

**“Modernizing Uzbekistan National Innovation System (MUNIS)” Project  
Ministry of Higher Education, Science, and Innovations of the Republic of Uzbekistan**

**Terms of Reference**

**Title of Assignment: Provision of Logistical, Catering, Translation, Printing and  
Transportation Support to IAIS’s Project Activities**

**BACKGROUND**

In 2024, the Institute for Advanced International Studies at the University of World Economy and Diplomacy was awarded a Public Research Institutes Modernization Program (PRIM) grant by the Project Implementation Unit of the “Modernizing Uzbekistan National Innovation System (MUNIS)” project under the Agency for Innovative Development. The awarded grant amount is \$195,600 and its implementation period from December 2024 to December 2025. Within the given grant, the title of the IAIS institutional modernization plan is “Building Institutional Capacity for Sustainable Futures: A Pathway to Competitiveness in Central Asia and Beyond”.

MUNIS PRIM grant program is envisaged under the Subcomponent 1.3 - Public Research Institutes Modernization of the MUNIS Project. The MUNIS Project Development Objective (PDO) aims to enable the development of a market-oriented national innovation system in Uzbekistan. Long-term priorities of national science and innovation sector transformation are defined in the Concept of Uzbekistan Science Development until 2030 (Presidential Decree PF-6097, 29.10.2020).

This strategic concept defined goals and targets for transformation of public management of science, improving science funding mechanisms, diversification of sources for financing, modernization of research infrastructure, and developing data and information systems. In particular, the Concept indicates a comprehensive approach to the transformation of PRIs and envisages scientific infrastructure update, as well as cooperation of institutions with enterprises in the real sector of economy, creation of innovative enterprises, cooperation between various actors of the national innovation infrastructure (institutes, foundations, laboratories, scientific and technical parks, etc.), improving management, planning and forecasting of PRIs, better community outreach of PRIs to increase awareness of society on societal and economic benefits of scientific programs.

Through this grant, IAIS seeks to strengthen its institutional capacity to tackle the interconnected challenges of sustainable development, water and climate diplomacy, energy diplomacy, international trade, and related areas. This project is aligned with IAIS’s strategic vision to establish itself as a regional leader in research, policy dialogue, and practical solutions, enhancing its competitiveness while shaping global policy frameworks.

Central Asia faces pressing challenges at the nexus of environmental sustainability, international trade, and energy security. With Uzbekistan’s ongoing efforts to join the World Trade Organization (WTO) and the region’s struggles with climate change, water scarcity, and energy transition, there is a critical need for rigorous research and informed policy guidance. IAIS, leveraging its expanding centers and interdisciplinary expertise, is well-positioned to provide such leadership but requires further capacity building to achieve its full potential. This project aims to enhance IAIS’s ability to deliver high-impact research and policy solutions that support sustainable development and regional growth.

**The project has three core objectives:**

**1. Upgrading Research Infrastructure and Data Exchange:** Modernize IAIS’s digital platforms to support diverse research topics by developing an internal data management system and securing access to external databases.

**2. Promoting Strategic Collaboration:** Strengthen partnerships with industries, international organizations, and research institutions to foster joint research and knowledge exchange.

**3. Building Institutional Capacity:** Enhance IAIS's capabilities through staff training in research methods, resource mobilization, leadership development, and governance, ensuring long-term policy influence and research excellence.

## **ASSIGNMENT OBJECTIVE & BUDGET**

This TOR is to hire a company to provide comprehensive event support services for IAIS, ensuring all conferences, science talks, and capacity-building trainings are professionally managed and executed. The firm will be responsible for organizing and delivering high-quality catering services—including coffee breaks, lunches, and dinners—tailored to the needs and preferences of participants. In addition, the firm will manage all aspects of guest logistics, including purchasing tickets, arranging transportation, and mobilizing guests by car to and from venues. The company will also be responsible for the printing and designing of printed materials required for the events, as well as providing translation services to facilitate communication for participants of diverse linguistic backgrounds.

The company will ensure seamless coordination with IAIS event organizers, providing on-site support and real-time solutions to any logistical challenges. The services will include close collaboration with IAIS staff, timely communication, and the involvement of the company's experts as needed to guarantee smooth event operations and a positive experience for all attendees.

The work will be carried out by the company, with on-site presence and active participation of its team to ensure the highest standards of hospitality and logistical support throughout all IAIS events.

## **SCOPE AND CONTENT OF SERVICES**

As part of the provision of services, the consultant will be responsible for the following key actions:

### **Catering Services:**

- Organize and manage coffee breaks, lunches, and dinners for event participants, considering dietary restrictions and preferences.
- Coordinate with caterers to ensure timely delivery and quality of food and beverages.

### **Guest Travel and Mobilization:**

- Procure tickets and arrange transportation for invited guests and speakers.
- Provide car mobilization services for guests, including airport pickups, drop-offs, and transfers between venues.
- Ensure smooth coordination of guest arrivals and departures.

### **Event Coordination Support:**

- Liaise with IAIS event organizers and venue management to align hospitality and transport services with event schedules.
- Provide on-site support during events to manage catering and transportation logistics.

### **Printing and Designing of Printing Materials:**

- Design and print event materials such as banners, brochures, name tags, agendas, and other necessary documents.
- Ensure high-quality design and timely delivery of all printed materials required for the events.

### **Translation Services:**

- Provide professional translation and interpretation services to facilitate communication for participants of diverse linguistic backgrounds.
- Ensure availability of translators/interpreters during events as needed.

#### **Additional Services:**

- Assist in booking accommodation if required.
- Manage any other logistical needs related to hospitality and guest services as requested by IAIS.

#### **DURATION OF THE ASSIGNMENT**

The contract period is **7 months, tentatively scheduled from June 20, 2025, to December 02, 2025.**

#### **PAYMENT SCHEDULE**

<b>№</b>	<b>Deliverable</b>	<b>Payment/% of the total contract amount</b>
1	After finishing each event or combining several events	100%

#### **REPORTING ARRANGEMENTS**

The Consultant shall report to and coordinate activities with the IAIS Project Manager or a designated staff member appointed by the Project Manager. Upon completion of services, the Consultant will submit a comprehensive report and a duly executed Act of Work Performed to the Client.

#### **APPLICATION PROCESS**

Interested candidates should submit:

- Company profile including relevant experience and certificates.
- Examples of at least three similar events managed.
- Financial proposal with a detailed budget breakdown.
- Evidence of sustainability practices in service delivery (e.g., waste management, eco-friendly catering).
- References from previous clients.
- Filled in table of services and price below (**add additional lines if necessary**).

<b>Service</b>	<b>Price</b>
<b>Catering services</b>	
Coffe-break (per person)	
Lunch (per person)	
Dinner (per person)	
<b>Translation services</b>	
Uzbek-English-Uzbek	
<b>Printing and desining of printing materials</b>	

Banners (6x3m)	
Brochures (per A4)	
Printing services (per A4)	
<b>Transport</b>	
Venue to venue transport – comfort (20km)	

*Applications should be submitted until 23:59 9 June, 2025, via email for the attention of Mr Shakhboz Akhmedov to the following address: [info@iais.uz](mailto:info@iais.uz);*