



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: March 22, 2018
	REFERENCE: 09-2018-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Improvement of coordination between citizens, law-enforcement and local authorities to promote community security”**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **23:59 (Kyiv time) Wednesday, April 04, 2018** and via email to the address below:

**United Nations Development Programme**  
**tenders.ua@undp.org**  
**Procurement Unit**

Your Proposal must be expressed in the **English or Ukrainian or Russian**, 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.

**NB. The Offeror shall create 2 archive files (\*.zip format only!): one should include *technical proposal*, another one should include *financial proposal* and be encrypted with password. Both files should be attached to the email letter.**

During evaluation process only technically compliant companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.

Messages should **not exceed 5 MB in size**. Offers larger than 5 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and the solicitation documents. Messages larger than 5 Mb will not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“09-2018-UNDP-UKR-RFP-RPP”** and **“Improvement of coordination between citizens, law-enforcement and local authorities to promote community security”**.

Body of the message should include: **Name of the offeror**

Archive files should be marked as: **Technical proposal** and **Financial proposal**

Note: if the email letters or archive files are not marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

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 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 3.

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:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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:

<http://www.undp.org/content/dam/undp/img/corporate/procurement/UN%20Supplier%20Code%20of%20Conduct.pdf>

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:



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*Mr. Zafar Yuldashev*

*Deputy Country Director  
(Operations) a.i.  
UNDP Ukraine*

**Annex 1****Description of Requirements**

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	<p>The main goal the current assignment is the Improved coordination between citizens, law-enforcement and local authorities to promote community security, including:</p> <p><b>1)</b> Development of concept and methodology on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine. The main goal of the concept and methodology should be: improving coordination between hromadas and Police at the local level; using the Community Security Working Groups as a platforms and a tool for coordination, planning, developing of the problem solving action plans, reporting, evaluating of the police work at local level; creating positive attitude and trust building between hromada and police.</p> <p><b>2)</b> Piloting the mechanisms of strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in 4 hromadas of Donetsk and Luhansk Oblasts of Ukraine (from the list of targeted hromadas of the Programme<sup>1</sup>, one urban and one rural hromada in each oblast should be selected) according to the developed concept and methodology.</p>
The overall objective	<p>Within the period from April to August 2018, the Contractor must implement the following activities approved by the UNDP:</p> <p><b>Stage 1:</b></p> <ul style="list-style-type: none"> <li>Based on the proposed for a tender concept and work plan on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine, Contractor should develop a methodology on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine.</li> </ul> <p>Estimated implementation period: 3 weeks, from contract starting date.</p> <p><b>Stage 2</b></p> <p>2.1 Pilot the mechanisms/projects of strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in 4 proposed by Contractor and approved by UNDP hromadas of Donetsk and Luhansk Oblasts of Ukraine (from the list of targeted hromadas of the Programme, one urban and one rural hromada in each oblast should be selected)</p>

<sup>1</sup> Targeted hromadas: Donetsk oblast: Lyman, Sloviansk, Cherkaske, Mykolaivka, Kramatorsk, Bakhmut, Druzhkivka, Velyka Novosilka, Vuhledar, Mariupol; Luhansk oblast: Troitske, Novopskovsk, Bilokurakine, Markivka, Krasnorichenske, Chmyrivka, Bilovodsk, Kreminna, Novoaidar, Popasna

	<p>Estimated implementation period: 15 weeks, upon completion date of Stage1.</p> <p>2.2 Finalize pilot results of the methodology for each hromada and in common and produce the final report that should include: initial status of coordination and community-police interaction in selected hromadas, methodology implementation process, positive and negative factors, lessons learned, recommendations on following implementation and replication of the methodology, trainings needed, final version of the methodology based on the implementation experience.</p> <p>Estimated implementation period: 3 weeks, upon completion date of Stage 2.1</p> <p><b><u>Deliverables:</u></b></p> <ol style="list-style-type: none"> <li>1. Inception Report with the description of a complete methodology on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine;</li> <li>2. The First Interim Report containing a description of the of the implementation process including initial status of community-police coordination and interaction in the selected hromadas, current results and achievements, recommendations on the following implementations;</li> <li>3. The Second Interim Report containing a description of the implementation process, current results and achievements, recommendations on the following implementationsRaw Data (to be entered in Template to be provided by UNDP). The matrix should be updated weekly and sent to UNDP;</li> <li>4. The Final Report with the results of the methodology implementation for each hromada and in common and also include: initial status of coordination and community-police interaction in selected hromadas, methodology implementation process, positive and negative factors, lessons learned, recommendations on following implementation and replication of the methodology, trainings needed, final version of the methodology based on the implementation experience.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	April 2018
Target completion date	August 2018
Travels Expected	According to TOR attached

Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program pays, separately and independently, the cost the following events, focus group discussions and other meetings with the community (including only the following: the cost of stationery and coffee breaks) and therefore the above mentioned costs do not need to be included in the budget proposal, but the scope of these events should be described (number of events, number of participants, duration of the event).
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on 28th of March 2018 at 3 pm at the following address: UNDP Ukraine 1, Klovsky Uzviz, Kyiv Ukraine. Skype Conference shall be supported for interested bidders unable to attend the Pre-Bidding Conference. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail: procurement.ua@undp.org Attn: Procurement Unit Subject: <b>09-2018-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration

Payment Terms <sup>2</sup>	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract.</p> <ol style="list-style-type: none"> <li>1. Deliverable 1</li> <li>2. Deliverable 2</li> <li>3. Deliverable 3</li> <li>4. Deliverable 4</li> </ol> <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ol style="list-style-type: none"> <li>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs;</li> <li>b) Receipt of invoice from the Contractor.</li> </ol>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Specialist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion 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.</u>
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 25% <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <a href="http://www.undp.org/content/dam/undp/img/corporate/procurement/infoforbidders/GTCsforcontracts-Goods-and-or-Services-2015.pdf">http://www.undp.org/content/dam/undp/img/corporate/procurement/infoforbidders/GTCsforcontracts-Goods-and-or-Services-2015.pdf</a> <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)

<sup>2</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<p><i>Procurement Unit</i>  <i>UNDP Ukraine</i>  <i>procurement.ua@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>
Documents to be submitted in proposal	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</li> <li><input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</li> <li><input checked="" type="checkbox"/> Financial statements (Copies of income/balance statements for last 2 years or Audited statements);</li> <li><input checked="" type="checkbox"/> Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);</li> <li><input checked="" type="checkbox"/> Technical proposal detailing the proposed work plan;</li> <li><input checked="" type="checkbox"/> A list and short summary of previous experience in the field of analytics with the focus on community security (At least 5 years);</li> <li><input checked="" type="checkbox"/> A list and short summary of previous experience in the field of sociological surveys, producing of analytical reports, methodologies (at least 5 surveys were organized and at least 5 years of experience);</li> <li><input checked="" type="checkbox"/> A list and short summary of previous experience in implementing at least 3 (three) projects in cooperation with the law-enforcement (police) in the field of community policing;</li> <li><input checked="" type="checkbox"/> A list and short summary of previous experience in preparing information and analytical materials on law-enforcement;</li> <li><input checked="" type="checkbox"/> A timeline detailing how the required results will be achieved/completed within the required timeline.</li> <li><input checked="" type="checkbox"/> At least two references from previous clients;</li> <li><input checked="" type="checkbox"/> Presenting examples of developed information and analytical materials, methodologies on law-enforcement will be an advantage.</li> <li><input checked="" type="checkbox"/> Experience of cooperation with international organizations</li> <li><input checked="" type="checkbox"/> CVs of the intended Team Leader and Key Expert(s), which clearly indicate their experience and language skills, certification of their availability if selected for this project as well as contact details for referees.</li> <li><input checked="" type="checkbox"/> Financial proposal.</li> </ul>

<sup>3</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information Related to the RFP</p>	<p><b><u>Administrative Requirements:</u></b></p> <p>Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration</li> <li>✓ Offers must comply with general administrative requirements:             <ol style="list-style-type: none"> <li>1. An officially registered organization (commercial, nonprofit, nongovernmental, public);</li> <li>2. At least 5 years of the proven experience of the company / organization in the field of analytics with the focus on community security;</li> <li>3. At least 5 years of the proven experience in sociological surveys, producing of analytical reports, methodologies (at least 5 surveys were organized);</li> <li>4. Proven experience in implementing at least 3 (three) projects in cooperation with the law-enforcement (police) in the field of community policing;</li> <li>5. Experience in preparing information and analytical materials on law-enforcement;</li> <li>6. Experience of cooperation with international organizations;</li> <li>7. Experience with assignments in Donetsk, Luhansk oblasts of Ukraine (GCA);</li> </ol> </li> </ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>;</p> <p>For the information, please contact <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a></p>
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**Annex 2****FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>4</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>5</sup>)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 09-2018-UNDP-UKR-RFP-RPP\_dated 3/21/2018, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

