



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: October 1, 2019
	REFERENCE:508-2019-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services **on Elaboration of an analysis on the administrative burden and bureaucratic procedures on business development at local level.**

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

Proposals may be submitted on or before **23:59 AM (Kyiv time) Tuesday, October 15, 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: **“508-2019-UNDP-UKR-RFP-RPP” and on Elaboration of an analysis on the administrative burden and bureaucratic procedures on business development at local level .**

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
October 01, 2019*

A.D.

Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	<p>Excessive administration burden is one of the biggest challenges facing small businesses in the Ukraine today and specifically in Donetsk and Luhansk oblasts. It requires creating favourable business conditions for the business on the territory of hromadas and encouraging business initiatives and increasing employment. The programme will support the elaboration of analysis of the administrative burden and bureaucratic procedures at local level, producing recommendations for improving the factors for economic growth at local level and contribute to better local employment.</p> <p>To provide assistance in addressing the above-mentioned issues, the Programme is looking to contract a qualified National Company on Elaboration of an analysis on the administrative burden and bureaucratic procedures on business development at local level (hereafter – Contractor).</p>
The overall objective	<p>To create the conditions for favourable business environment, strengthen the trust to local authorities and establish the fruitful communication between business, local authority and civil society, the following objectives should be achieved:</p> <ul style="list-style-type: none"> • The fruitful dialogue between business, local authority and civil society were established; • The administrative burdens and bureaucratic procedures for businesses were identified and assessed. The study relies on objective data and analytical frameworks with a view to identify and assess the information obligations stemming from selected laws and regulations; • The services needed for the businesses to be provided by local authorities were identified and described. • The regulation acts, which negatively influence the most on the local business environment, as well as to conduct anti-corruption expertise if necessary, and elaborate new drafts of regulation acts were identified. • A simplified Administrative Burden Solutions Model (hereafter – Solutions Model) and formulate proposals how to reduce administrative costs was developed.
Person to Supervise the Work/Performance of the Service Provider	Strategic Planning Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	October 2019
Target completion date	January 2020
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 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: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on 7th of October 2019 at 3 pm via Skype. 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 at the following e-mail: procurement.ua@undp.org Attn: Procurement Unit Subject: 508-2019-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	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: <ol style="list-style-type: none"> 1. After achieving of the result of the Stage 1 and submission of the Inception Report – 15%; 2. After achieving of the result of the Stage 2 and submission of the First Interim Report – 30%; 3. After achieving of the result of the Stage 3 and submission of the Second Interim Report – 40%;

	<p>4. After achievement of the Stage 4 and submission of the Final Report – 15%.</p> <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs;</p> <p>b) Receipt of invoice from the Contractor.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Strategic Planning Specialist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 40%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 30%</p> <p><input checked="" type="checkbox"/> Personnel and invited experts/consultants 40%</p> <p><u>Financial Proposal (30%)</u></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: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <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) ¹	<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>

¹ 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"><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);<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;<input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);<input checked="" type="checkbox"/> A letter of interest / offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.<input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity.<input checked="" type="checkbox"/> Brief description of the assignment implementation methodology for conducting the assessment of administrative burden and bureaucratic procedures on business development at local level with indication approach to the performance of each Stage.<input checked="" type="checkbox"/> Copy of the Statute/Charter of applicant.<input checked="" type="checkbox"/> Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.<input checked="" type="checkbox"/> CVs of the project team members, including information about the experience on implementing the similar projects / objectives (references should be provided).<input checked="" type="checkbox"/> Minimum 2 references on similar projects from previous clients.<input checked="" type="checkbox"/> 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).
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Other Information Related to the RFP

Administrative Requirements:

Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:

- ✓ Offers must be submitted within the stipulated deadline
- ✓ Offers must meet required Offer Validity
- ✓ Offers have been signed by the proper authority
- ✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration
- ✓ Offers must comply with general administrative requirements:

An organization submitting a proposal:

- An officially registered company or organization. Applicants might submit their proposals as members of the partnership. In this case, the contract will be concluded with the principal organization. The principal organization shall conclude all partnership agreements. A legal partnership registration address is not required for these purposes. However, various organizations or companies shall commit themselves to cooperate to fulfill the terms of the contract;
- At least 3 developed projects on development and implementation of projects of reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level (to confirm the experience, to provide a list (free-form reference) of the developed and approved documents on regulatory assessment, developed regulation acts, local MSME development programs; links to official web-sites of local self-government bodies containing approved project materials, copies of positive findings of project expertise;
- has proven experience in the field of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level;
- At least 2 recommendations from past customers;
- has experience in development of guidelines, manuals, etc. on reduction of administrative burden and creation of favorable conditions for businesses and investment attraction at the local level.

