

**INVITATION TO SUBMIT A  
PROPOSAL**

**for the provision of:**

**“National Campaign for Environmental Education and awareness raising”  
under the FAO/GEF project “GCP/KYR/010/GFF: Sustainable Management of Mountainous  
Forest and Land Resources under Climate Change Conditions”**

**ISSUED ON: 11 December 2018**

**CLOSING DATE: 25 December 2018 23:59 hrs Bishkek time**

**Project GCP/KYR/010/GFF: Sustainable Management of Mountainous  
Forest and Land Resources under Climate Change Conditions**

**FAO Office: FAO Representation Office in the Kyrgyz Republic,  
201, Akhunbaeva str., Bishkek, Kyrgyz Republic**

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 196 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

Further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>.

This invitation is for the provision of non-commercial services under the FAO rules that govern Letters of Agreement (hereinafter referred to as “Agreement” or “LoA”). Under these rules only non-profit, intergovernmental, and governmental organisations are eligible to sign LoAs with FAO.

- I. **Background Information:** In line with the GEF-5 Land Degradation and REDD+ strategies, the goal of the GCP/KYR/010/GFF Project “Sustainable Management of Mountainous Forest and Land Resources under Climate Change Conditions” is an enhanced enabling environment in the forestry and agricultural sectors and sustained flow of ecosystem services, including enhancement of carbon stocks in forests and agro-ecosystems. The Project specific objective is to contribute to the sustainable management and enhanced productivity of mountainous silvo-agro-pastoral ecosystems and improved mountain livelihoods in the Kyrgyz Republic, which is delivered through four project components on (i) strengthening the enabling environment; (ii) enhancing carbon stocks in dryland forests; (iii) promoting and demonstrating climate friendly agriculture and (iv) knowledge management, monitoring and evaluation. The project ensures both the collaboration with national and international institutions and organizations. The duration of the project is 5 years including no-cost extension from February 2014 to December 2019. The project includes a solid training component on training. Outcome 4.2 “Dissemination of information and best practices through knowledge management platforms, national and international cooperation and awareness raising strategy” focuses on extraction and synthesis of results and lessons learnt, identification of best practices for wider sharing and dissemination, and cooperation within knowledge networks. Parts of this outcome are: i) synthesis of lessons learnt and generation of best practices; ii) application of research results and best practices of previous projects; iii) integration of the project into knowledge exchange platforms; iv) **environmental education and awareness raising strategy**. Taking into account the current situation and in accordance with national strategic documents in the field of education and environmental protection, it is necessary to conduct a National Campaign on Environmental Education and Awareness Raising for the Education System and Local Communities of the Kyrgyz Republic.

**The duration of the LoA is 11 months, from January 2019 to November 2019.**

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- II. **Services required:** The Service Provider will undertake the following core activities:
  - To create a working group to develop the integration of environmental education

