

Terms of Reference (ToR)

Call for proposals for Travel and Accommodation arrangements for non-Astana participants of the 3 meetings - National Inception, Inventory Validation and National Endorsement for the GEF ID project 10924 in Astana, Kazakhstan

Project title: GEF ID 10924 "Review and Update of the National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants (POPs) in Albania, Armenia and Kazakhstan"

Country of service: Republic of Kazakhstan

Issued on: 25 February 2025

Deadline for Submission of Proposals: 7 March 2025

Background:

These activities – National Inception Meeting, Inventory Validation Meeting and National Endorsement Meeting in Astana, Kazakhstan - are developed in the frames of the Satellite NIP Update project GEF ID 10924 entitled "Review and Update of the National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants (POPs) in Albania, Armenia and Kazakhstan".

The project is divided into several components, three Global Components 1, 2 and 4 on political support and stakeholder involvement, tools and methodologies development to facilitate NIP process and implementation at the national level and sharing knowledge, information and training and joint platforms; and Component 3 of the project led by Stockholm and Basel Convention Regional Centers is focusing on review and update of NIP and related national activities including trainings and meetings.

The Global NIP update project is implemented by UNEP in collaboration with its executing agencies represented by six Stockholm Convention Regional centres that collaborate directly with the beneficiary countries. The SCRC Czech Republic hosted at RECETOX, Masaryk University, Brno, Czech Republic is supporting beneficiary countries in the Central and Eastern Europe.

Target audience

The total expected amount of participants is about 60 for each meeting. The expected amount of participants outside of Astana is 20-25. The participants are to cover all national stakeholder groups, in particular:

- Stockholm Convention Official Contact Points and National Focal Points, also from Basel Convention
- National officials from line ministries and agencies, environmental agencies including members of the National Coordinating Mechanism/ Committees dealing with sound chemicals management
- representatives of customs and inspectorates
- representatives of industry and private sector (energy, transport, industry), industrial and professional associations and economic operators dealing with POPs
- experts involved in the process of reviewing and updating the NIPs
- members of National Coordinating Mechanism for POPs (broader chemical management)/ Committees / Thematic Task Groups or Chemical units if established in the country
- academia including research institutes,
- civil society and environmental NGOs

Final list of national stakeholders will be adopted according to national specificities and previous NIP update experiences in participating countries and upon consultation with the National Focal Point.

Meeting invitations will be dispatched by Zhasyl Damu in collaboration with the Ministry of Environment of the Republic of Kazakhstan and contact details of participants requiring travel support will be shared with the winning service provider at a minimum 3 weeks in advance to the meeting

Dates and time

National Inception meeting - 22 April 2025 (9.00-17.00)
Inventory Validation meeting - 4-th or 6-th of June 2025 (9.00-17.00)
National Endorsement meeting – Q4, 2025, exact date TBA

Scope of services

The three tables below describe items that need to be considered and require offer provided via financial part of this call.

National Inception Meeting

National Inception meeting - 22 April 2025 (9.00-17.00)

Items in the proposal	Deliverables	Delivery dates
1) Travel		
<p>Organize land/air travel for registered participants as appropriate (bus/train/flight) Expected routes and number of travelers:</p> <p>Almaty - Astana and back – up to 8 participants Atyrau - Astana and back – 1 participant Ust-Kamenogorsk - Astana and back – up to 3 participants Aksu – Astana and back – 1 participant Stepnogorsk – Astana and back – up to 3 participants Temirtau – Astana and back – up to 2 participants Aktobe – Astana and back – up to 2 participants Karaganda – Astana and back – up to 5 participants</p> <p>Dates: travel to Astana a day before the meeting, arrival to Astana (hotel) by 20:00 the latest. Return route to original destination will take place on the meeting day, after the meeting closure, or the next day in the morning.</p>	Land/air travel for registered participants organized.	To Astana a day before the meeting and back on the day of the meeting after it finishes (details in the Items in the proposal column)
2) Accommodation		
<p>Reserve and pay for accommodation for 1 night - (2 nights) for participants that would need to travel more than 3 hours from Astana (up to 25 rooms – the exact number will be specified later)</p> <p>- single room with breakfast reasonable 3-star hotel near city centre, at or near the meeting venue), maximum price is 80 USD/night.</p>	Block-booking in a suitable hotel in or near the meeting venue.	

Note: The amount paid will be based on real costs incurred for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that has to be paid in accordance with the regulations of the Republic of Kazakhstan.

Inventory Validation Meeting

Inventory Validation meeting - 4-th or 6-th of June 2025 (9.00-17.00)

Items in the proposal	Deliverables	Delivery dates
1) Travel		
<p>Organize land/air travel for registered participants as appropriate (bus/train/flight) Expected routes and number of travelers:</p> <p>Almaty - Astana and back – up to 8 participants Atyrau - Astana and back – 1 participant Ust-Kamenogorsk - Astana and back – up to 3 participants Aksu – Astana and back – 1 participant Stepnogorsk – Astana and back – up to 3 participants Temirtau – Astana and back – up to 2 participants Aktobe – Astana and back – up to 2 participants Karaganda – Astana and back – up to 5 participants</p> <p>Dates: travel to Astana a day before the meeting, arrival to Astana (hotel) by 20:00 the latest. Return route to original destination will take place on the meeting day, after the meeting closure, or the next day in the morning.</p>	Land/air travel for registered participants organized.	To Astana a day before the meeting and back on the day of the meeting after it finishes (details in the Items in the proposal column)
2) Accommodation		
<p>Reserve and pay for accommodation for 1 night - (2 nights) for participants that would need to travel more than 3 hours from Astana (up to 25 rooms – the exact number will be specified later)</p> <p>- single room with breakfast reasonable 3-star hotel near city centre, at or near the meeting venue), maximum price is 80 USD/night.</p>	Block-booking in a suitable hotel in or near the meeting venue.	