Staff:

Project Team Leader:

- At least Master’s degree in economics, law, management and other relevant fields;
- At least 5 years of experience in work supervision in the field of project management, economics, law, regulatory policy and tax, as well as creation of favorable conditions for businesses and investment attraction at local level;
- At least 2 projects on the mitigation of administrative burden and raising the opportunities for doing business at the local level (design and implementation of the regulatory acts and MSME development programs at the local level).

Key Experts 1 and 2 (sociologists):

	<ul style="list-style-type: none"> - Higher education in the field of sociology, management, analysis and other relevant fields; - At least 5 years of experience in the field of sociology, surveys and analysis; - At least two projects on the assessment of administrative burden and bureaucratic procedures for and raising the opportunities for doing business at the local level. <p>Key Expert 3 (law expert):</p> <ul style="list-style-type: none"> - Higher education in the field of law, tax and regulatory policy; - At least 5 years of experience in the field of tax and regulatory policy assessment; - At least two projects on the elaboration of the proposals on the reduction of administrative burden and bureaucratic procedures for and raising the opportunities for doing business at the local level. <p>For all experts, fluent command of Ukrainian and Russian is required.</p> <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.ua@undp.org</p>
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Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[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 508-2019-UNDP-UKR-RFP-RPP dated 10/1/2019, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

BRIEF COMPANY PROFILE	
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

² This serves as a guide to the Service Provider in preparing the Proposal.

³ 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 (2015 -2016)	Copies of income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 2 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, 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. A letter of interest / offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.**
- 2. A work plan with the proposed work schedule indicating the persons responsible for each area of activity.**
- 3. Brief description of the assignment implementation methodology for conducting the assessment of administrative burden and bureaucratic procedures on business development at local level with indication approach to the performance of each Stage;**

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, Key experts);***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader and Key Experts 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) Project Team Leader

2) Key experts

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.

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Delivery of output/stage 1		
Delivery of output /stage 2		
Delivery of outputs/stage 3		
Delivery of outputs/stage 4		
Total (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.

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	4 months	1		
1.2	Key Expert 1	4 months	1		
1.3	Key Expert 2	4 months	1		
1.4	Key Expert 3	4 months	1		
...	...				
2	Costs of Implementation				
2.1	Conduction of focus groups	event	1		
2.1	Conduction of interviews	interview	1		
2.2	Conduction of surveys	survey	1		
2.3	Elaboration of Administrative Burden Solutions Model	Item	1		
2.4	Implementation of Administrative Burden Solutions Model	Item	1		
2.5	A visual guide on how to implement the Administrative Burden Solutions Model	Visual guide	1		
2.6	The programme, scope and format of presentations	Item	1		
2.7	Presentations of the elaborated visual guide	item	2		
2.8	Other (if any - define clearly activities/costs)				
3	Administration Costs (if necessary)				
3.1	Organization of research process				
3.2	Organization of focus groups	event			
3.3	Organization of interviews	event			
3.4	Organization of surveys	event			
3.5	Organization of presentations	event			
3.6	Other (if any - to define clearly activities/costs)				
...					
4	Travel and Lodging				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
4.4	...				
5	Other costs (if any - to define clearly activities/costs)				

5.1		Item			
5.2	...				
	Total (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.) "2000000000000".

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, Local Governance and Decentralization Reform Component
Post Title:	Company on Elaboration of an analysis on the administrative burden and bureaucratic procedures on business development at local level
Expected Places of Travel:	Selected communities of Donetsk and Luhansk Oblasts, government-controlled area (GCA) (six 1-day trips to Donetsk and Luhansk Oblasts)
Primary Supervisor's name and functional post:	Strategic Planning Specialist
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralization Reform)
Starting Date of Assignment:	October 2019
Duration of Assignment:	4 months

1. 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 **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 UN 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 9 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 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 implemented 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 assisting 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 and enhance capacity of governmental authorities for national coordination of actions to cope with emergencies arising from the conflict zone.
5. To support the implementation of the European Investment Bank's Early Recovery programme.

