



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: September 17, 2019
	REFERENCE:173-2019-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Provision of consulting and advisory support to newly-created MSMEs in Luhansk, Donetsk and Zaporizhzhia oblasts”**.

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, October 01, 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: **“173-2019-UNDP-UKR-RFP-RPP”** and **“Provision of consulting and advisory support to newly-created MSMEs in Luhansk, Donetsk and Zaporizhzhia oblasts.”**

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 Kaharov,  
Operations Manager*

*UNDP Ukraine  
September 16, 2019*

## Description of Requirements

Project name:	“Recovery and Peacebuilding Program”
Brief Description of the Required Services	The UN Recovery and Peacebuilding Programme plans to allocate at least 465 grants for business start-up, renewal or expansion to the local population, including IDPs, in Donetsk and Luhansk oblasts and in the areas of Zaporizhzhia oblast along the Azov sea coastline. These recipients of support will require support through consulting services. Additionally, up to 135 entities who had received UN RPP small business grants during 2015-2018 might be granted access to the consulting services. It is also expected that at least 35 additional MSMEs supported under the non-grant UN RPP activities will participate in the in-person consulting sessions
The overall objective	The contractor will provide advisory support via remote channels available for grantees and approved by UN RPP (by phone, skype, email, social networks, etc.) and at least 8 in-person consulting sessions in the legal, accounting, marketing and business development areas to the target group during the period of assignment. The overall number of recipients of the consulting services will be about 600 people during the period of the contract. The number of people who may receive consulting services simultaneously (during the same period of implementation of a grant) will not exceed 250 people. One voucher should be awarded to each recipient of the advisory services. Each voucher should grant rights to receive at least 32 hours of remote consultations in total during 4 months since the start of the grant implementation in any or all areas of advisory support stipulated by the programme (legal, accounting, marketing and business development) distributed in the recipient’s discretion. A list of recipients shall be provided by UN RPP at the beginning of each implementation stage. In addition, eight in-person consulting sessions shall be conducted for least 160 participants.
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	October 2019
Target completion date	May 2021
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 does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

timing of activities/sub-activities	
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 23th of September 2019 at 3 pm via Skype Conference.</p> <p>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>173-2019-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
Payment Terms	<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. Proposed by UNDP payment schedule:</p> <ol style="list-style-type: none"> <li>1. After achieving of the output 1 and submission of an Inception Report – 5%;</li> <li>2. After achieving of the output 2 and submission of an Interim Report #1 – 20%;</li> <li>3. After achieving of the output 3 and submission of an Interim Report #2 – 15%;</li> <li>4. After achieving of the output 4 and submission of an Interim Report #3 – 25%;</li> <li>5. After achieving of the output 5 and submission of an Interim Report #4 – 15%;</li> <li>6. After complete achievement of all the results and submission of the Final Report – 20%.</li> </ol>

	<p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ul 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> </ul>
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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 20%</li> <li><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 30%</li> <li><input checked="" type="checkbox"/> Personnel and invited experts/consultants 50%</li> </ul> <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>	<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>

<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 projects / assignments 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"/> Overview of communication tools available for interaction with recipients of consulting services;</li><li><input checked="" type="checkbox"/> Brief description of registration tool to be used to track hours of consultations;</li><li><input checked="" type="checkbox"/> A summary of frequently asked questions with short answers in the legal, accounting, marketing and business development areas of MSME activity formed based on inquiries of previous customers;</li><li><input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past experience in similar projects / assignments as well as confirmation of their availability if selected for this project;</li><li><input checked="" type="checkbox"/> At least 2 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 2 reference letters for each consultant/advisor 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>
---------------------------------------	---

<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. Organization/company officially registered in Ukraine for at least 3 years;</li><li>2. Experience in provision of consulting services and/or advisory support to MSMEs in the legal, accounting, marketing and business development areas (at least 3 years);</li><li>3. Experience in delivery of consultations to at least 50 people simultaneously (reference to at least 2 projects should be provided);</li><li>4. Experience in providing consulting services under the support of international technical assistance organizations (references to at least 1 similar project should be provided).</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>
---	--



**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 173-2019-UNDP-UKR-RFP-RPP dated 9/17/2019, 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	
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