- and awareness raising in the strategic documents of the Kyrgyz Republic;
- To conduct an expert assessment of the integration of environmental issues, environmental education and sustainable development in the educational programs of the Kyrgyz Republic and strategic documents;
  - To conduct an analysis of available materials and requests from schools on environmental education;
  - To hold a round table with the participation of specialists from various ministries and departments, as well as civil society to discuss the proposals received;
  - To prepare and submit to the Ministry of Education and Science an analysis of educational programs and strategies, as well as recommendations on the integration of biodiversity and forest conservation and sustainable natural resources management into the strategic documents and programs of the education system;
  - To form a working group for the development of the Training and Methodological Kit, including environmental experts and methodologists of the system for improving the skills of staff;
  - To develop a Handbook for Teachers on Environmental Education and Sustainable Development for the Middle Class and a Workbook for Students, integrating FAO's experience and positive practices;
  - To translate the Teaching and Methodological Kit: Teacher's Manual and a Workbook for pupils for schools of the Kyrgyz Republic in the Kyrgyz language;
  - To Receive at least three reviews of the Manual for Teachers and a Workbook for Students;
  - To Present the Educational-methodical complex at the meeting of the Educational-Methodological Association for the Pedagogics of the Ministry of Education and Science of the Kyrgyz Republic , in order to obtain a stamp and recommendations;
  - To develop a module of a thirty-six-hour course for teachers on environmental education and sustainable development, with appropriate teacher certification;
  - To carry out advanced training courses for teachers of pilot areas of the FAO project (Ak-Tala, Kochkor, Jeti-Oguz, Ak-Sui, Tyup, Nookat, Nookan, Kemin, Sokuluk, Moscow, Zhayyl, Suzak rayons), on the basis of the Institute for Retraining and advanced training of the Kyrgyz National University nmd aft. Arabaev.
  - To support the practice of integrating environmental education and sustainable development issues into the educational process in FAO pilot areas.
  - To print Educational-methodical complex (Manual for teachers for secondary schools and Workbook for students) with a circulation of at least 2500 copies in Russian and Kyrgyz;
  - To place the Educational-methodical complex in the Open Electronic Library of Kyrgyzstan, the repository of the Ministry of Education and Science and other electronic resources;
  - To extend the Educational-methodical complex for all schools of the Kyrgyz Republic through the Ministry of Education and Science, and the regional education administrations;
  - To develop and publish a series of publications for local communities, nature resources users and other task forces on environmental awareness raising (Guidance on assessing forest ecosystems conditions, Guidelines for sustainable use of pastures, Poster for sustainable management of natural resources in Russian and Kyrgyz languages, at least 1000 copies copies);
  - To develop a training module for trainers (TOT) to hold information meetings in local

- environmental awareness societies;
- To conduct within 3 days, TOT on environmental issues and sustainable development, highlighting FAO's experience and positive practices in local communities, and conducting joint planning of information meetings in the field;
  - To conduct 12 one-day information meetings in pilot local communities for local leaders, zhait committees, ayil okmotu, leshozes, etc., taking into account the gender balance among the participants;
  - To organize wide coverage of initiatives in the media;
  - To hold a seminar for journalists in Bishkek on environmental issues and sustainable development, highlighting the experience and positive practices of FAO;
  - To conduct two press conferences (in the city of Bishkek and in Osh) in order to promote the Training Toolkit and other materials to raise public awareness;
  - To widely present the ideas of the information materials of the project and the activities to hold information meetings in local communities in social networks, electronic and media space.

**Desired outputs/outcomes:**

The purpose for which the funds provided by FAO under this Agreement shall be used are the following:

(i) Objective. The Services will contribute to the raising awareness about the project objectives, in accordance with national strategic documents in the field of education and environmental protection to conduct a National Campaign on Environmental Education and Awareness Raising for the Education System and Local Communities of the Kyrgyz Republic.

The Services will contribute to the following Organizational objective:

Strategic objective 2: Increase and improve provision of goods and services

- OO1. Producers and natural resource managers adopt practices that increase and improve the provision of goods and services in the agricultural sector production systems in a sustainable manner.
- OO2. Stakeholders in member countries strengthen governance – the policies, laws, management frameworks and institutions that are needed to support producers and resource managers – in the transition to sustainable agricultural sector production systems.

<b>Desired outputs:</b>	<b>Key performance indicators per output:</b>	<b><u>Timeline for the delivery of the outputs:</u></b>
1) Based on the analysis of the programs and strategic documents of the Kyrgyz Republic to develop recommendations on environmental	<ul style="list-style-type: none"> <li>• Analysis of the programs and strategic documents of the Kyrgyz Republic to develop</li> <li>• Recommendations on</li> </ul>	<b>February – May 2019</b>