<b>BRIEF COMPANY PROFILE</b>	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be

<sup>4</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	attached
Latest Audited Financial Statement or Financial results (2015 -2016)	Copies of income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 2 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 3 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work.*

**Must include:**

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);**
- 2. Technical proposal detailing the proposed work plan;**
- 3. A list and short summary of previous experience in implementing at least 3 (three) projects in cooperation with the law-enforcement (police) in the field of community policing;**
- 4. A timeline detailing how the required results will be achieved/completed within the required timeline;**
- 5. At least two references from previous clients.**

**C. Qualifications of Key Personnel**

***If required by the RFP, the Service Provider must provide:***

- a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (who is Team Leader, Key Expert(s));***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader and Key Expert(s) as well as contact details for referees;***
- e) Written confirmation from each team member that they are available for the entire duration of the contract.***

**At least:**

- 1) Team Leader**
- 2) Key Expert**

## Financial Proposal

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverables\*

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount, currency, excl. VAT</b>
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
<b>Total</b> (please indicate currency)	100%	

*\*This shall be the basis of the payment tranches*

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

<b>Nº</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Cost per unit, currency</b>	<b>Amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Team Leader	1 month of work			
1.2	Key Expert	1 month of work			
1.3	Other experts (if required)	1 month of work			
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
...					
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Travel costs (tickets)	Travel for 1 person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
3.4	...				
<b>4</b>	<b>Expenses related to development of a concept and methodology</b>				
4.1	...				
4.2	...				
<b>5</b>	<b>Expenses related to Pilot the mechanisms/projects</b>				
5.1	...				
5.2	...				
<b>6</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
6.1	...				
6.2	...				
	<b>Total</b> (please indicate currency)				

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

**\*\* Dear partners!**

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

**\*\* Уважаемые партнеры!**

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 056-2017-UNDP-UKR-RFQ-RPP производится в рамках выполнения проекта международной технической помощи.

Согласно положений Налогового Кодекса Украины (п. 197.11) предусмотрено освобождение от налогообложения НДС операций, которые финансируются за счет материально-технической помощи.

Порядок получения права на освобождение от налогообложения операций, которые производятся в рамках проектов международной технической помощи регламентируется постановлением Кабинета Министров Украины от 15 февраля 2002 года №153.

В случае наличия права на применение этой НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

- в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;
- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);
- в графа 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняются на всех этапах поставки услуг.
- в графе 4 и 5 — единица измерения услуг;
- в графе 6 — количество (объем) поставки услуг;
- в графе 7 — цена поставки единицы услуги без учета НДС;
- в графе 8 — указывается код ставки НДС 903;
- в графе 9 — код льготы согласно Справочнику других налоговых льгот налоговых льгот, утвержденному ГФС по состоянию на дату составления НН — «14060523».
- в графе 10 — объем поставки без учета НДС (сумма аванса). Детально — в материалах «Налоговая накладная – 2017: порядок заполнения» и «Новая налоговая накладная в образцах».

Что касается налогового кредита с НДС по покупкам материалов для выполнения соответствующих строительных работ, то здесь правила его компенсации, предусмотренные п. 198.5 НКУ, не действуют. Ведь согласно п. 198.5 НКУ на операции по поставке товаров и услуг, освобождение от налогообложения НДС которых предусмотрено п. 197.11 НКУ, правила начисления налоговых обязательств не распространяются.

Это значит, что в ходе использования материалов, которые покупались с НДС, для выполнения данных работ налоговый кредит компенсировать не нужно, соответственно не нужно и начислять для этого налоговые обязательства.

Исходя из вышесказанного, просим Вас формировать Ваши тендерные заявки/счета на оплату без НДС учитывая положения украинского законодательства, изложенного в перечисленных нормативных актах.

В случае возникновения дополнительных вопросов просим Вас обращаться в отделения Государственной Фискальной Службы Украины по месту регистрации Вашего предприятия для получения дополнительной консультации в рамках статьи 52 Налогового Кодекса Украины.