<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

	Copies of State registration and Tax registration should be attached
Latest Audited Financial Statement or Financial results (2017 -2018)	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, 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 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. Organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants);***
- 2. A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;***
- 3. A work plan with the proposed work schedule indicating the persons responsible for each area of activity;***
- 4. Overview of communication tools available for interaction with recipients of consulting services;***
- 5. Brief description of registration tool to be used to track hours of consultations;***
- 6. A summary of frequently asked questions with short answers in the legal, accounting, marketing and business development areas of MSME activity formed based on inquiries of previous customers;***
- 7. At least 2 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.***

**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 Project Team, including information about past experience in similar projects / assignments, as well as confirmation of their availability if selected for this project;***

***c) Written confirmation from each team member that they are available for the entire duration of the contract.***

***d) At least 2 reference letters for each consultant/advisor from the previous customers and former employers***

***1) Team Leader***

***2) Project Assistant, Consultants/advisors***

## 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		
Delivery of outputs 5		
Delivery of outputs 6		
<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/Project Manager	20 month	1		
1.2	Consultant 1	20 month	1		
1.3	Consultant 2	20 month	1		
1.4	Consultant 3	20 month	1		
1.5	Consultant 4	20 month	1		
1.6	Project Assistant	20 month	1		
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Registration tool of awarded vouchers and hours of delivered consultations				
2.2	Communication tools (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					
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 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 заполняется 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:** Provision of consulting and advisory support to newly-created MSMEs in Luhansk, Donetsk and Zaporizhzhia oblasts

**Country/place of implementation:** Government-Controlled Areas (GCA) of Donetsk, Luhansk oblasts and areas along the Azov sea coastline in Zaporizhzhia oblast, Ukraine

**Possible business trips (if applicable):** Travel within Ukraine (up to 10 trips to GCA of Donetsk, Luhansk and Zaporizhzhia oblasts)

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

**Duration of the assignment or end date (if applicable):** 31 May 2021

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

### I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on economy, 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 United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and 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.

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 10 projects funded by 11 international partners and is worth about 80 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, support economic recovery and promote reconciliation in the crisis-affected communities of Donetsk, Luhansk and Zaporizhzhia oblasts in Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas 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 economic recovery and development.

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.

Under Objective 1, a small business grants programme was launched in eastern Ukraine in 2015 to promote economic recovery of the conflict-affected oblasts, to enhance employment and to create income-generation opportunities for internally displaced persons (IDPs) and the local population. Overall, 649 business projects were supported and over 2,000 jobs created within the programme in 2015-2018. In 2019-2022 UN RPP, with financial support from the EU, the Government of Poland and the Government of Japan, will provide grants for the launch, renewal or expansion of Micro, Small and Medium Enterprises (hereinafter – MSMEs) on a competitive basis in the areas of Donetsk and Luhansk oblasts controlled by the government of Ukraine and in the rayons of Zaporizhzhia oblast along the Azov sea coastline (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.

To ensure an efficient start and further sustainable development of the newly created businesses, funded by the programme, UN RPP is seeking a company that will provide consulting support in legal, accounting and business development areas to the grant recipients.

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

The overall objective of this assignment is provision of the consulting services to representatives of the local population and IDPs who reside in the government-controlled areas of Luhansk and Donetsk oblasts and in the areas of Zaporizhzhia oblasts along the Azov sea coastline who receive funding under the UN RPP small business grants programme to start, renew or expand their businesses in 2019-2021 (hereinafter referred to as the 'target group') and to other newly-created MSMEs supported under the Programme activities.

Consulting should be provided based on a voucher system in the following areas including consultations within the sectors of activity of supported grantees: (1) legal advice in such issues as registration, re-registration, obtaining permits, certificates, hiring employees, national tax and legal regulations, etc.; (2) accounting advice in bookkeeping, auditing, reporting etc.; (3) marketing and sales advice in such issues as product and services promotion etc.; (4) business development and expansion advice. In addition, in-person consulting sessions are to be delivered in the target areas.

The UN Recovery and Peacebuilding Programme plans to allocate at least 465 grants for business start-up, renewal or expansion to the local population, including IDPs, in Donetsk and Luhansk oblasts and in the areas of Zaporizhzhia oblast along the Azov sea coastline. These recipients of support will require support through consulting services. Additionally, up to 135 entities who had received UN RPP small business grants during 2015-2018 might be granted access to the consulting services. It is also expected that at least 35 additional MSMEs supported under the non-grant UN RPP activities will participate in the in-person consulting sessions.

