



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: May 21, 2019
	REFERENCE:304-2019-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Providing a series of training sessions on business ideas origination, startups and business plans development”**.

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) Tuesday, June 04, 2019** 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 8 MB in size**. Offers larger than 8 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 8 Mb may 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: **“304-2019-UNDP-UKR-RFP-RPP”** and **“Providing a series of training sessions on business ideas origination, startups and business plans development.”**

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,

*Sukhrob Kakharov*

*Mr. Sukhrob Kakharov,  
Operations Manager*

*UNDP Ukraine  
May 21, 2019*

## Annex 1

## Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UNDP is seeking a legal entity that will provide a series of training on business ideas origination, startups and business plans development with the aim to continue training for those who are willing to launch, renew or expand their Micro, Small and Medium Enterprises (hereinafter – MSMEs) in the areas of Donetsk and Luhansk oblasts controlled by the government of Ukraine (hereinafter – the "target areas") in order to establish or restore business activity and ensure overall economic revitalization, decrease tension on the labor market and ensure development of the priority value chains that are critically important for further economic development of the region.
The overall objective	<p>The overall objective of this assignment is to strengthen the capacity and to enhance the overall entrepreneurial activity of IDPs and the local population of Luhansk and Donetsk. For this purpose, the Contractor shall develop and deliver 40 training sessions on business ideas origination, startups and business plans development for IDPs and local population in Donetsk and Luhansk oblasts (GCAs).</p> <p>The training shall contribute to the achievement of the following learning objectives:</p> <p><b>Objective 1.</b> Participants have increased their knowledge of how to start a business in Ukraine, what the perspective areas of business activity in the target regions are and what the benefits of self-employment/entrepreneurship are;</p> <p><b>Objective 2.</b> Participants have improved their skills to develop a business plan, register and conduct entrepreneurial activity and effectively operate a private entity in line with requirements of applicable Ukrainian law and regulations.</p>
Person to Supervise the Work/Performance of the Service Provider	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, RPP
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	June 2019
Target completion date	September 2019
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be	The Program does not provide premises, equipment, supporting personnel, services or logistic support

excluded from Price Proposal)	
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 <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 28th of May 2019 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:  <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a>          Attn: Procurement Unit          Subject: 304-2019-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the

	<p>customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:</p> <ol style="list-style-type: none"> <li>1. Delivery of output 1 (Inception Report) – 15% of the total payment</li> <li>2. Delivery of outputs 2 (Interim report № 1) – 15% of the total payment</li> <li>3. Delivery of outputs 3 (Interim report № 2)– 50% of the total payment</li> <li>4. Delivery of outputs 4 (Final report) – 20% of the total payment</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	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, RPP
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><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 29% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 29% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 42% <p><b><u>Financial Proposal (30%)</u></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="https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.ua@undp.org</i> 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.

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<sup>1</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.

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"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;</li> <li><input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity;</li> <li><input checked="" type="checkbox"/> Communication strategy and plan for dissemination of information about the training programme via different media channels;</li> <li><input checked="" type="checkbox"/> Description of communication tools available for interaction with applicants;</li> <li><input checked="" type="checkbox"/> Brief description of the application and selection process;</li> <li><input checked="" type="checkbox"/> Procedure for evaluation of the training programme including reporting process and quality control measures;</li> <li><input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past experience in similar projects / assignments;</li> <li><input checked="" type="checkbox"/> At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;</li> <li><input checked="" type="checkbox"/> At least 1 reference letter for each trainer from the previous customers and former employers.</li> <li><input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b></li> </ul>
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<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. A list and short summary of previous experience in conducting training programmes (at least 3 products);</li><li>3. Presentation of at least 3 references for the company from past customers regarding implementation of likely tasks.</li><li>4. At least 1 reference letter for each trainer from the previous customers and former employers</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>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</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 304-2019-UNDP-UKR-RFP-RPP dated 5/21/2019, 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	

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 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 5 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, contact 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 2 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 timeline detailing how the required results will be achieved/completed within the required timeline**
- 4. Communication strategy and plan for dissemination of information about the training programme via different media channels;**
- 5. Description of communication tools available for interaction with applicants;**
- 6. Brief description of the application and selection process;**
- 7. Procedure for evaluation of the training programme including reporting process and quality control measures;**