**TERMS OF REFERENCE**

**RULE OF LAW & COMMUNITY JUSTICE IN CONFLICT AFFECTED AREAS OR UKRAINE**  
**Social Science Research to enumerate a household survey of 3,900 respondents in Donetsk, Luhansk, and Zhytomyr regions**

**TERMS OF REFERENCE**

**Project title:** “Rule of Law and Community Justice for Conflict-Affected Areas in Ukraine”

**Description of the assignment:**

«Improved coordination between citizens, law-enforcement and local authorities to promote community security»

**Country/place of implementation:** Ukraine, Donetsk and Luhansk oblasts, GCA

**Possible travels (if applicable):** travels to Donetsk and Luhansk oblasts, GCA

**Starting date of the assignment:** April, 2018

**The term of the assignment/or end date (if applicable):** August, 2018

**Name and position of Project Manager:** Rustam Pulatov, Community Security and Social Cohesion Component Lead

**I. PREAMBLE****Objective**

The «Rule of Law and Community Justice for Conflict-Affected Areas in Ukraine» Project is implemented by the UNDP and funded by the Kingdom of Netherlands. The project will pilot a series of interventions, which build upon UNDP’s traditional strengths in Ukraine: community-based development, civil society networks, and public engagement. It will provide a two-way link between local communities and the national level reform efforts, as well as serving to strengthen reconstruction efforts in the Eastern part of Ukraine. The project will be integrated into the broader Early Recovery Programme for Eastern Ukraine and will involve piloting initiatives in the conflict-affected regions of Donetsk and Luhansk (government-controlled areas).

The Project seeks to strengthen the protection of human security and rule of law at the community level through the strengthening personal and community security in conflict-affected areas, and increased community justice through capable institutions for rights-based service delivery and effective access to justice.

**Background**

The protracted armed conflict has further weakened the rule of law, increased corruption, and led to a widespread and often severe violations of human rights, both in areas outside and within government control. This, in turn, has exacerbated general discontent with and distrust of government, as well as created great personal and community insecurity in conflict-affected areas. The weakness of the justice sector and its inability to respond effectively to the challenges of personal and community security has contributed to this: the Courts, Police and Prosecution are regularly rated as some of the least trusted institutions in the country.

Since mid-2014, a far-reaching set of strategic reform plans and legislative measures were introduced which prominently included steps to decentralization of local government.

While police reforms are ongoing and have shown a number of positive initiatives in the creation of the new Patrol Police which have replaced the old traffic police, there remains a problem of disjointed, and uncoordinated reforms. The Patrol Police exist only in a number of large towns and cities, and the majority of the population has no contact with them. The stated commitment by the leadership to apply community policing approaches does, however, open a door to new, more positive interaction between police and the communities they serve. Most importantly, the local administration reforms which are allowing the

creation of new amalgamated communities (hromadas) opens the door to greater community involvement. The hromadas have a power to help set local policing priorities, and allocate budgets for the community security. While police is also required to be accountable to hromada and to plan its activity according to hromada's needs. These reforms, their sense and advantages of the community policing have not been well understood both by hromadas and Police.

## II. MAIN GOALS AND OBJECTIVES

The main goal the current assignment is the Improved coordination between citizens, law-enforcement and local authorities to promote community security, including:

**1.** Development of concept and methodology on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine. The main goal of the concept and methodology should be: improving coordination between hromadas and Police at the local level; using the Community Security Working Groups as a platforms and a tool for coordination, planning, developing of the problem solving action plans, reporting, evaluating of the police work at local level; creating positive attitude and trust building between hromada and police.

**2.** Piloting the mechanisms of strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in 4 hromadas of Donetsk and Luhansk Oblasts of Ukraine (from the list of targeted hromadas of the Programme<sup>6</sup>, one urban and one rural hromada in each oblast should be selected) according to the developed concept and methodology.

Also, please note that each product within Stages 1, 2 must include elements of the following cross-cutting themes: "The human rights-based approach (HRBA)" and "Gender equality".

## III. SCOPE OF WORK AND EXPECTED OUTCOMES

Within the period from April to August 2018, the Contractor must implement the following activities approved by the UNDP:

### Stage 1:

- Based on the proposed for a tender concept and work plan on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine, Contractor should develop a methodology on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine.

Estimated implementation period: 3 weeks , from contract starting date.

### Stage 2

- 2.1.** Pilot the mechanisms/projects of strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in 4 proposed by Contractor and approved by UNDP hromadas of Donetsk and Luhansk Oblasts of Ukraine (from the list of targeted hromadas of the Programme, one urban and one rural hromada in each oblast should be selected)

Estimated implementation period: 15 weeks , 15 weeks, upon completion date of Stage1.