The main goal of Objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services. Activities are aimed at achieving nationwide decentralization reform processes, improving access to quality administrative and social services and enhancing local self-governance's capacity for participatory strategic planning and transparent implementation.

Excessive administration burden is one of the biggest challenges facing small businesses in the Ukraine today and specifically in Donetsk and Luhansk oblasts. It requires creating favourable business conditions for the business on the territory of hromadas and encouraging business initiatives and increasing employment. The programme will support the elaboration of analysis of the administrative burden and bureaucratic procedures at local level, producing recommendations for improving the factors for economic growth at local level and contribute to better local employment.

To provide assistance in addressing the above-mentioned issues, the Programme is looking to contract a qualified National Company on Elaboration of an analysis on the administrative burden and bureaucratic procedures on business development at local level (hereafter – Contractor).

II. MAIN OBJECTIVES OF THE ASSIGNMENT

To create the conditions for favourable business environment, strengthen the trust to local authorities and establish the fruitful communication between business, local authority and civil society, the following objectives should be achieved:

- The fruitful dialogue between business, local authority and civil society were established;
- The administrative burdens and bureaucratic procedures for businesses were identified and assessed. The study relies on objective data and analytical frameworks with a view to identify and assess the information obligations stemming from selected laws and regulations;
- The services needed for the businesses to be provided by local authorities were identified and described.
- The regulation acts, which negatively influence the most on the local business environment, as well as to conduct anti-corruption expertise if necessary, and elaborate new drafts of regulation acts were identified.
- A simplified Administrative Burden Solutions Model (hereafter – Solutions Model) and formulate proposals how to reduce administrative costs was developed

III. SCOPE OF WORK

It requires the implementation of the following objectives:

The Objective of Stage 1. Preparatory works were performed:

1.1. Develop the work plan which includes timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment;

1.2. Suggest four pilot communities (2 communities from Donetsk oblast and 2 communities from Luhansk oblast, in government-controlled areas, out of UN RPP's target communities, where the activities will be implemented. The pilot communities should be approved by UNDP.

Programme target communities:

(i) in Donetsk Oblast – Soledar, Volnovakha, Mariinka, Kurakhove, Verkhnyotoretske, Krasnohorivka, Toretsk, Druzhkivka, Dobropillia, Bakhmut, Vuhledar (city councils), Siversk, Zvanivka, Khlibodarivka, Pervomaiske (settlement councils);
(ii) in Luhansk Oblast – Shchastia, Hirske, Zolote, Popasna, Kreminna, Sievierodonetsk (city councils), Bilovodsk, Stanytsia Luhanska, Novoaidar, Krasnorichenske, Troitske, Bilolutsk, Markivka, Milove (settlement councils), Nyznioteple, Shyrokyi, Krasna Talivka, Nyzhnia Duvanka, Pryvillia, Kamianka, Lozno-Oleksandrivka (village councils);

1.3. Assist in establishing of working groups on administrative burden and bureaucratic procedures reduction in each target community;

1.4. Specify/supplement (if necessary) a detailed methodology for conducting the assessment of administrative burden and bureaucratic procedures on business development at the local level and agree it with UNDP;

The Objectives of Stage 2. Business environment was assessed:

2.1. Based on the proposed methodology, conduct field research that will consist of organizing the focus groups, interviews and surveys with the representatives of the local authorities, MSMEs, potential investors and other stakeholders in the target communities in order to identify the conditions and needs of doing business effectively. The scope, draft documents and timelines of the focus groups, interviews and surveys should be developed by the Contractor and agreed by UNDP.

2.2. Assess the local regulation environment (desk research), which should include the following:

- assessment of the territory (criteria should be suggested by the Contractor and approved by UNDP);

- assess legislative, tax and regulation framework;
- assess the administrative burden;
- identify regulations to optimize;
- propose necessary reduction of the administrative burden, including regulation improvements.