**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 (Team Leader, Specialists);***

***b) CVs demonstrating qualifications, experience and language skills of Team Leader and Specialists 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.***

**1) Team Leader**

**2) Project Assistant and trainers**

## 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>
Delivery of output 1		
Delivery of outputs 2		
Delivery of outputs 3		
Delivery of outputs 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	3.5 month of work	1		
1.2	Trainers 1	3.5 month of work	10		
1.3	Project Assistant	3.5 month of work	1		
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Organization of application process				
2.2	Communication (Internet/Phone/etc.)				
2.3	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>Other costs (if any - to define clearly activities/costs)</b>				
4.1	Video recording and editing	Item	5		
4.2	...				
	<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 производиться 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

**Project name:** UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component

**Project description:** "Providing a series of training sessions on business ideas origination, startups and business plans development"

**Country/place of implementation:** government-controlled areas of Luhansk and Donetsk oblasts, Ukraine

**Possible business trips (if applicable):** business trips within the government-controlled areas of Luhansk and Donetsk oblasts

**Starting date of the assignment:** June 2019

**Duration of the assignment or end date (if applicable):** 3,5 months

**Name and position of project manager:** Volodymyr Lyashchenko, Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, RPP

### I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement, established partnerships, and started in 2015 through the Recovery and Peacebuilding Programme (RPP). The RPP is a multi-donor funded framework programme led by the UNDP in collaboration with the Government of Ukraine and implemented in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme,

operating nationally and in all of Ukraine's regions, and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 16 projects funded by 12 international partners including the Government of Japan and the Government of Poland and is worth about 52 million USD.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk regions of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavor will be achieved through the pursuit of the following specific objectives:

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

UNDP business training programme was launched in eastern Ukraine in 2015 as a part of efforts to promote economic recovery of the eight conflict-affected regions closest to contact line, to motivate IDPs and local population for self-employment, increase their entrepreneurial knowledge and skills and create income-generation opportunities for the conflict-affected population. Overall, 6,600 people were trained by the programme during 2015-2018. Over 2019-2022 UNDP, under the financial support of EU, the Government of Poland and the Government of Japan plans to continue training for those who are willing to launch, renew or expand their Micro, Small and Medium Enterprises (hereinafter – MSMEs) in the areas of Donetsk and Luhansk oblasts controlled by the government of Ukraine (hereinafter – the "target areas") in order to establish or restore business activity and ensure overall economic revitalization, decrease tension on the labor market and ensure development of the priority value chains that are critically important for further economic development of the region.

For this purpose, UNDP is seeking a legal entity that will provide a series of training on business ideas origination, startups and business plans development.

## **II. MAIN OBJECTIVES OF THE ASSIGNMENT**

The overall objective of this assignment is to strengthen the capacity and to enhance the overall entrepreneurial activity of IDPs and the local population of Luhansk and Donetsk. For this purpose, the Contractor shall develop and deliver 40 training sessions on business ideas origination, startups and business plans development for IDPs and local population in Donetsk and Luhansk oblasts (GCAs).

The training shall contribute to the achievement of the following learning objectives:

**Objective 1.** Participants have increased their knowledge of how to start a business in Ukraine, what the perspective areas of business activity in the target regions are and what the benefits of self-employment/entrepreneurship are;

**Objective 2.** Participants have improved their skills to develop a business plan, register and conduct entrepreneurial activity and effectively operate a private entity in line with requirements of applicable Ukrainian law and regulations.

### **III. SCOPE OF WORK AND EXPECTED OUTPUTS**

The Contractor shall perform the following tasks:

1. **Initial stage.** Development of the 5-day training courses on business startup and promotion taking into account objectives, expected outcomes and topics listed below.

Specifically, the Contractor shall implement the following:

- Develop and approve by UNDP an Inception Report containing a work plan and a detailed methodology including an overview of the tools to be used under this assignment;
- Develop the outline, curriculum and the training aids;
- Develop the agendas and set dates for the training;
- Develop the pre-training survey and end-of training evaluation tools to assess the achievement of the learning objectives and participants' satisfaction.

