

Terms of reference

Catering service provider to provide meals to the participants of International Scientific Conference «Family, demographic and gender policy at a new stage of development of Kazakhstan» Astana, Kazakhstan on November 17-18, 2022

1. General information

UN Women, the United Nations entity for gender equality and the empowerment of women, is an active advocate and global champion for women and girls. UN Women assists UN member states in setting international norms and standards for achieving gender equality, works with governments and civil society to develop laws, policies, programs, and services needed to implement these standards.

UN Women actively promotes the equal participation of women in all walks of life, with a focus on five priority areas of action: strengthening women's leadership and expanding their participation in society; elimination of violence against women; engaging women in the full spectrum of peace and security issues; empowering women in the economy; ensuring the central role of gender equality in the planning and budgeting of national development. UN Women also coordinates the work on promotion of gender equality across the whole UN system.

In April 2022, updated Concept of Family and Gender Policy of the Republic of Kazakhstan until 2030 (hereinafter - Concept) with its Action Plan was approved by Decree of the President of the Republic of Kazakhstan. The Concept is a multisectoral policy document, which provides a comprehensive approach to integrating the principle of equality between women and men in policy documents in all areas and at all levels of decision-making and implementation.

UN Women, together with the Ministry of Information and Social Development of the Republic of Kazakhstan (hereinafter referred to as the Ministry), with the support of the National Commission on Women's Affairs and Family and Demographic Policy under the President of the Republic of Kazakhstan (hereinafter referred to as the National Commission), implements a Tied Grant "Assistance to Kazakhstan in the implementation of the Concept family and gender policy, in terms of ensuring gender equality and empowering all women and girls in Kazakhstan and overcoming the consequences of the crisis of the COVID-19 pandemic" (hereinafter- Project) with accordance to Paragraph 7 of Action Plan of the Concept.

The main goal of the Project is to provide effective and timely support to the Government of the Republic of Kazakhstan to achieve gender equality and empower all women and girls in Kazakhstan, including the most vulnerable groups, considering the consequences of the COVID-19 pandemic crisis within and with accordance to the Concept. Project consists of three components, covering areas such (1) strengthening national legislation and policies with a strong perspective of gender equality and the empowerment of women and girls; (2) gender sensitive approach in education policies; and (3) economic empowerment of women.

First component includes provision of technical support to National Comissions for Women and Gender Family Policy under the President of Republic of Kazakhstan and its activities according to Annual work plan 2022.

UN Women plans to support two-days International Scientific Conference «Family, demographic and gender policy at a new stage of development of Kazakhstan» that will take place planned for 17-18 November 2022, Palace of Independence, Astana city.

2. Objectives

The goal of the project is to provide technical support in organization of International Scientific Conference «Family, demographic and gender policy at a new stage of development of Kazakhstan» and increase awareness of different groups of experts and professionals, CSO and citizens regarding activities and policies conducted and planned in sphere of family, demographic and gender equality in Kazakhstan.

3. Scope of work:

In this context, UN Women is looking to hire a catering provider to provide coffee break and buffet lunch for a two-day conference for 250 participants in Palace of Independence, Astana city.

4. Expected Deliverables, Task / Activities and Timeline

Expected Deliverables	Task/Activities	Target Date
Catering service	First day: 1) Morning Coffee break 11:00 am for 250 people 2) Buffet lunch 1:00 pm for 250 people	November 17, 2022
	Second day: 1) Morning Coffee break 11:00 am for 200 people 2) Buffet lunch 1:00 pm for 200 people	November 18, 2022

Decoration:

- Food warmers and all appliances necessary for catering;
- Provide quality cutlery, crockery, and all other catering equipment required to successfully serve the conference
- The crockery and cutlery and any other items to be used for the purpose of serving food, must be very well cleaned and kept in a very hygienic and attractive manner at all times.

Critical Conditions of Service:

- Delivery of equipment and setting up of food must be fully completed at least 30 minutes before food is served;

Personnel Requirements

- The Vendor(s) shall assign adequate personnel to manage satisfactorily the volume of work and to fulfill its obligations under the Contract with UN Women;
- The personnel serving during events, to include both women and men;
- The Vendor(s)'s employees shall perform their functions in a highly efficient and professional manner.

Penalties:

Penalties as decided by UN Women Kazakhstan Country Office may be imposed on the Vendor(s) in the following cases:

- If there is considerable delay in service;
- If the food supplied by the Vendor(s) is substandard, non-quality or insufficient quantity different from what has been agreed beforehand;
- If more than 50% of the total participants / staff / guests rate the services provided by the Vendor(s) as poor;
- The Vendor(s) shall be solely responsible for any consequences due to food poisoning.

5. Payment Terms

A one-time full payment will be paid within 30 days from submission of invoice along with a statement of account showing list of all invoices raised for the event, after satisfactory delivery and completion of the event in accordance with TOR.

6. Eligibility criteria:

- Catering company must be registered in Kazakhstan as a commercial entity;
- Minimum three (2) years' experience in the provision of catering services and/or public food serving.
- Experience working with government and the United Nations Agencies is an advantage.
- Availability of sufficient supporting staff, technical staff to provide services at the time of event.
- Permission from appropriate state authority to provide catering services and ensure control over the quality and safety of cooked food products.

7. Evaluation criteria

Vendor offers will be evaluated based on "Lowest Priced Technically Compliant" method. The lowest-priced offer among the technically compliant/responsive offers is selected.

In the case of quotations, the lowest price serves as the overriding measure upon which to award a contract from among the suppliers that meet the minimum eligibility and specifications required, unless the offer is rejected for a specific reason (e.g., the offeror failed to quote on all the requirements or failed to deliver the quote within the specified timeframe).

Minimum eligibility and specifications will be evaluated on a Pass/Fail basis.

Minimum Eligibility and Specifications	Compliance Documents
Vendor is a registered commercial entity in Kazakhstan	Company Registration Certificate
The Vendor is not suspended and the Supplier is not on the "unacceptable" list of any UN organization, the World Bank Group or any other international organization in accordance with the instructions for Suppliers.	Quotation submission form (online form)
Minimum 2 years of experience in providing meal and catering services and facilities.	Company profile, references

Availability of sufficient supporting staff, technical staff to provide services at the time of event	Technical and Financial Offer
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Communication and Reporting Obligations:

The vendor will work under the direct supervision of the Project Manager of UN Women for the quality assurance of the deliverables.

- **Submission package:**
 - Company registration certificate
 - Quotation Submission Form (Online)
 - Technical and Financial Offer (in format enclosed)
 - Menu for Morning Coffee-Breaks and Buffet Lunch for each day
 - A list of corporate clients/events catered for over the last 2 years (list minimum 3 references with contacts).

Signatures – Post-Description Certification		
Project Manager		
Akmaral Yeskarayeva Name / Title	Signature <i>A.G.</i>	Date 04.11.2022
Operations Analyst		
Daniyar Akhmetov Name / Title	Signature	Date