To analyse the field and desk researches and elaborate the analytical report (not less than 40 A4 pages in 14 Arial fonts, regular line spacing,) which should be approved by UNDP;

The Objectives of Stage 3. Administrative Burden Solutions Model was implemented:

3.1. Elaborate a simplified Administrative Burden Solutions Model in four pilot communities (two in Donetsk oblast and two in Luhansk oblast (GCAs)), which should include the road map for improving the local regulation framework, which will ease the business attractiveness of the territory, encourage new business investors, and start-ups and contribute to better local employment. The Solutions Model should be agreed with UNDP.

3.2. Perform the activities for the implementation the Administrative Burden Solutions Model, including but not limited to:

- elaborate the regulation acts of local council and (or) executive committee;
- designing or updating the local program of entrepreneurship development.

The Objectives of Stage 4. Visual presentation of the assessment was conducted:

4.1. Prepare a visual guide and on how to implement the Administrative Burden Solutions Model for increasing the business opportunities at the local level. This guide should consist of at least those parts:

- current legal framework;
- a step-by-step algorithm (infographics with the description of every step) of how to assess, optimize and reduce the administrative burden and bureaucratic procedures in community, examples of all necessary documents (with possibility to download any required sample),
- description of all best practice's solutions applicable to all kinds of local administrations, etc.

Drafts of the visual guide should be approved by UNDP. The visual guide has to be prepared in *.pdf and *.docx formats, in Ukrainian, the volume of the guide has to be enough to present all the above-mentioned necessary information;

4.2. Conduct two presentations of the elaborated results for representatives of the UN RPP target communities of Donetsk and Luhansk oblasts. The programme, scope and format of presentations should be suggested by the Contractor and agreed by UNDP.

IV. EXPECTED PROJECT DELIVERABLES

Deliverables of Stage 1 (duration – 3 weeks since the start of the contract):

- A detailed work plan was developed including full steps to be used for the implementation of individual activities, timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment and agreed with UNDP;
- Pilot communities were proposed by the Consultant and approved by UNDP;
- Working groups on Administrative Burden Solutions Model elaboration in each target community established;
- A detailed methodology including full steps to be used for the implementation of individual activities specified and supplemented, in particular for conducting the assessment of administrative burden and bureaucratic procedures on business development at local level and agreed it with UNDP;
- An Inception Report, which contains the results of the Stage 1 is elaborated and approved by UNDP.

Deliverables of Stage 2 (duration – 12 weeks since the start of the contract):

- The scope, draft documents and timelines of the focus groups, interviews and surveys developed and agreed by UNDP;
- To conduct focus groups, interviews and surveys with the representatives of local authorities, MSMEs and potential investors in the target communities in order to identify the conditions and needs of doing business effectively;
- The analytical report based on field research elaborated and approved by UNDP;
- The local regulation environment (desk research) conducted;
- First Interim Report on the implementation of all objectives of Stage 2 elaborated and approved by UNDP.

Deliverables of Stage 3 (duration – 14 weeks since the start of the contract):

- A simplified Administrative Burden Solutions Model, including the road map for improving the local regulation framework, is developed and agreed by UNDP;
- The Solutions Model is implemented in two pilot communities (one in Donetsk oblast and one in Luhansk oblast), including the elaboration of the regulation acts of local council and (or) executive committee and designing/updating the local program of entrepreneurship development;
- Second Interim Report on the implementation of all objectives of Stage 3 elaborated and approved by UNDP.

Deliverables of Stage 4 (duration – 16 weeks since the start of the contract):

- A visual guide on how to implement the Administrative Burden Solutions Model is elaborated (ready to print) and agreed with UNDP (in Ukrainian language WORD format, 12 pt., up to 20 pages of A4 , regular line spacing and in PDF);
- The programme, scope and format of presentations of the elaborated visual guide on how to implement the Administrative Burden Solutions Model suggested and agreed by UNDP;
- Two presentations conducted in target communities;
- A Final Report on project implementation drafted up and agreed by UNDP.

V. DURATION OF WORK.

Estimated duration of work shall be 16 weeks from the start of the contract.

VI. RECOMMENDATIONS AND REQUIREMENTS TO IMPLEMENT THE OBJECTIVES

General Recommendations

The cost of organizing and implementing selected research tools, meetings, training, and public talks including, stationery, accommodation, etc., should be included in the budget proposal. The proposal should contain a description of these activities so that the Customer (UNDP) understands their parameters and scope.