<p>education and awareness raising for the Ministry of Education and Science of the Kyrgyz Republic</p>	<p>environmental education and awareness raising for the Ministry of Education and Science of the Kyrgyz Republic</p>	<p><b>February – May 2019</b></p>
<p>2) To develop the Teaching and Methodological Complex on Environmental Education and Sustainable Development: Manual for teachers and a Workbook for pupils for schools in the Kyrgyz Republic, with the integration of FAO's experience and positive practices.</p>	<ul style="list-style-type: none"> <li>• Draft of the Teaching and Methodological Complex on Environmental Education and Sustainable Development : Manual for teachers, Workbook for pupils for the approbation</li> </ul>	<p><b>March – July,2019</b></p>
<p>3) To conduct an approbation of the Teaching and Methodological Complex on Environmental Education and Sustainable Development: for schools in the Kyrgyz Republic, to legitimize EMC in the education</p>	<ul style="list-style-type: none"> <li>• Approbation of the Educational and Methodological Complex on Environmental Education and Sustainable Development in 12 schools</li> </ul>	<p><b>September-October,2019</b></p>

system.;		
4) To pass the procedure of legitimation of the Teaching and Methodological Complex on ecology for schools of the Kyrgyz Republic.	<ul style="list-style-type: none"> <li>• At least three reviews of the Manual for Teachers and a Workbook for Pupils</li> <li>• Stamp and recommendations for printing by the Educational-Methodological Association for the Pedagogics of the Ministry of Education and Science (UMO)</li> </ul>	<p><b>August-October,2019</b></p> <p><b>October,2019</b></p>
5) To train the teachers of the Kyrgyz Republic on environmental issues and sustainable development on the basis of the Teaching and Methodological Complex		<b>July-August,2019</b>
6) Printing and distribution of the Teaching and Methodological Complex on environmental education and sustainable development for the secondary	<ul style="list-style-type: none"> <li>• <i>Manual for teachers</i> 3500 copies printed</li> <li>• <i>Workbook for pupils</i> 5000 copies printed</li> <li>• <i>Copies are distributed among all the schools of the KR</i></li> <li>• <i>Teaching and Methodological Complex in the Open Electronic Library of</i></li> </ul>	<b>November,2019</b>

school pupils of the Kyrgyz Republic.	<i>Kyrgyzstan</i>	
7) To carry out awareness raising campaign on the basis of pilot local communities with the participation of a wide range of stakeholders.	<ul style="list-style-type: none"> <li>• <i>Brochure on assessing the state of forest ecosystems 1000 copies printed</i></li> <li>• <i>Guide to sustainable pasture use 2000 copies printed</i></li> <li>• <i>3 regional round tables</i></li> </ul>	<b>June-August,2019</b>
8) To organize an information campaign in the media and social networks on ecology and sustainable development.	<ul style="list-style-type: none"> <li>• <i>3 press café with journalists</i></li> <li>• <i>Promotion of the project activities through <a href="http://www.biom.kg">www.biom.kg</a> website</i></li> </ul>	<b>May-September,2019</b>  <b>March-November,2019</b>

### **III. Procedures and Conditions:**

FAO hereby invites you to submit a Proposal in connection with the above described services. Your Proposal should be based on the requirements included herewith; it is subject to the following procedures and conditions which you deemed to have accepted by submitting a Proposal.

In submitting your Proposal you are supposed to have considered all aspects relevant to the performance of the proposed Agreement and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your Proposal;

It is understood that all documents, calculations, etc. which may form part of your Proposal will become the property of FAO, who will not be required to return them to your organisation;

FAO may decide to make a partial award or no award at all should it consider that the results of this invitation for Proposal and/or any other related circumstance so require;

FAO shall have no obligation to purchase any minimum quantities of goods or services from your organisation, and shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity as described in this Proposal from any other source at any time;

All costs incurred to prepare your Proposal have to be borne by you; FAO will not be liable to reimburse any or all of such cost;

FAO reserves the right to publish the details of awards, including the Service Provider's name and country, total value of the Agreement and a brief description of the services.

FAO has a zero tolerance approach to fraud, and it prohibits any entities from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures ([http://www.fao.org/fileadmin/user\\_upload/procurement/docs/FAO\\_Vendors\\_Sanctions\\_Policy\\_-\\_Procedures.pdf](http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf)), if the Organization determines that an entity has engaged in such conduct, it will impose sanctions and may share information on sanctioned entities with other Intergovernmental or UN Organizations;

An entity and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to the Organization whether your organisation, or any of your affiliates, agents or subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to the Agreement or at any time throughout the execution of the Agreement. You acknowledge that a breach of this provision will entitle FAO to terminate its Agreement with your organisation, without any liability for termination charges or any other liability of any kind of FAO, and that material misrepresentations on your status constitute a fraudulent practice;

