in Agriculture and Biodiversity conservation.
 4. Methodology for applying the approach to the implementation of the expected results per ToR requirements.
 5. 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)
 6. Reputation - a table/list of similar services (minimum two) in the required field, 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);
 7. Provide two letters of recommendation from previous clients in the last two years for similar/similar services (on official letterhead, signed and dated);
 8. A written statement that the company is not on the UN Security Council List 1267/1989, UN Procurement Division List, or Other UN Ineligibility List;
 9. Availability of qualified personnel with the necessary work experience and qualifications in accordance with the table below, with the provision of a **detailed resume or curriculum vitae**, documents confirming the qualifications of a specialist (**diplomas**, certificates of advanced training in the subject area, other certificates), as well as how **letter approval** from each employee that they will be available for the entire duration of the Contract.

12. Payment Schedule

The quotation submitted by the Contractor must include all costs of the company with a detailed breakdown by items specified in the below "Budget Breakdown Table" and filled following the requirement set in the ToR, as well as the Agreement of the Contractor with the terms and provisions of the Terms of Reference. The quotation must include all indirect and direct costs (VAT and other mandatory payments). Travel/travel expenses must be included in the financial proposal. Additional related costs to the assignment are also applicable. Companies shall consist of a detailed list of all costs associated with implementing the tasks and deliverables, and each cost shall be justified and calculated. Other related costs can be subject to UNDP review and approval. The Contractor must indicate whether the company pays VAT or not.

Budget Breakdown Table

Activity	Unit of Cost	Duration	Q-ty	Total
I. Professional fees				
Team leader				
Apiculture expert				
Agriculture and Biodiversity expert				
PR and communication expert				
Legal expert				
Other (if applicable)				
III. Travels				
Kostanay – 2 round trips				
IV. DSA&Accomodations				
Kostanay				
Other associated costs (if applicable)				
V. Workshops and seminars:				
Preparation of handouts and distribution materials. (15 presentations).				

Engagement of video operators, journalists, bloggers, PR, and communication specialists.				
Rent of equipment (if applicable)				
Rent of car				
Rent of conference venue				
Other (if applicable)				
VI. Publications				
Design and printing of presentations				
Preparation of videos				
Other (if applicable)				
Grant total				

Payments are to be made in 3 tranches upon satisfactory completion of each deliverable following section 5. Expected results and payment terms of the Terms of Reference and approval of the results by the UNDP programme specialist/head of the EE unit after submitting the acceptance certificate and invoice. Payments to a potential contractor will be made as follows:

Results			Payment%
Expected Output 1	deliverable	under	40%
Expected Output 2	deliverables	under	40%
Expected Output 3	deliverables	under	20%

13. Recommendations for submission of the proposal:

- a) A dully completed proposal for submission in the tender, it is necessary to use the samples provided by the UNDP.
- b) **A brief description** describes the business's nature, the field of expertise, licenses, certifications, and accreditations (as applicable).
- c) Work schedule (should include a team composition and distribution of responsibilities, a brief description of the methods and procedures for work performance),
- d) **Financial proposal**, indicating the total amounts of the Contract, including all expenses, and their breakdown by the template. **All other documents confirming the availability of qualifications and experience following the requirements specified in the "Required skills, work experience (requirement to a supplier)."**

14. Criteria for selecting the best proposal.

The Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score for technical assessment is 70% (from maximum obtainable - 700 points)

Criteria	Weight %	Maximum number of points
Professional experience in the company	28,5%	200
Proposed methodology and work plan	43%	300
Organizational structure and key personnel	28,5%	200


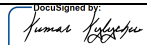
Technical evaluation of the proposal		Maximum Obtained Points
Competence evaluation of the Company / Organization		200
1.1	At least two years of experience in law mainstreaming, institutional development, capacity building, and awareness-raising in agriculture and biodiversity conservation. Minimum 2 years (minimum requirement) - 84 points. +6 points for each additional year Maximum - 120 points.	120
1.2	At least two recommendation letters from previous customers for similar works in the last two years: On availability of the two letters (minimum requirement) - 35 points. + 5 points for each additional letter. Maximum 50 points.	50
1.3	The list of completed similar services/work (minimum two) over the past three years indicates the Customer, year of service provided, the cost (if possible), and the Customer's contact details. Available (minimum requirement) - 30 points.	30