To achieve effective interaction, wherever possible, the Contractor shall coordinate its activities with other partners of the UN Recovery and Peacebuilding Programme (the Customer will provide relevant list and contacts).

Providing mentions about UNDP, UN Women and the EU in the deliverables developed, in particular presentation, training materials reports and other findings, which will be widely disseminated under the contract shall be subject to mandatory prior consent.

Requirements to implement objectives

The Contractor should submit the deliverables to the Customer meeting the requirements of the terms of reference; state standards, regulations and rules operating in Ukraine, which usually apply to this type of work.

Recommendations on Contractor's team

To optimize the time required to complete the assignment, in addition to the Project Leader, at least 3 experts should be included in the project team: 2 sociologists, 1 law expert.

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.

Travels of Contractor's team and accommodation if need should be included in the scope of the proposal.

VII. REQUIREMENTS FOR MONITORING / REPORTING

The Contractor shall report to the Strategic Planning Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme.

The format of reports shall be agreed at the first stage of the contract, but UNDP reserves the right to make further changes and clarifications in the report form.

All projects, reports, studies and materials shall be submitted to UNDP in the form of electronic files on digital media in 4 (four) copies.

The text materials shall be submitted in the form of structured documents in *.PDF and *.DOC formats.

The Contractor should follow the monitoring, evaluation and quality assurance framework implemented by UNDP, as well as provide necessary information, reports and statistics in accordance with the pre-established schedule or as soon as possible (within a reasonable timeframe).

Upon completion of all works, the Contractor shall submit to UNDP a Final Report, including a complete description of the works performed and the outputs.

III. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

An organization submitting a proposal:

- An officially registered company or organization. Applicants might submit their proposals as members of the partnership. In this case, the contract will be concluded with the principal organization. The principal organization shall conclude all partnership agreements. A legal partnership registration address is not required for these purposes. However, various organizations or companies shall commit themselves to cooperate to fulfill the terms of the contract;
- At least 3 developed projects on development and implementation of projects of reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level (to confirm the experience, to provide a list (free-form reference) of the developed and approved documents on regulatory assessment, developed regulation acts,

local MSME development programs; links to official web-sites of local self-government bodies containing approved project materials, copies of positive findings of project expertise;

- has proven experience in the field of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level;
- At least 2 recommendations from past customers;
- has experience in development of guidelines, manuals, etc. on reduction of administrative burden and creation of favorable conditions for businesses and investment attraction at the local level.

Staff:

Project Team Leader:

- At least Master's degree in economics, law, management and other relevant fields;
- At least 5 years of experience in work supervision in the field of project management, economics, law, regulatory policy and tax, as well as creation of favorable conditions for businesses and investment attraction at local level;
- At least 2 projects on the mitigation of administrative burden and raising the opportunities for doing business at the local level (design and implementation of the regulatory acts and MSME development programs at the local level).

Key Experts 1 and 2 (sociologists):

- Higher education in the field of sociology, management, analysis and other relevant fields;
- At least 5 years of experience in the field of sociology, surveys and analysis;
- At least two projects on the assessment of administrative burden and bureaucratic procedures for and raising the opportunities for doing business at the local level.

Key Expert 3 (law expert):

- Higher education in the field of law, tax and regulatory policy;
- At least 5 years of experience in the field of tax and regulatory policy assessment;
- At least two projects on the elaboration of the proposals on the reduction of administrative burden and bureaucratic procedures for and raising the opportunities for doing business at the local level.

For all experts, fluent command of Ukrainian and Russian is required.

IX. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

<input checked="" type="checkbox"/>	A letter of interest / offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment implementation methodology for conducting the assessment of administrative burden and bureaucratic procedures on business development at local level with indication approach to the performance of each Stage.
<input checked="" type="checkbox"/>	Copy of the Statute/Charter of applicant.
<input checked="" type="checkbox"/>	Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience on implementing the similar projects / objectives (references should be provided).
<input checked="" type="checkbox"/>	Minimum 2 references on similar projects from previous clients.

X. 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 of the Stage 1 and submission of the Inception Report – 15%;
- After achieving of the result of the Stage 2 and submission of the First Interim Report – 30%;
- After achieving of the result of the Stage 3 and submission of the Second Interim Report– 40%;
- After complete achievement of all the results and submission of the Final Report – 15%.

XI. SELECTION PROCESS

Evaluation and comparison of applications.