Output:

- An Inception Report developed and submitted, explaining the approach to the assignment, the methodology to its implementation, outline and curriculum of the training programme, competences and experience of trainers, detailed schedules of training sessions and expected dates of delivery of the training in each of the target communities;
- A list of evaluation indicators developed based on training modules for the pre/post-training self-evaluation survey and agreed with UNDP;
- A list of questions based on the evaluation indicators for pre/post-training self-evaluation survey developed, agreed with UNDP and consolidated for further implementation;
- Training aids developed and approved by UNDP;
- Detailed agendas of the training session in each of the target communities developed and agreed with UNDP;
- Information and handout materials for the training containing the following elements: multimedia presentations in MS PowerPoint, materials for practical exercises in MS Word, other multimedia, information and graphics to be used during the training sessions developed. The format and contents of handouts are to be agreed with UNDP. All materials should contain UN RPP and donor logos provided by UNDP;
- Inception Report approved by UNDP.

**The five-day training should cover but not be limited to the following topics:**

- How to dare start the entrepreneurial activity? (Leadership, self-improvement, success, quality and features of a successful businessman (case studies, motivating videos, success stories), the benefits of entrepreneurship, potential risks and ways to avoid them, review of business support infrastructure, policies and procedures for application to authorities useful for business development, etc.);
- What business idea to choose? (key value chains in the target regions, ideas for business, business niches, opportunities for entrepreneurship, etc.);
- How to start the business properly? (development of business models, planning of business, selection of equipment and materials, technologies and resources, work with business partners and suppliers, contract terms, etc.);
- How to sell products and services? (marketing tools and system of sales, advertising, dissemination of information on products and services, image and its impact on business, experience in negotiating, development of communication skills, information and communication technology, mobile applications, online opportunities, etc.);
- How to do business properly? (legal aspects of registration of entrepreneurial activity, taxation and accounting, personnel issues and personnel management, professional development and educational programs, financial literacy and budgeting; place of business - requirements for premises and risks of cooperation with their owners, licensing and conciliation, etc.).
- Information on UN RPP activities aimed at support of MSMEs in the target regions. Information for this module shall be provided by UNDP.

The minimum learning outputs shall be:

- Enable participants to start, renew or expand their businesses;
- Provide information on starting a business (registration, accounting, legal procedures);
- Strengthen business organizational, management and marketing skills;
- Help IDPs and the local population to acquire advanced business skills;
- Help to acquire formal skills needed to access grants and loans provided by various financial institutions and technical assistance programs in target regions;
- Disseminate information and support in the development of business plans to apply for business grant support provided by UN RPP.

Estimated implementation period: up to 15 calendar days after the Contract start date

**2. Announcement for training on business startup and promotion, registration and selection of participants.**

Output:

- A text of the announcement in the Ukrainian language developed and agreed with UNDP containing overall information on the training programme, its objectives, geography, training company and other relevant information;
- An electronic one-page brief of training sessions that contains information on curriculum, schedule, trainers and application process is developed for each training;
- Online registration form for training developed using any of the open source platforms and agreed with UNDP;

- Registration launched for at least 10 calendar days, and information widely disseminated using relevant online resources. UNDP shall place the announcement and links to the online registration form at official UNDP resources;
- A system of selection of training participants developed. The system should provide a transparent mechanism/scoring system for selection of participants (at least 800) and the waiting list (at least 400) who have the propensity to entrepreneurship (through questionnaires, or other effective methods proposed by the Contractor). The selection approach should be approved by UNDP. The list of at least 800 participants along with the waiting list of at least 10 additional candidates in each of the forty training locations should be provided and approved by UNDP;
- Refusal letters were sent to all applicants who were not selected for participation. The letter should be agreed with UNDP;
- A list of refused and selected participants to be shared with UNDP;
- The equal access to the training for people with disabilities and taking into account the gender balance should be ensured;
- Interim report № 1 submitted and approved by UNDP.