Bidders must certify that their organisation is not associated, directly or indirectly, with entities or individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded Agreement are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded Agreement. The Bidder acknowledges and agrees that this provision is an essential term of the awarded Agreement and any breach of these obligations and warranties shall entitle FAO to terminate the Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any liability of any kind of FAO;



Bidders must certify that their organisation and/or subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for this tender;

Please note that Bidders who use an independent consultant to assist in the preparation of Proposals may risk engaging in unacceptable practices if the same consultant assists another Bidder to prepare a Proposal for the same tender. Bidders are reminded that they are fully responsible for the conduct of any consultant who may be used to prepare Proposals for FAO tenders and they should take all measures to ensure that any independent consultant engaged to assist in the preparation of a Proposal for an FAO tender has not and will not be involved in the preparation of a Proposal for another Bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their organisation has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- ANY current or past employment relationship with FAO of your organisation's representatives and employees;
- ANY current or past relationship with any FAO staff member (family members, spouses, etc.) of your organisation's representatives and employees.

### **Closing Date**

Your Proposal should reach the FAO office not later than the date and time indicated in the first page of this notice (**CLOSING DATE: 25 December 2018; 23:59 hrs Bishkek time**)

We would appreciate your acknowledging receipt of this invitation and indicating your intention as to whether or not you will submit a Proposal by email to: [FAO-DO-Tenders@fao.org](mailto:FAO-DO-Tenders@fao.org)

**Submission method:** Your proposal should be submitted by email to: [FAO-DO-Tenders@fao.org](mailto:FAO-DO-Tenders@fao.org) in two sealed envelopes (in 2 separate messages for Technical Proposal and Financial Proposal).

### **Communications Concerning this Proposal**

**All communications** concerning this Proposal should be submitted uniquely through the following channel of communication: by email at [FAOKG-Procurement@fao.org](mailto:FAOKG-Procurement@fao.org) till 20 December 2018 12:00 am.

If your Proposal is submitted by email it should be in pdf format.

The Proposal should consist of two parts: a Technical Part and Financial Part which should be prepared as follows:

The Technical Part should include:

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- a. The description and number of years of experience in the field of the required services and the area of intervention as applicable;
- b. The proposed methods and processes suitable and feasible to achieve the outputs mentioned above within the required timeline (to be described in Appendix A “Workplan”) and in conformity with the performance indicators;
- c. The description of the reports, documents and other outputs to be provided during and after implementation of the required services;
- d. The full name, address, fax and/or email address and telephone numbers of your organisation (association, institute, etc.) and contact persons;
- e. The banking details (name and location of bank, account number).
- f. qualifications and Responsible Personnel
  - CV of the Team Leader employed by the entity and to be assigned to this agreement with the Organization, proving in depth experience in this specific area;
  - CV of the Other Staff employed by the entity to be assigned to this agreement with the Organization, proving in depth experience in this specific area;
  - The organizational Chart of the company demonstrating their technical and operational capacity.
- g. registration number of your organization (e.g. Farmer Association/NGO/ Foundation/ Research Institution/ University, Civil Society Organisation, or other not-for-profit entity) association and documents proving the status of your organization in the country where it is registered;

Please note that FAO will make the relevant LoA payments to the bank account indicated by the selected Service Provider. The bank account holder name must be the name of Service Provider.

#### Financial Part

A detailed cost estimate (i.e. a budget in accordance with Appendix B) based on a workplan including all the costs for the delivery of the required services / implementation of the Agreement. The budget should be broken down by the inputs that are required to carry out the activities avoiding the use of activity-based lumpsums. Budget items and the corresponding objective units of measurement should be well defined, and should be calculated by multiplying the quantity (i.e. the number of units) by the unit cost (i.e. the estimated cost per unit) .

All assumptions should be documented. The financial part should specify clearly the currency used (the local currency in which the majority of the expenses will be incurred, or the United States Dollar for multi-country operations).