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

The contractor will provide advisory support via remote channels available for grantees and approved by UN RPP (by phone, skype, email, social networks, etc.) and at least 8 in-person consulting sessions in the legal, accounting, marketing and business development areas to the target group during the period of assignment. The overall number of recipients of the consulting services will be about 600 people during the period of the contract. The number of people who may receive consulting services simultaneously (during the same period of implementation of a grant) will not exceed 250 people. One voucher should be awarded to each recipient of the advisory services. Each voucher should grant rights to receive at least 32 hours of remote consultations in total during 4 months since the start of the grant implementation in any or all areas of advisory support stipulated by the programme (legal, accounting, marketing and business development) distributed in the recipient's discretion. A list of recipients shall be provided by UN RPP at the beginning of each implementation stage. In addition, eight in-person consulting sessions shall be conducted for least 160 participants.

#### **1. Inception stage:**

- Develop a detailed work plan, methodology and overview of the tools (including the description of a voucher system) to be used under this assignment and approve by the Programme;
- Design and set-up online channels (multi-channel phone line, skype channel, social network pages, unified email, etc.) for provision of the consulting services and approve them by UN RPP;
- Determine standard operational time for all channels used to provide consultations (multi-channel phone line, skype channel, social network pages, unified email, etc.). These operational times should be approved by UN RPP, and should be used as recommended but under no circumstances should become compulsory either for the consultants or for the recipients;
- Develop a registration tool of awarded vouchers and hours of delivered consultations and approve it by UN RPP. The status of delivered hours of consultations divided by four areas (legal, accounting, marketing and business development) should be made available online for UN RPP (extended mode) and the recipients (view mode) and updated on a daily basis. Requirements to the protection of personal data of recipients should be taken into consideration;
- Design format for monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all four areas of provided advisory support (legal, accounting, marketing and business development) with designated channels for dissemination (social networks, email).

#### **Output 1:**

- A detailed work plan, methodology and overview of the tools developed and approved by UN RPP;
- Online channels to provide consultations designed, set-up and approved by UN RPP;
- Standard operational times for all channels used to provide consultations determined and approved by UN RPP;
- A registration tool and an online database on awarded vouchers and delivered hours of consultations developed and approved by UN RPP;
- Formats of monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all four areas of provided advisory support (legal, accounting, marketing and business development) with channels for their dissemination designed and approved by UN RPP;
- Inception report prepared and approved by UN RPP.

*Expected execution timeframe – up to 30 calendar days after the Contract start date.*

**2. Stage 1:**

- Deliver remote consultations (Monday-Friday from 9 a.m. to 6 p.m.) to the first wave of the target group (up to 200 people simultaneously during the first month of the stage, up to 250 people simultaneously during the months 2-4 of the stage, up to 50 people simultaneously during the fifth month of the stage, the total number of people receive remote consultations is 250) based on the previously approved voucher system;
- Prepare five monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

**Output 2:**

- Up to 250 people received remote consultations based on the voucher system;
- At least 5 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Interim report #1 prepared and approved by UN RPP.

*Expected execution timeframe – up to 6 months after the Contract start date.*

**3. Stage 2:**

- Deliver four in-person consulting sessions for the target group in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each. The list of participants will be provided by UN RPP. Expenses related to the rent of premises, the arrangement of coffee breaks and reimbursement of travel costs of the participants shall be covered by UN RPP. Such expenses should NOT be included in the financial proposal. The Contractor will be responsible for the consultants' expenditures related to the implementation of in-person sessions. Such expensed should be included to the financial proposal;
- Prepare two monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

**Output 3:**

- 4 in-person consulting sessions delivered in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each;
- At least 2 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Interim report #2 prepared and approved by UN RPP.

*Expected execution timeframe – up to 8 months after the Contract start date.*

**4. Stage 3:**

- Deliver remote consultations (Monday-Friday from 9 a.m. to 6 p.m.) to the second wave of the target group (up to 50 people simultaneously during months 1-2 of the stage, up to 200 people simultaneously during months 3-4 of the stage and up to 150 people simultaneously during month 5-6 of the stage the total number of people receive remote consultations is 200) based on the previously approved voucher system;

- Prepare six monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

**Output 4:**

- Overall up to 200 people received remote consultations during the based on the voucher system;
- At least 6 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Interim report #3 prepared and approved by UN RPP.