**Conditions and requirements to applicants:**

- Official residence in either Luhansk or Donetsk oblast is required. Residents of local communities as well as IDPs who reside in one of the two target regions are invited to apply;
- Applicants should express their willingness to start, renew or expand business activities in one of the target regions within one of the prioritized value chains or potential business niches and duly indicate it in their application forms;
- Applicants may submit only one application and participate only in one training;
- Applicants who qualify themselves as internally displaced persons should indicate their status in the application forms;
- Equal participation of women and men should be promoted.

Estimated implementation period: up to 30 calendar days after the Contract start date

**3. Training Delivery.**

- Deliver forty (40) 5-day training sessions to at least 800 selected citizens (about 20 participants for each session) of target communities and IDPs who reside in these communities using the premises and capacities of territorial divisions of Public Employment Service or other premises approved by UNDP;
- Ensure video recording of at least one full training session conducted by each of the trainers' teams (5 recorded 5-day training in total). Full rights for further usage of training videos should be delegated to UNDP;
- Conduct a pre-training survey and post-training evaluation for 100% trainees. Originals of pre-training survey and end-of-training feedback forms should be provided to UNDP;
- Support elaboration and selection of at least one business idea by each trainee. The business ideas should be within the priority value chains or potential business niches. The list of such sectors of economy and niches shall be provided by UNDP;
- Support development, engineering and detailed review of at least one comprehensive business plan for the selected business ideas by each trainee;

- Provide opportunity for each trainee to present and defend her/his business project in front of the training group. Create conditions at each training session and facilitate discussion of each developed and presented business plan among the participants;
- Promote business projects led by women and disseminate success stories of businesses led by women during the training. Success stories shall be provided by UNDP;
- Support trainees to identify and integrate gender issues into their ongoing and future business approaches and operations;
- Prepare and submit a post-training report to reflect the outcome of the series of training and present recommendations for subsequent interventions. The report shall cover at least the following themes: (i) processed information on participants containing data disaggregated by gender, age and territory; (ii) pre-training and post-training evaluation addressing participants' initial knowledge and end-of-training satisfaction with the training content; (iii) participants insights on the training; (iv) recommendations for further actions aiming to strengthen the entrepreneurial capacities of IDPs and local population of the target regions.

The training sessions will be organized and conducted in 40 target communities (towns and villages) of Luhansk and Donetsk oblasts:

Donetsk oblast

1. Avdiivka
2. Dobropillia
3. Druzhkivka
4. Krasnogorivka
5. Mangush
6. Mariupol
7. Myrnohrad
8. Novhorodske
9. Pervomais'ke
10. Pokrovsk
11. Selydove
12. Siversk
13. Sloviansk
14. Soledar
15. Toretsk
16. Velyka Novosilka
17. Volnovakha
18. Vuhledar
19. Nikolske
20. Bakhmut
21. Kostyantynivka
22. Kramatorsk
23. Lyman
24. Oleksandrivka

Luhansk oblast

25. Bilokurakyne
26. Bilovods'k
27. Kreminna
28. Lysychansk
29. Milove
30. Novoaidar
31. Popasna
32. Rubizhne
33. Severodonetsk
34. Stanytsia Luhanska
35. Svatove
36. Troitske
37. Zolote
38. Markivka
39. Novopskov
40. Starobilsk

Output:

- 40 (forty) 5-day training delivered in 40 (one in each location) respective areas of Donetsk Oblast and Luhansk Oblast;
- At least 800 participants from targeted communities attended the training as per the participant list and developed her/his detailed business plan based on proposed idea within the priority value chain and potential business niches provided by UNDP;
- Each participant had an opportunity to present her/his business idea/plan in front of the training audience followed by group discussion and feedback session;
- At least 1 business projects/success story led by women was disseminated during each training;
- At least one full training session conducted by each of the trainers' teams (5 teams consist of 2 trainers, in total 10 trainers) recorded on video (5 recorded 5-day training in total). Video shooting should be carried out with a static camera and contain the full amount of theoretical training material. Recorded materials should be edited to compose five separate training videos (one for each trainers' team) with a unified style and should contain proper visibility of UN RPP, donors and have a good quality clean audio recording. Full rights for further usage of training videos belong to UNDP. Written permits for video recording and further use of video content must be received from each trainer and must be provided to UNDP. Recording of participants, group activities and presentations of business plans during the training sessions should be avoided;
- Participant lists were signed by each participant and electronic copies sent to UNDP within 2 day-period after the end of each training;
- Information and handout materials were distributed among participants;
- Interim report № 2 submitted and approved by UNDP.