*Proposals will only be considered if they contain all of the above information and documents and observe the provisions of the enclosed agreement (see Annex I).*

#### IV. Evaluation

The Proposals received will be evaluated by applying the mandatory requirements and the qualitative evaluation criteria indicated below. The Pass/Fail methodology will be used for the mandatory requirements, whilst the qualitative evaluation criteria will be rated.

FAO reserves the right to consider and disqualify organisations based on documented prior poor performance, including but not limited to poor quality of services provided, late delivery and unsatisfactory performance. FAO also reserves the right to have further discussions/negotiations with the Bidder prior to issuance of an Agreement

##### **Mandatory Minimum Requirements**

Your Proposal will only be considered if the Proposal and your organisation meet the following minimum requirements:

1. You should provide an explicit written acceptance of the terms and conditions applicable to FAO Letters of Agreement as laid out in the LoA template in the Annex I.
2. You should provide evidence of the legal status of your organisation to demonstrate the eligibility to sign Letters of Agreement with FAO, including the registration certificate with the relevant country authorities.
3. You should provide not less than three (3) letters of recommendations from international organizations on the implementation of similar projects.
4. Bidder should have a permanent office within the country of operation.

##### **Weighted Evaluation Criteria**

Your Proposal will be further evaluated based on the following criteria and relevant weights listed in the table below:

<b>Criteria</b>	<b>Weights/points</b>
Years of relevant experience in the subject matter and/or the area of operations	12
Adequacy of resources and financial and operational capacity of the organization	12
Technical quality of the proposed methodology	10
Depth of detail of proposed budget and work plan	10
Conformity and feasibility of proposed schedule	10
Qualifications of the key personnel proposed	16
<b>Total Technical criteria</b>	<b>70 out of 100</b>
Financial Proposal*	<b>30 out of 100</b>
<b>Total score (technical + financial)</b>	<b>100</b>

Technical Proposals will be evaluated first and ranked accordingly to the above criteria. Please note that the Technical Proposal will comprise 70 points of the overall evaluation.

\* Points for the financial offers will be calculated according to the following formula:

$$\text{Points} = (A/B) * 30$$

Example: Bidder A's price is the lowest at [\$10.00]. Bidder A receives [30] points  
Bidder B's price is [\$20.00]. Offer B receives  $[(\$10.00/\$20.00) * 30 = 15 \text{ points}]$   
Bidder C's price is [\$25.00]. Offer C receives  $[(\$10.00/\$25.00) * 30 = 12 \text{ points}]$

**Total score calculation: Technical Score\* + Financial Score\*\***

\*e.g. maximum 70 points

\*\* e.g. maximum 30 points

I take this opportunity of expressing my appreciation of your interest in assisting FAO in its implementation of this undertaking.

Yours sincerely,

**Mr. Kinlay Dorjee,**

**FAO Representative in the Kyrgyz Republic,**

**FAO Budget Holder**

**Tom Shipton**



**FAO Representative a.i**

## APPENDIX A: Workplan

[illegible]

## APPENDIX B: Budget

SPECIFY CURRENCY:					
Cat · No.	Items Description (ITEMISE IN DETAIL)	Unit measurement	of Qty (no. of units)	Unit Cost	Total Cost
1	HUMAN RESOURCE INPUTS (Staff time and consultants...)				
1.1					
1.2					
1.3					
...					
2	EXPENDABLE EQUIPMENT ANCILARY TO SERVICES				
2.1					
2.2					
2.3					
...					
3	TRAVEL (Flights, inland travel...)				
3.1					
3.2					
...					
4	ACCOMMODATION (board and lodging costs...)				
4.1					
4.2					
4.3					
5	GENERAL OPERATING AND MAINTENANCE EXPENSES				
5.1					
5.2					
5.3					
6	-----OTHER CATEGORY (Specify)-----				
6.1					
6.2					
6.3					
...					
	TOTAL COSTS				

## APPENDIX C: Description of competencies and CVs of key personnel

(please include the CVs of the relevant key staff as an appendix to your proposal)

## ANNEX I: LoA Template

[*FAO Manager*: Insert the applicable LoA template]