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<sup>6</sup> Targeted hromadas: Donetsk oblast: Lyman, Sloviansk, Cherkaske, Mykolaivka, Kramatorsk, Bakhmut, Druzhkivka, Velyka Novosilka, Vuhledar, Mariupol; Luhansk oblast: Troitske, Novopskovsk, Bilokurakine, Markivka, Krasnorichenske, Chmyrivka, Bilovodsk, Kreminna, Novoaidar, Popasna

- 2.2. Finalize pilot results of the methodology for each hromada and in common and produce the final report that should include: initial status of coordination and community-police interaction in selected hromadas, methodology implementation process, positive and negative factors, lessons learned, recommendations on following implementation and replication of the methodology, trainings needed, final version of the methodology based on the implementation experience.

Estimated implementation period: 3 weeks , upon completion date of Stage 2.1.

## **RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:**

### **General recommendations**

The Implementer (Contractor) is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.

The Program pays, separately and independently, the cost the following events, focus group discussions and other meetings with the community (including only the following: the cost of stationery and coffee breaks) and therefore the above mentioned costs do not need to be included in the budget proposal, but the scope of these events should be described (number of events, number of participants, duration of the event).

### **Recommendations on the Implementer's team composition:**

To optimize the time of the assignment the composition of the project team should include, in addition to the Team Leader and financial specialist, at least 1 Expert.

### **Recommendations as to modes of beneficiary participation:**

Contractor should use the potential and take part in working meetings of Community Security Working Groups supported by the Programme. List of contacts for CSWG of the selected hromadas will be provided by UNDP.

## **GENERAL OPERATIONS**

1. Coordination with other partners of the UNDP Project «Rule of Law and Community Justice for Conflict-Affected Areas in Ukraine» to provide for effective interaction where possible. UNDP will provide the list of partners.
2. Ensuring the reference to UNDP and the Kingdom of Netherlands in all the products created under the Contract.

## **IV. REQUIREMENTS FOR MONITORING/REPORTING**

The Contractor/Implementer organization will report within the project "Rule of Law and Community Justice for Conflict-Affected Areas in Ukraine" to the Community Security and Social Cohesion Component Lead of the Recovery and Peacebuilding Programme. Payments will be made in four stages according to the proposed payment schedule below.

The Contractor/Implementer must adhere to the system of monitoring, evaluation and quality control implemented by the UNDP and provide the necessary information, reports and statistics according to the preset schedule or as soon as possible (within a reasonable time).

For all work completed Contractor shall submit to UNDP a Final Report, which includes a brief description of the work performed and results.

All reports and studies UNDP shall be transmitted electronically (Formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf) on electronic source or in the form of electronic communication with the attached final product, which is

also accompanied by an official letter in paper version of the Contractor/Implementer about the data transmission of products to the UNDP. The studies/research should be written in Ukrainian.

### **The proposed schedule of services and payments**

Below is a description, desirable and offered by UNDP % of the total budget for each Lot that will be paid after receipt of the following outputs:

Nr.	Deliverables	Share (%)	Anticipated date of completion
1.	Inception Report with the description of a complete methodology on strengthening partnerships and positive attitude between local communities and police at the local level, including through the Community Security Working Groups in hromadas of Donetsk and Luhansk Oblasts of Ukraine	30%	By 20 April, 2018
2.	The First Interim Report containing a description of the of the implementation process including initial status of community-police coordination and interaction in the selected hromadas, current results and achievements, recommendations on the following implementations	20%	By 15 June, 2018
3.	The Second Interim Report containing a description of the implementation process, current results and achievements, recommendations on the following implementations	20%	By 3 August, 2018
4.	The Final Report with the results of the methodology implementation for each hromada and in common and also include: initial status of coordination and community-police interaction in selected hromadas, methodology implementation process, positive and negative factors, lessons learned, recommendations on following implementation and replication of the methodology, trainings needed, final version of the methodology based on the implementation experience	30%	By 24 August, 2018
	Total	100%	

## **V. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

### **Company/organization, submitting proposal:**

- An officially registered organization (commercial, nonprofit, nongovernmental, public);
- At least 5 years of the proven experience of the company / organization in the field of analytics with the focus on community security;
- At least 5 years of the proven experience in sociological surveys, producing of analytical reports, methodologies (at least 5 surveys were organized);
- Proven experience in implementing at least three projects in cooperation with the law-enforcement (police) in the field of community policing;
- Experience in preparing information and analytical materials on law-enforcement;
- Experience of cooperation with international organizations;
- Presentation of 2 references from previous customers;
- Experience with assignments in Donetsk, Luhansk oblasts of Ukraine (GCA);
- Presenting examples of developed information and analytical materials, methodologies on law-enforcement will be an advantage.