**Requirements to the team of trainers and training conditions:**

- A sufficient number of qualified trainers should be provided. At least 2 trainers should work during each training simultaneously. Given the large number and high frequency of training it is expected that at least 5 training will be held simultaneously in different towns and villages thus the Contractor should provide the team of at least 10 trainers to work in parallel;



- A team leader should be assigned to coordinate overall project performance and act as a single person in charge of all project-related issues and communications with UNDP;
- A project assistant should be assigned to coordinate administrative aspects, arrange logistics of trainers and communicate with trainees;
- The information materials and presentations should address the needs of the target audience and include quality visualization, graphics, be clear and easy to perceive. All materials should contain proper visibility of UN RPP and donors provided by UNDP;
- The average number of participants of each training is 20 people (in some cases it may be up to 30 people).
- Trainers travel (public transport limited to 2<sup>nd</sup> class) and accommodation should be included in the scope of the proposal;
- Travel and accommodation expenses of trainees as well as rent of premises, equipment and catering services during the training sessions, will be covered by UNDP and therefore should be excluded from the scope of the proposal.

Estimated implementation period: up to 90 calendar days after the Contract start date

#### **4. Final stage.**

Output:

- Original participant lists with signatures provided to UNDP per each day of the training in each location;
- Final report submitted and accepted by UNDP, containing but not limited to following:
  - Disaggregated participant data by gender, age and territory consolidated for all training;
  - Pre-training and post-training self-evaluation survey results and their analysis;
  - Description of participants insights on the training;
  - Recommendations for further activities to improve the entrepreneurial capacities of IDPs and local population in respective areas.

Estimated implementation period: up to 100 calendar days after the Contract start date

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

The Contractor shall submit the following reports according to UNDP format and guidelines. The format of reports shall be agreed at the first stage of the contract implementation programme, but UNDP reserves the right to make further changes and clarifications in the report form.

Types of reports:

- 1) Inception and interim reports submitted in Ukrainian, including reports on the work accomplished, results, monitoring, and financial indicators:
  - Inception report – 15 calendar days after the Contract starting date;
  - Interim report No. 1 – 30 calendar days after the Contract starting date;
  - Interim report No. 2 – 90 calendar days after the Contract starting date.
- 2) Weekly operational email reports on current results, implementation and issues of the training programme along with the photo and video materials of the ongoing trainings;

3) Brief reports periodically submitted upon request of UNDP in cases where it is required to get information on the progress of the programme in between reporting periods;

4) Final narrative report including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period of contract – no later than 100 calendar days after the Contract starting date. The report should be submitted in Ukrainian and in English. Data should be disaggregated by donor, gender, age groups and other categories as required by UNDP.

All reports and survey results 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 Contractor shall comply with the system of monitoring, evaluation and quality control introduced by UNDP, and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The inception report, interim reports and the final report shall follow the pre-set template agreed with UNDP that includes both substantial and financial parts and shall be shared with the respective official.

As a quality assurance measure, UNDP reserves the right to initiate spot-checks at trainings, to conduct interviews with participants and receive feedback on the quality of the Contractor's work. The Contractor shall facilitate the process by presenting UNDP with all necessary contacts of the trainees and shall refrain from influencing the impartiality of the assessment procedures.

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

Organization/company officially registered in Ukraine for at least 3 years;

- Experience in the organization and management of business training programmes (at least two programmes);
- Experience in the implementation or training programmes with a total number of trainees over 500 people.

The Contractor must have a team of at least 12 professionals with following roles and required qualifications:

### **Team Leader/Project Manager:**

- Master's (or equivalent) degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 5 years of professional experience in project management and/ team management,
- Minimum 3 years of experience and implementation of at least 5 projects/programmes/provision of business training services;
- Excellent reporting skills (reference to at least 2 open source reports should be provided);
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

### **Project Assistant:**

- Bachelor's (or higher) degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 3 years of professional experience in administrative support of training and educational projects;
- Experience on the hotline or in multi-crowded projects would be considered as an asset;

- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered as an asset.