The proposed methodology and schedule of work		300
2.1	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. <ul style="list-style-type: none"> Fully addressed in sufficient detail: 56 points Exceeds the requirements: 80 points 	80
2.2	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. <ul style="list-style-type: none"> Fairly comprehensive: 56 points Fully comprehensive: 80 points 	80
2.3	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. <ul style="list-style-type: none"> Fairly comprehensive: 56 points Fully comprehensive: 80 points 	80
2.4	Project Implementation Oversight: Has the Supplier provided an oversight plan for effective monitoring of the Project Activities and allocated sufficient resources / for oversight services? <ul style="list-style-type: none"> Fully addressed: 21 points Exceeds requirements: 30 points 	30
2.5	Any risks were determined during the project implementation, and what response measures are described in the proposal? <ul style="list-style-type: none"> Fairly addresses and provides measures: 21 points Fully comprehensive, addresses and provides effective response measures to eliminate risks: 30 points 	30

Organizational structure and key personnel		200
3.1	Team leader	
	Higher education in social sciences, economics, agriculture, environment, business administration other related sciences. - Bachelor's degree - 14 points (minimum requirement). - Master's degree - 17 points. - Higher qualifications - 20 points.	20
	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 & climate change. - Three years - 14 points (minimum requirement). - For each additional year per 1 point. - Maximum - up to 20 points.	20
	At least two years of experience in agriculture, land degradation, & climate change. - Two years - 14 points (minimum requirement). - For each additional year per 1 point. - Maximum - up to 20 points.	20
	Knowledge of Russian is a must, and Kazakh is preferable. - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10
	Total:	70
3.2	Apiculture expert	
	Higher education in agriculture and crop farming, other related sciences. - Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications – 10 points.	10
	At least three years of experience in research, beehive, and land management. - Three years(minimum requirement) - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
	Knowledge of Russian is a must, and Kazakh is preferable. - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10
	Total:	30
3.3	Agriculture and Biodiversity expert	
	Higher education in agriculture, biology, geography, forestry, and other related sciences. - Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications - 10 points.	10
	Three years of experience in agriculture, biodiversity, protected areas, and rural development. - Three years (minimum requirement) - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
	Knowledge of Russian is a must, and Kazakh is preferable. - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10

	Total:	30
3.4	PR and communication expert	
	A University Degree in Communications, Journalism, or equivalent. Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications - 10 points.	10
	Minimum two years of experience as a PR expert - Two years of experience - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
	Minimum three years of experience in communication, journalism, print media, research documentation, and report writing. - Three years (minimum requirement) - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
	Knowledge of the Russian and Kazakh languages is required. - Knowledge of both Kazakhs and Russian languages- 10	10
	Total:	40
3.5	Legal expert	
	Higher education in jurisprudence, legal or political science, public administration, or related fields. - Bachelor's degree - 7 points. - Master's degree – 8,5 points. - Higher qualifications - 10 points.	10
	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 Three years (minimum requirement) - 7 points. - For each additional year per 1 point. - Maximum - up to 10 points.	10
	Knowledge of Russian is a must, and Kazakh is preferable. - Knowledge of the Russian language – 7 - Knowledge of both Kazakhs and Russian languages- 10	10
	Total:	30

Please note that if the offeror does not meet any of the minimum technical qualification criteria/requirements given in the Terms of Reference (TOR), it will be assessed by a score of zero and automatically disqualified. The disqualified offerors will not be evaluated further.

TOR approved:		
Aizhan Baimukanova Programme Associate	<small>DocuSigned by:</small>  Signature	27-May-2022
Kumar Kylychev Programme specialist/head E&E Unit	<small>DocuSigned by:</small>  Signature	27-May-2022