

UNDP Call for Expression of Interest (EOI)

UKR/2019/219

United Nations Development Programme (UNDP) in Ukraine hereby invites interested companies to apply to the following:

Summary of proposal:

The implementation of the EU-Ukraine Association Agreement and the full roll-out of Agenda 2030 in Ukraine brings environmental issues to the forefront of the policy implementation agenda. According to Article 363 of the Association Agreement ('AA'), Ukraine should gradually approximate its legislation to EU law and policy on environment in accordance with Annex No. 30 to the AA, inter alia, [Directive 2011/92/EU of the European Parliament and the Council of 13 December 2011](#) on the Assessment of the Effects of Certain Public and Private Projects on the Environment (Codification) ('the EU Directive').

*The latter introduces a special **environmental impact assessment ('EIA') procedure for the projects likely to have significant effects on the environment**. To comply with the EU *acquis communautaire*, the [Law of Ukraine "On Environmental Impact Assessment" No. 2059-VIII](#) ('the Law of Ukraine on EIA') has been adopted on 23 May 2017 and became effective as of 18 December 2017. It introduces an EIA procedure as prescribed by the EU Directive and sets the procedure in a way that ensures full transparency of the new projects and creates mechanisms, which prevent corruption. The implementation of the EIA procedure in Ukraine requires the development of an effective automated electronic system that enables the smooth and transparent transmission of EIA documents from a developer to a competent authority and back, enables easy and free public access to the respective environmental information, and promotes public participation in consultations and decision-making. The system envisages preparation of the EIA report by the developer; carrying out of public consultations; examination by the competent authority of the information presented in the EIA report and any supplementary information; the issuance of a reasoned conclusion by the competent authority on the significant effects of the project on the environment; and integration thereof into a respective decision. The Unified National Environmental Impact Assessment Registry shall provide open, free access to its information to all interested parties via the internet. The procedure for maintaining of the Unified National EIA Registry is established in the Decree by the Cabinet of Ministers of Ukraine No. 1026 ["On adoption of the Procedure of Transmission of Documents for Obtaining of the EIA Conclusion and the Maintenance of the Unified Registry of EIA"](#), which has been adopted 13 December 2017 and became effective as of 27 December 2017.*

For the aforementioned reasons, UNDP in Ukraine implements a project ["Environmental Impact Assessment in Ukraine – Preparatory Support to the Launch of the National Registry"](#) with the ultimate goal to enable the Government of Ukraine to launch a fully functional Unified National Environmental Impact Assessment Registry - a web-based electronic document management and information system - congruent with the appropriate EU standards and Ukrainian legislation. The system will be used by the Ministry of Ecology and Natural Resources of Ukraine (further – "MENR"), Regional (Oblast) State Administrations (Environmental Departments), business and local communities, NGOs, media and the citizens of Ukraine dealing with the environmental issues.

The Developer will build the system accounting for the functioning demo version of the [EIA Registry available at the website of the Ministry of Ecology and Natural Resources of Ukraine](#) and related lessons learnt. The future system must be designed to be cloud-ready, contain all data stored in the

demo version without any alterations and ensure interoperability with other information systems used or currently developed by MENR (subject to further consultation with MENR).

Objectives are:

1. Create unified web-based electronic document management and information system - Unified National Environmental Impact Assessment Registry - fully congruent to the appropriate EU standards, Ukrainian legislation and tailored to the context in Ukraine, and ensure uninterrupted availability of the system for all users, as well as easy and free public access to the respective environmental information.
2. Prepare system documentation (including the source code).
3. Provide training to the MENR staff in use and maintenance of the Registry.

Scope:

By end of July 2019 (3 months from the anticipated start date) the Contractor shall provide services in order to deliver a complete, quality product – EIA Registry system. The Contractor shall develop, customize, install and test software, as well as provide system documentation (including the source code) for any development activities for the EIA registry, as well as provide user trainings to key personnel of the Ministry of Ecology and Natural Resources.