**Trainer (10 people):**

- Bachelor's (or higher) degree followed by at least 5 years of relevant experience in the field of business and entrepreneurship training development and delivery;
- Sound knowledge and proven experience in training business origination, MSME finance, management and operations, at least 10 training sessions conducted;
- Proven facilitation experience;
- Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration;
- Excellent knowledge of Ukrainian and Russian. Excellent public speaking skills (records of trainings or links to such records to be provided if available).

**VI. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:**

- ☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;
- ☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
- ☒ Communication strategy and plan for dissemination of information about the training programme via different media channels;
- ☒ Description of communication tools available for interaction with applicants;
- ☒ Brief description of the application and selection process;
- ☒ Procedure for evaluation of the training programme including reporting process and quality control measures;
- ☒ Personal CVs of the Project Team, including information about past experience in similar projects / assignments;
- ☒ At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
- ☒ At least 1 reference letter for each trainer from the previous customers and former employers.

**VII. PROPOSED PAYMENT SCHEDULE:**

The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.

- After achieving of the result 1 and submission of the Inception Report – 15%;
- After achieving of the result 2 and submission of the Interim Report No. 1 – 15%;
- After achieving of the result 3 and submission of the Interim Report No. 2 – 50%;
- After complete achievement of all the results and submission of the Final report – 20%.

**Minimum evaluation criteria**

*(The companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation)*

1. Organization/company officially registered in Ukraine for at least 3 years;
2. Experience in the organization and management of business training programmes (at least two programmes);
3. Experience in the implementation or training programmes with a total number of trainees over 500 people.

**Technical criteria:**

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	29%	200
Proposed Methodology, Approach and Implementation Plan	29%	200
Personnel	42%	300
<b>Total</b>	<b>100%</b>	<b>700</b>

Forms of assessment of technical proposals are given in the next two pages. The maximum score that may be received for each assessment criterion indicates the relative significance or part of such a criterion in the overall assessment process.

Assessment of technical proposal		Maximum score	Company / Other organization		
Form 1			A	B	C
Expertise of Firm/Organization					
1.1	Organization/company officially registered in Ukraine (minimum 3 years – 20 points, 4-5 years – 30 points, 6–7 years- 40 points, 8 years or more – 50 points).	50			
1.2	Experience in the organization and management of business training programmes: 2 programmes – 45 points, 3-4 programmes – 60 points, 5 programmes and more – 75 points).	75			
1.3	Experience in the implementation or training programmes with: - 500 – 699 trainees – 45 points; - 700 – 999 trainees – 60 points; - 1000 or more – 75 points.	75			
Overall score on Form 1		200			

Assessment of technical proposal		Company / Other organization
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<b>Form 2</b>		Maximum score	A	B	C
<b>Proposed Methodology, Approach and Implementation Plan</b>					
2.1	How well-elaborated and is the communication strategy to disseminate information on the training programme? <ul style="list-style-type: none"> <li>- The proposed communication channels online and offline resources – up to 20 points;</li> <li>- Proposed system for response to inquiries from potential applicants oriented to provide prompt feedback and processing of all inquiries – up to 20 points.</li> </ul>	40			
2.2	How well developed is a system of feedback and communication with applicants? <ul style="list-style-type: none"> <li>- The approach provides a telephone hotline and details its method, the schedule and features of its operation – up to 20 points;</li> <li>- The tool for registration of applications provides online format and prompt registration, identification of repeated applications, granting the status of each application, the possibility of automatic responses to participants and creation of a database and mailing list – 20 points.</li> </ul>	40			
2.3	How well-developed is a proposed approach to the process of selection of participants? <ul style="list-style-type: none"> <li>- The suggested selection approach is clear and transparent and contains a detailed description of the methodology – up to 20 points;</li> <li>- The methodology for selection of participants is reasonable and realistic, complies with the programme objectives and allows to assess the application potential – 20 points.</li> </ul>	40			
2.4	How well-developed is the procedure for evaluation of the training programme including reporting process and quality control measures? <ul style="list-style-type: none"> <li>- The proposed evaluation procedure contains detailed description of pre- and post-training activities to assess the trainees' level of knowledge and skills and the Contractor's capacity to provide detailed analysis of the training programme outputs – up to 30 points;</li> <li>- The proposed reporting schedule is realistic and meets the assignment timeframe – up to 10 points.</li> </ul>	40			
2.5	How well-elaborated is the proposed plan of work and suggested timeline?	40			