Note: The amount paid will be based on real costs incurred for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that has to be paid in accordance with the regulations of the Republic of Kazakhstan.

National Endorsement Meeting

National Endorsement meeting – Q4, 2025, exact date TBA

Items in the proposal	Deliverables	Delivery dates
1) Travel		
<p>Organize land/air travel for registered participants as appropriate (bus/train/flight) Expected routes and number of travelers:</p> <p>Almaty - Astana and back – up to 8 participants Atyrau - Astana and back – 1 participant Ust-Kamenogorsk - Astana and back – up to 3 participants Aksu – Astana and back – 1 participant Stepnogorsk – Astana and back – up to 3 participants Temirtau – Astana and back – up to 2 participants Aktobe – Astana and back – up to 2 participants Karaganda – Astana and back – up to 5 participants</p> <p>Dates: travel to Astana a day before the meeting, arrival to Astana (hotel) by 20:00 the latest. Return route to original destination will take place on the meeting day, after the meeting closure, or the next day in the morning.</p>	Land/air travel for registered participants organized.	To Astana a day before the meeting and back on the day of the meeting after it finishes (details in the Items in the proposal column)
2) Accommodation		
<p>Reserve and pay for accommodation for 1 night - (2 nights) for participants that would need to travel more than 3 hours from Astana (up to 25 rooms – the exact number will be specified later)</p> <p>- single room with breakfast reasonable 3-star hotel near city centre, at or near the meeting venue), maximum price is 80 USD/night.</p>	Block-booking in a suitable hotel in or near the meeting venue.	

Note: The amount paid will be based on real costs incurred for the performance of individual outputs. This amount includes all taxes and other costs of any obligation that has to be paid in accordance with the regulations of the Republic of Kazakhstan.

Required documents

- Company Profile (up to 3 pages)
- Certificate of Incorporation/ Business Registration
- Latest Financial Statement (Income Statement and Balance Sheet) for the past 2 years;
- Statement of Satisfactory Performance from at least one client for contract of similar nature, scope and complexity in the past 3 years;
- **Previous Relevant Experience** - list of the most recently implemented relevant services performed in the last 3 years (see Annex 1);
- Financial proposal (see Annex 2)

Submission details

Deadline for Submission of Proposals: 7 March 2025

Proposals must be sent by e-mail to nina.pavliuk@recetox.muni.cz on or before the deadline.

Contact Information

For inquiries, please contact Ms. Nina Pavliuk, email: nina.pavliuk@recetox.muni.cz as a contact point for queries on this call for proposal with a copy to Ms. Kateřina Šebková, email: katerina.sebkova@recetox.muni.cz

Annex 1

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Add lines as necessary.

Annex 2

Currency of the proposal: USD

Table: Breakdown of Price per Item of the Proposal – National Inception Meeting

Expected date: 22 April 2025

Item	Amount Per Item (USD)
Travel	
Arrangements for land/air travel to and from meeting venue in Astana: Almaty - Astana and back – up to 8 participants Atyrau - Astana and back – 1 participant Ust-Kamenogorsk - Astana and back – up to 3 participants Aksu – Astana and back – 1 participant Stepnogorsk – Astana and back – up to 3 participants Temirtau – Astana and back – up to 2 participants Aktobe – Astana and back – up to 2 participants Karaganda – Astana and back – up to 5 participants Please specify costs for individual routes.	

Accommodation	
Accommodation for 1 night for participants that would need to travel more than 3 hours to Astana (up to 25 rooms) - single room with breakfast in Astana	
Support items	
Organizational support (communication with providers and participants) including Bidder`s fee	
TOTAL (all items)	

Currency of the proposal: USD

Table: Breakdown of Price per Item of the Proposal – Inventory Validation Meeting

Expected date - 4-th or 6-th of June 2025 (9.00-17.00)

Item	Amount Per Item (USD)
Travel	
Arrangements for land/air travel to and from meeting venue in Astana: Almaty - Astana and back – up to 8 participants Atyrau - Astana and back – 1 participant Ust-Kamenogorsk - Astana and back – up to 3 participants Aksu – Astana and back – 1 participant Stepnogorsk – Astana and back – up to 3 participants Temirtau – Astana and back – up to 2 participants Aktobe – Astana and back – up to 2 participants Karaganda – Astana and back – up to 5 participants Please specify costs for individual routes.	
Accommodation	
Accommodation for 1 night for participants that would need to travel more than 3 hours to Astana (up to 25 rooms) - single room with breakfast in Astana	
Support items	
Organizational support (communication with providers and participants) including Service provider`s fee	
TOTAL (all items)	

Currency of the proposal: USD

Table: Breakdown of Price per Item of the Proposal – National Endorsement Meeting

expected date – Q4, 2025, exact date TBA

Item	Amount Per Item (USD)
Travel	
Arrangements for land/air travel to and from meeting venue in Astana: Almaty - Astana and back – up to 8 participants Atyrau - Astana and back – 1 participant Ust-Kamenogorsk - Astana and back – up to 3 participants Aksu – Astana and back – 1 participant Stepnogorsk – Astana and back – up to 3 participants Temirtau – Astana and back – up to 2 participants Aktobe – Astana and back – up to 2 participants Karaganda – Astana and back – up to 5 participants Please specify costs for individual routes.	
Accommodation	
Accommodation for 1 night for participants that would need to travel more than 3 hours to Astana (up to 25 rooms) - single room with breakfast in Astana	
Support items	
Organizational support (communication with providers and participants) including Service provider`s fee	
TOTAL (all items)	