*Expected execution timeframe – up to 14 months after the Contract start date.*

**5. Stage 4:**

- Deliver remote consultations (Monday-Friday from 9 a.m. to 6 p.m.) to the third wave of the target group (up to 150 people simultaneously) based on the previously approved voucher system;
- Prepare four monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

**Output 5:**

- Up to 150 people received remote consultations based on the voucher system;
- At least 4 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Interim report #4 prepared and approved by UN RPP.

*Expected execution timeframe – up to 18 months after the Contract start date.*

**6. Stage 5:**

- Deliver four in-person consulting sessions for the target group in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each. The list of participants will be provided by UN RPP. Expenses related to the rent of premises, the arrangement of coffee breaks and reimbursement of travel costs of the participants shall be covered by UN RPP. Such expenses should NOT be included in the financial proposal. The Contractor will be responsible for the consultants' expenditures related to the implementation of in-person sessions. Such expensed should be included to the financial proposal;
- Prepare three monthly digests on typical questions, issues, changes and solutions in the area of MSME activity covering all frequently asked questions raised during the period in the four areas of provided advisory support (legal, accounting, marketing and business development). Distribute the digests through the previously approved channels. The text of digests should be approved by UN RPP prior to their dissemination.

**Output 6:**

- Four in-person consulting sessions delivered in Kramatorsk, Severodonetsk, Mariupol and Berdiansk for at least 20 people each;
- At least 5 digests on typical questions, issues, changes and solutions in the area of MSME activity prepared and published through the previously approved online channels;
- Final report prepared and approved by UN RPP.

*Expected execution timeframe – up to 21 months after the Contract start date.*

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

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

##### **Types of reports:**

- 1) An Inception report at the initial stage of the project, Ukrainian language;
- 2) Interim reports, including reports on the work accomplished, results, monitoring, and financial indicators in Ukrainian language;
- 3) Weekly operational email reports on current results, implementation and issues;
- 4) Brief reports periodically submitted upon request of designated UN RPP personnel in cases where it is required to get information on the progress of the programme in between reporting periods;
- 5) A Final narrative report including a summary of activities and results, lessons learned, recommendations for further development of the programme and conclusions. Data should be disaggregated by the donor, gender, age groups and other categories as required by UN RPP, Ukrainian language.

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

As a quality assurance measure, UN RPP reserves the right to initiate spot-checks or conduct interviews and receive feedback on the quality of the Contractor's work. The Contractor Responsible Party shall facilitate the process by presenting UN RPP with all necessary contacts and data on the recipients of the consulting services and shall refrain from influencing the impartiality of the assessment procedures.

The Contractor shall comply with UNDP Code of Ethics to ensure that all the project activities delivered with honesty, integrity and professionalism.

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

- ☐ Organization/company officially registered in Ukraine for at least 3 years;
- ☐ Experience in provision of consulting services and/or advisory support to MSMEs in the legal, accounting, marketing and business development areas (at least 3 years);
- ☐ Experience in delivery of consultations to at least 50 people simultaneously (reference to at least 2 projects should be provided);
- ☐ Experience in providing consulting services under the support of international technical assistance organizations (references to at least 1 similar project should be provided).

The Contractor must have a team of at least 6 professionals with following roles and required qualifications:

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

- At least Master's degree in Business Administration, Economics, Law, Management, Entrepreneurship, Accounting and Audit or related field;
- Minimum 3 years of professional experience in project management and/ team management;
- At least, 3 years of experience in business consulting;
- Experience in preparation of written reports (a list of publications and examples of at least 2 developed materials shall be provided);
- At least 2 positive references from previous employers;

- Fluency in Ukrainian and Russian. Knowledge of English would be considered as an asset.