	<ul style="list-style-type: none"> <li>- Weekly detailed elaboration of a work plan – 10 points</li> <li>- Daily detailed elaboration of a work plan – 15 points;</li> <li>- The schedule is realistic and meets the assignment timeframe – 15 points.</li> </ul>				
Overall score on Form 2		200			

Assessment of technical proposal  Form 3		Maximum score	Company / Other organization		
			A	B	C
Personnel					
	Team Leader/Project Manager				
3.1	Experience in project management and team management (5 years – 10 points, 6–7 years – 15 points, 8 years and more – 20 points).	20			
3.2	Implementation of projects / programmes / provision of business training services:  - total experience (3 years – 15 points, 4–6 years – 20 points, 7 years and more – 25 points); - number of business training projects/programmes implemented (5 projects/programmes – 15 points, 6-9 projects/programmes – 20 points, 10 projects/programmes and more – 25 points).	50			
3.3	Higher education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master’s (or equivalent) – 5 points, PhD or higher – 10 points).	10			
3.4	Excellent reporting skills (reference to at least 2 open source reports – 10 points, 3 and more – 15 points)	15			
3.5	Language command (Ukrainian, Russian) – 3 points, Ukrainian, Russian and English (working level) – 5 points).	5			
Interim score according to criteria 3.1–3.5		100			
	Other Experts – <b>Project Assistant:</b>				
3.6	Professional experience in administrative support of training and educational projects (3 years – 10 points, 4–6 years – 15 points, 7 years or more – 20 points).	20			

3.7	Experience of work on the hotline or in multi-crowded projects (1 project – 5 points, 2 projects – 10 points, 3 projects and more – 15 points).	15			
3.8	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Bachelor's degree or equivalent – 5 points, Master's – 7 points, PhD or higher – 10 points).	10			
3.9	Language command: - Ukrainian, Russian – 3 points; - English (working level) – 2 points.	5			
	Interim score according to criteria 3.6–3.9	50			
	Other Experts – <b>Trainer:</b>				
3.10	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 30 points, 6 years and more – 40 points).	40			
3.11	Delivery of training on business origination, MSME finance, management and operations: - Overall proven experience (3 years – 15 points, 4–5 years – 20 points, 6 years or more – 25 points); - Number of training sessions conducted (10 training sessions – 15 points, 11–19 training sessions – 20 points, 20 training sessions and more – 25 points).	50			
3.12	Proven facilitation experience (3 years – 10 points, 4–5 years – 15 points, 6 years or more – 20 points).	20			
3.13	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 20 points, 4–5 years – 25 points, 6 years or more – 30 points).	30			
3.14	Language command (Ukrainian, Russian), excellent public speaking skills – 10 points	10			
	Interim score according to criteria 3.10–3.14	150			
Overall score on Form 3		300			

## 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"/> <b>Запит цін</b> <input checked="" type="checkbox"/> <b>Запит пропозиції</b> <input type="checkbox"/> <b>Запрошення на участь у конкурсі</b> <input type="checkbox"/> <b>укладення прямих договорів</b> Номер та дата:	<b>2. UNDP</b> <input type="checkbox"/> <b>Request for Quotation</b> <input checked="" type="checkbox"/> <b>Request for Proposal</b> <input type="checkbox"/> <b>Invitation to Bid</b> <input type="checkbox"/> <b>direct contracting</b>  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>9a. Передплата:</b> Не застосовується	<b>9a. 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: МФО EDRPOU



<p>Даний Договір складається з наступних документів, які, у разі 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>This Contract consists of the following documents, which in case of 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>