The project team will include at least a Team leader and one Key Expert:

## Personnel

- **Team Leader** – Masters degree in the fields of: "Sociology, "Law", or higher; at least 5 years of experience in the organization of sociological research in the field of human rights and law-enforcement, situation analysis; experience in the developing of the methodologies and manuals on community security and law-enforcement (at least 3 methodologies or manuals); fluency in Ukrainian and Russian; English proficiency (working level).
- **Key Expert** – Masters degree in the fields of: "Sociology", "Law", or higher); at least 3 years of experience in the organization and implementation of sociological research in the field of human rights and law-enforcement, situation analysis; experience in the developing of the methodologies and manuals on community security and law-enforcement; at least 3 years of experience in the field of consultancy, facilitation of the joint events for local authorities and law-enforcement; fluency in Ukrainian and Russian; English proficiency (working level).

## VI. EVALUATION CRITERIA

### Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the bidder that submitted the winning proposal.

### Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Share of evaluation	Maximum score	Company / Other organization			
1	Experience of the company / organization that submits proposal	30%	210				
2	Proposed work plan, methodology and approach	45%	315				
3	Staff and invited experts / consultants	25%	175				
	Total score	100%	700				
	Remarks						

Technical evaluation forms are provided at the next pages. The maximal points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

**Technical Evaluation Forms:**

Form 1. Experience of the company / organization submitting the proposal

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel and invited experts/consultants

**Technical Evaluation Criteria**

Evaluation of technical proposals Form 1		Maximum score	Company / Other organization		
			A	B	C
Досвід компанії / організації, яка подає пропозицію					
1.1	The experience of the company / organization in the field of: sociological surveys, analytical reports, methodological recommendations (5 surveys, reports, methodologies- 20 points, 6-7 surveys, reports, methodologies - 30 points, more than 7 surveys, reports, methodologies years - 40 points).	40			
1.2	The experience of the company / organization in the field of analytics with the focus on community security: (3 years - 20 points, 4-7 years - 30 points, more than 7 years - 40 points)	40			
1.3	Proven experience in implementing at least three local projects in cooperation with law-enforcement in the field of community policing (3 projects - 20 points, 4-7 projects - 30 points, more than 7 projects – 40 points);	40			
1.4	Experience in preparing information and analytical materials and methodologies/manuals on law-enforcement (1-3 methodologies/manuals – 30 points, 4-7 methodologies/manuals – 40 points, more than 7 methodologies/manuals – 50 points)	50			
1.5	Experience of cooperation with international organizations	10			
1.6	Presentation of references from past customers (including international organizations) regarding implementation of likely tasks: 2 and more references – 10 points	10			
1.7	Experience with assignments in the East of Ukraine: <ul style="list-style-type: none"><li>• Experience in the Donetsk region - 10 points;</li><li>• Experience in Lugansk regions - 10 points;</li></ul>	20			
Total score for Form 1 for Lot 1 and Lot 2		210			

Evaluation of the Technical Proposal <u>Form 2</u>		Maximum score	Company/other organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work? The Technical Proposal generally meets the objectives and scope of work - 25 points; The Technical Proposal corresponds well to the task, but workload overstated / understated - 50 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 70 points	70			