**Project Assistant:**

- At least Bachelor's degree in Economics, Finance or related field;
- Minimum 3 years of professional experience in administrative support of advisory, consulting, training and/or 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 1 - Consultant/ advisor in the legal area:**

- At least Master's degree in Law or related field;
- Minimum 3 years of professional experience in legal advice for micro, small and medium business entities in Ukraine related but not limited to registration, re-registration, obtaining permits, certificates, hiring employees, etc.;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

**Trainer 2 - Consultant/ advisor in the accounting and taxation areas:**

- At least Master's degree in Accounting and Audit, Economics or related field;
- Minimum 3 years of professional experience in consulting for micro, small and medium business entities in Ukraine in the area of accounting and taxation;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

**Trainer 3 - Consultant/ advisor in the marketing and branding areas:**

- At least Master's degree in Marketing, Business Administration or related field;
- Minimum 3 years of professional experience in consulting support of MSMEs in Ukraine in the marketing and branding areas;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

**Trainer 4 - Consultant/ advisors in the business development area:**

- At least Master's degree in Management, Business Administration, Economics or related field;
- Minimum 3 years of professional experience in business development advisory support to MSMEs in Ukraine;
- At least 2 positive references from previous employers/customers;
- Fluency in Ukrainian and Russian.

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

- ☒ Organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants);
- ☒ 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;
- ☒ Overview of communication tools available for interaction with recipients of consulting services;
- ☒ Brief description of registration tool to be used to track hours of consultations;
- ☒ A summary of frequently asked questions with short answers in the legal, accounting, marketing and business development areas of MSME activity formed based on inquiries of previous customers;

- ☒ Personal CVs of the Project Team, including information about past experience in similar projects / assignments, as well as confirmation of their availability if selected for this project;
- ☒ At least 2 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 2 reference letters for each consultant/advisor from the previous customers and former employers;
- ☒ Financial proposal.

#### **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 Inception, Interim and Final reports. A preliminary schedule is provided below.

After achieving of the output 1 and submission of an Inception Report –5%;  
After achieving of the output 2 and submission of an Interim Report #1 – 20%;  
After achieving of the output 3 and submission of an Interim Report #2 – 15%;  
After achieving of the output 4 and submission of an Interim Report #3 – 25%;  
After achieving of the output 5 and submission of an Interim Report #4 – 15%;  
After complete achievement of all the results and submission of the Final Report – 20%.

#### **VIII. 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.



**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 provision of consulting services and/or advisory support to MSMEs in the legal, accounting, marketing and business development areas (at least 3 years);
3. Experience in delivery of consultations to at least 50 people simultaneously (reference to at least 2 projects should be provided);
4. Experience in providing consulting services under the support of international technical assistance organizations (references to at least 1 similar project should be provided).

**Technical criteria:**

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	28.5%	200
Proposed Methodology, Approach and Implementation Plan	28.5%	200
Personnel	43%	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.

Process:

Assessment of technical proposal Form 1		Maximum score	Company / Other organization		
			A	B	C
Expertise of Firm/Organization					
1.1	Organization/company officially registered in Ukraine (minimum 3 years – 25 points, 4-5 years – 40 points, 6 years or more – 50 points).	50			
1.2	Experience in the organization and management of business training programmes: 2 programmes – 50 points, 3 programmes and more – 75 points).	75			
1.3	Experience in the implementation or training programmes with: - 200 – 349 trainees – 50 points; - 350 trainees or more – 75 points.	75			
Overall score on Form 1		200			

Assessment of technical proposal Form 2		Maximum score	Company / Other organization		
			A	B	C
Proposed Methodology, Approach and Implementation Plan					
2.1	How well developed is a system of communication recipients? The described approach stipulates a telephone hotline, exclusive pages in social networks	50			

	and accounts in messengers, an e-mail box – up to 50 points				
2.2	How well-developed is a proposed approach to registration of consultations? <ul style="list-style-type: none"> <li>- The suggested approach is clear, transparent and realistic and contains a detailed description of the registration tool – up to 25 points;</li> <li>- The methodology for tracking hours of consultations allows recipients and UN RPP personnel to obtain full and up-to-date information online – 25 points</li> </ul>	50			
2.3	How well-developed is the summary of the frequently asked questions and short answers in the legal, accounting, marketing and business development areas of MSME activity formed based on inquiries of previous customers? <ul style="list-style-type: none"> <li>- The proposed questions are relevant and cover major up-to-date issues of MSME activity in Ukraine – up to 25 points;</li> <li>- The proposed short answers are accurate and correct – up to 25 points.</li> </ul>	50			
2.4	How well-elaborated is the proposed plan of work and suggested timeline? <ul style="list-style-type: none"> <li>- Weekly detailed elaboration of a work plan – 25 points</li> <li>- The schedule is realistic and meets the assignment timeframe – 25 points.</li> </ul>	50			
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 (3 years – 5 points, 4 years and more – 10 points).	10			
3.2	Implementation of projects / programmes / provision of business training services: <ul style="list-style-type: none"><li>- total experience (3 years – 5 points, 4 years and more – 10 points);</li><li>- number of business training projects/programmes implemented (3 projects/programmes – 5 points, 4 projects/programmes and more – 10 points).</li></ul>	20			
3.3	Higher education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master’s (or equivalent) – 3 points, PhD or higher – 5 points).	5			
3.4	Excellent reporting skills (reference to at least 1 open source report – 3 points, 2 and more – 5 points).	5			