Minimal functionality of the system shall allow to:

- Access the EIA Registry through the web interface;
- Conduct authentication of users and administrators (login) using electronic digital signature;
- Verify, create and maintain user master records (i.e. assign different access/authority level for users (e.g. administrators, applicants), create and maintain authorizations and more);
- Personalize content, access level to specific records and activity permissions for several user groups (at least 4);
- Change/update the layout and content of the public website (administrators only);
- Review the lists of administrators and users;
- Upload the documents in .pdf format;
- Control completeness of mandatory data and files;
- Review and download uploaded documents;
- Automatically assign numbers to the created cases;
- Create multiple cases (by one user);
- Re-upload updated documents if the case was rejected;
- Change and/or track status of the submitted cases;
- Maintain the archive of documentation, status change and correspondence for every case;
- Maintain the record of users/administrators' activity;
- Access the system for over 100 users simultaneously;
- Search the EIA registry database using selected attributes;
- Filter the EIA registry database based on selected categories;
- Receive and send messages;
- Receive notifications (by email) when status of the submitted case changes.
- Regularly backup the database;
- Retrieve database data through API.

The system shall be developed cloud-ready as well as ensure interoperability with other information systems used or currently developed by MENR.

Above mentioned functionality of the system is not exhaustive, and full detailed specification will be published along with further solicitation documents (Request for Proposal).

Eligibility criteria:

- A. At least 3-years of experience in the development and implementation of software solutions;
- B. Duly registered local or international company;
- C. Not less than 3 implemented similar projects;
- D. Eligible to do business with UNDP. The supplier should comply with the corresponding eligibility criteria, including not being listed in the [UN SC 1267/1989](#) List of entities associated with Al-Qaida, or [any other UN ineligibility list](#);
- E. Financial soundness. The supplier should possess a sound financial standing/capacity to undertake high profile/value projects and a healthy debt composition;
- F. Relevant profile, capacities and experience. The supplier should possess the right profile, sufficient capacities (organization, assets, personnel, know-how, global network, etc.) and adequate experience;
- G. Litigation. The supplier should not have a history of substantial/numerous litigation (arbitration, claims, bankruptcy) that demonstrates unreliability, or pending litigation that could impair supply performance in future projects. UNDP reserves the right to not shortlist any supplier with a consistent history of litigation.

Submission details:

- ***What to submit:***

- A. *Company registration and general information, including company's information sheet with legal company name, address, phone number and website along with the respective official company's registration documents;*
- B. *Audited balance sheet of the last three years;*
- C. *At least 3 references from clients and/or links to the reference projects and contact details of referees;*
- D. *CVs of the team members with the required experience and skills to deliver on the scope of services mentioned above who will be involved in the project;*
- E. *Complete contact details of the person/s to whom the bidding documents and further correspondence must be sent, including name, position, email address(es) and phone numbers.*

Interested companies must provide information indicating they are qualified to perform the requested services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). **Companies may associate/create consortiums to enhance their qualifications.**

EOIs failing to provide the requested information will be disregarded.

- ***How to submit:***

- A. *Cover letter (free form) with the abovementioned documents, preferably in .PDF format, has to be sent to procurement.ua@undp.org. Cover Letter and CVs of the team members shall be submitted in English, other documents can be in Ukrainian.*
- B. *The subject of the e-mail should read "EOI UKR/2019/219";*
- C. *Email size should not exceed 10MB. If you are sending multiple e-mails, please number the e-mails (e.g. 1 of 5 etc.).*

- ***When to submit:***

*EOIs will be accepted until 23:59 (Kyiv, Ukraine time) on **Wednesday, April 3rd**. EOIs received after the deadline will not be considered.*

Please note that **this is not an invitation to submit a proposal**. This is the Request for Expression of Interest (EOI) to identify qualified and interested companies to participate in the upcoming Request for Proposal (RFP). RFP (tender) will be advertised and any subsequent purchase order will be issued in accordance with the [rules and procedures of UNDP](#). Please note that no further details of the planned solicitation can be made available to the interested companies prior to issuance of the solicitation documents (RFP).

This EOI does not entail any commitment on behalf of UNDP, financial or otherwise. UNDP reserves the right to accept or reject any or all EOI's without incurring any obligation to inform the affected applicant/s of the grounds for this decision. The vendors shall bear any costs related to the preparation and/or submission of the EOI. UNDP shall in no case be responsible or liable for those costs, regardless of the outcome of the process.

Interested companies may obtain further information by sending an email to: procurement.ua@undp.org

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