2.2	How well developed, reasonable and reliable is the methodology of implementation of Services? The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – up to 30 points; The methodology logically describes a sequence of works – up to 60 points; The methodology includes thorough criteria that demonstrate its feasibility – up to 90 points	120			
2.3	How well developed and reliable is the approach to the organization of services to create planning products (Lot1,2) or to provide training and consultancy services (Lot 3) for 7 ATH partners in the Donetsk and Lugansk regions? The developed approach contains separate inconsistencies - 30 points; Good approach, but low reliability on realism - 60 points; The organization has shown perfect approach which fully complies with reality - 90 points	125			
<b>Total score on Form 2</b>		<b>315</b>			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Masters degree in the field of: "Sociology", "Law" ("Specialist / Master" - 10 points, "PhD" or above - 20 points)	20			
3.2	Experience in the organization of sociological research in the field of human rights and law-enforcement, situation analysis 5 years - 10 points, 6 years - 20 points, 7 years and more - 30 points)	30			
3.3	Experience in the developing of the methodologies and manuals on community security and law-enforcement (3 methodologies/manuals - 10 points, 4-6 methodologies/manuals - 20 points; 7 methodologies/manuals and more - 30 points)	30			
3.4	English proficiency (medium - 5 points; above average - 7 points; fluent - 10)	10			
	Interim score by criteria 3.1 – 3.4	90			
	Key Expert				
4.1	Masters degree in the field of: "Sociology", "Law" ("Specialist / Master" - 5 points, "PhD" or above - 10 points)	10			
4.2	Experience in the organization and implementation of sociological research in the field of human rights and law-enforcement, situation analysis (3-5 years - 10 points, 6-7 years - 15 points, 8 years and more - 20 points)	20			

4.3	Experience in the developing of the methodologies and manuals on community security and law-enforcement (3 methodologies/manuals - 10 points, 4-6 methodologies/manuals - 15 points; 7 methodologies/manuals and more - 20 points)	20			
4.4	Experience in the field of consultancy, facilitation of the joint events for local authorities and law-enforcement (1-3 years – 10 points, 4-6 years – 15 points, 7 years and more – 25 points)	25			
4.5	English proficiency (basic - 5 points; medium - 7 points; above average – 10 points)	10			
	Interim score by criteria 4.1 – 4.5	85			
	<b>Total score on Form 3</b>	175			

## Annex 4

## Model Contract

<p><b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та Іноземне Підприємство «ГФК Юкрейн»</b></p>  <p><i>Empowered lives. Resilient nations.</i></p>	<p><b>Contract for Goods and/or Services Between the United Nations Development Programme and Foreign Enterprise "GfK Ukraine"</b></p>  <p><i>Empowered lives. Resilient nations.</i></p>
<b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна	<b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Ukraine
<b>2. ПРООН</b> <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:	<b>2. UNDP</b> <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting  Number and Date:
<b>3. Посилання на номер договору (напр., номер присудження договору):</b>	<b>3. Contract Reference (e.g. Contract Award Number):</b>
<b>4. Довгострокова угода:</b> Ні	<b>4. Long Term Agreement:</b> No
<b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги	<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services
<b>6. Тип Послуг:</b>	<b>6. Type of Services:</b>
<b>7. Дата початку Договору:</b>	<b>7. Contract Starting Date:</b>
<b>8. Дата завершення Договору:</b>	<b>8. Contract Ending Date:</b>
<b>9. Загальна сума Договору:</b>	<b>9. Total Contract Amount:</b>
<b>9а. Передплата:</b> Не застосовується	<b>9а. Advance Payment:</b> Not applicable
<b>10. Загальна вартість Товарів та/або Послуг:</b> <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів	<b>10. Total Value of Goods and/or Services:</b> <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply
<b>11. Метод оплати:</b> <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат	<b>11. Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement
<b>12. Назва(Ім'я) Підприємця:</b>	<b>12. Contractor's Name:</b>
<b>13. Ім'я контактної особи Підприємця:</b>  Посада: керівник Адреса: Номер телефону: Факс: Email:	<b>13. Contractor's Contact Person's Name:</b>  Title Address: Telephone number: Fax: Email:
<b>14. Ім'я контактної особи ПРООН:</b>  Посада: Адреса: Тел.: +380 508002879 Email:	<b>14. UNDP Contact Person's Name:</b>  Title: Address: Telephone number Email:
<b>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі:</b> Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
Даний Договір складається з наступних документів, які, у разі	This Contract consists of the following documents, which in case of

<p>виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.</li> <li>5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.</li> <li>6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.</li> <li>7.</li> </ol> <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО,</b> нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> <li>6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.</li> <li>7.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF,</b> the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<p><b>Від імені Підрядника / For the Contractor</b></p>	<p><b>Від імені ПРООН / For UNDP</b></p>
<p>Підпис / Signature:</p>	<p>Підпис / Signature:</p>
<p>Ім'я / Name:</p>	<p>Ім'я / Name:</p>
<p>Посада / Title:</p>	<p>Посада / Title:</p>
<p>Дата / Date:</p>	<p>Дата / Date:</p>