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		45			
Other Experts – <b>Project Assistant:</b>					
3.6	Professional experience in administrative support of training and educational projects (2 years – 10 points, 3 years or more – 15 points).	15			
3.7	Experience of work on the hotline or in multi-crowded projects (1 project – 5 points, 2 projects and more – 10 points).	10			
3.8	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Bachelor's degree or equivalent – 3 points, Master's or higher – 5 points).	5			
3.9	Language command: <ul style="list-style-type: none"> <li>- Ukrainian, Russian – 3 points;</li> <li>- English (working level) – 2 points.</li> </ul>	5			
Interim score according to criteria 3.6–3.9		35			
Other Experts – <b>Trainer 1:</b>					
3.10	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5			
3.11	Delivery of training on business origination, MSME finance, management and operations: <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>	30			
3.12	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).	15			
3.13	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points	5			
Interim score according to criteria 3.10–3.13		55			
Other Experts – <b>Trainer 2:</b>					
3.14	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5			
3.15	Delivery of training on business origination, MSME finance, management and operations: <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>	30			
3.16	Proven experience in developing training curriculums, publications, handout materials and manuals related to	15			

	business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).				
3.17	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points	5			
	Interim score according to criteria 3.14–3.17	55			
	<b>Other Experts – Trainer 3:</b>				
3.18	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5			
3.19	Delivery of training on business origination, MSME finance, management and operations: <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>	30			
3.20	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).	15			
3.21	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points	5			
	Interim score according to criteria 3.18–3.21	55			
	<b>Other Experts – Trainer 4:</b>				
3.22	Higher education followed by experience in the field of business and entrepreneurship training development and delivery (5 years – 3 points, 6 years and more – 5 points).	5			
3.23	Delivery of training on business origination, MSME finance, management and operations: <ul style="list-style-type: none"> <li>- Overall proven experience (3 years – 10 points, 4 years or more – 15 points);</li> <li>- Number of training sessions conducted (10 training sessions – 10 points, 11 training sessions and more – 15 points).</li> </ul>	30			
3.24	Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points).	15			
3.25	Language command (Ukrainian, Russian), excellent public speaking skills – 5 points	5			
	Interim score according to criteria 3.22–3.25	55			
Overall score on Form 3		300			

## Annex 4

## Model Contract

<b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</b>		<b>Contract for Goods and/or Services Between the United Nations Development Programme and</b>	
			
<i>Empowered lives. Resilient nations.</i>		<i>Empowered lives. Resilient nations.</i>	
<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 <i>та</i> послуги		<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
<b>6. Тип Послуг:</b>		<b>6. Type of Services:</b>	
<b>7. Дата початку Договору:</b>	<b>8. Дата завершення Договору:</b>	<b>7. Contract Starting Date:</b>	<b>8. Contract Ending Date:</b>
<b>9. Загальна сума Договору:</b> <b>9a. Передплата:</b> Не застосовується		<b>9. Total Contract Amount:</b> <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 <i>або</i> Товари <i>та</i> Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари <i>та/або</i> 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 <i>or</i> Goods <i>and</i> Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods <i>and/or</i> 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:		<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name:	

Номер рахунку: Назва банку: МФО ЄДРПОУ		Account number: Bank name: Bank address: MFO EDRPOU	
Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:		This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:	
<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>		<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>	
<b>Від імені Підрядника / For the Contractor</b>		<b>Від імені ПРООН / For UNDP</b>	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	