A two-step procedure is applied to evaluate applications, whereupon the evaluation of a technical proposal must be completed before the opening and comparison of price offers. Price offers are opened only on the submitted materials, which exceeded the minimum technical score of 70% (or 490 points) out of possible 700 points in the process of technical proposal evaluation.

At the first stage, the technical proposal is evaluated on being compliant with the Terms of Reference in accordance with the Evaluation Criteria stated below.

At the second stage, the price offers of all applicants, who scored at least 70% according to the Terms of Reference, are considered.

The overall score is compiled according to the aggregate analysis scheme, according to which the technical and financial aspects have a pre-determined weight of 70% and 30% of the total score, respectively. The financial offer with the lowest cost (technically compliant) is selected as a base and assigned the maximal number of points possible in the financial part (i.e. 300). All other financial offers will be awarded a score inversely proportional to the price quotations indicated therein, for example, 300 points x lowest price/price offer.

A proposal with the highest score as a sum of points obtained both by technical and financial evaluation respectively will win. The contract will be awarded to the applicant who submitted a 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 conducting of assessment of administrative burden, bureaucratic procedures, tax framework and regulatory framework at the local level;
3. Experience in the field of information support to the management of regulatory framework and support to MSME development.

Evaluation Criteria for Technical Proposals

Generalized form of technical proposal evaluation		Score Share	Maximal score	Company			
1	Expertise of Firm/Organization	30%	210				
2	Proposed Methodology, Approach and Implementation Plan	40%	280				
3	Personnel	30%	210				
	Total score	100%	700				

The maximum number of points that can be obtained for each of the criteria indicates the relative importance and weight of points in the overall evaluation process.

The technical proposal evaluation forms are as follows:

Form 1. Experience of the organization

Form 2. Proposed work plan, methodology and approach

Form 3. Staff and invited experts/ consultants

Technical Proposal Evaluation Criteria

Technical Proposal Evaluation Form 1		Maximal Score	Organization		
			A	B	C
Experience of Organization					
1.1	Officially registered organization/company (minimum 3 years – 20 points, 4-5 years – 30 points, 6–7 years- 40 points).	40			
1.2	Experience of the organization in the field of development and implementation of projects of reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level (2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 60 points).	60			
1.3	Experience of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level (level (2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 60 points).	60			

1.4	Experience in development of guidelines, manuals, etc. on reduction of administrative burden and creation of favorable conditions for businesses and investment attraction at the local level (1 item – 10 points, 2 items – 20 points, more than 2 – 30 points).	30			
1.5	Submitted recommendations from past customers (2 recommendations – 10 points; 3 and more recommendations – 20 points).	20			
	Total score in Form 1	210			

Technical Proposal Evaluation Form 2		Maximal Score	Organization		
			A	B	C
Proposed concept, work plan and approach					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? In general, the technical proposal meets the objectives and scope of work – up to 30 points; The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated – up to 60 points; The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – up to 80 points.	80			
2.2	How well developed is the methodology for implementation of a pilot project? The methodology contains some inconsistencies – up to 60 points; The methodology is well designed but lowly realistic – up to 80 points; There are thoroughly developed methodology and approach, which meets the conditions of reality – up to 100 points.	100			
2.3	How well detailed and realistic is the work plan? The developed work plan contains separate inconsistencies – up to 50 points; The work plan is well designed but lowly realistic – up to 70 points; There are perfectly designed work plan and approach, which meets the conditions of reality – up to 100 points.	100			
	Total score in Form 2.	280			

Technical Proposal Evaluation Form 3		Maximal Score	Company / another organization		
			A	B	C
Staff					
	Project Team Leader				
3.1	Higher education in the field of economics, law, management and other relevant fields (equivalent to the educational qualification level “Specialist/Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
3.2	Professional experience in project management and/ team management (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 15 points)	15			
3.3	Work experience in the field of regulatory and tax policy, as well as creation of favorable conditions for businesses and investment attraction at the local level (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 20 points).	20			

3.4	Experience in mitigation of administrative burden and raising the opportunities for doing business at the local level (2 projects – 5 points, 3 projects – 10 points, more than 3 projects – 15 points)	15			
3.5	Proficiency in Ukrainian and Russian	5			
	Intermediate score by criteria 3.1 – 3.4	65			
	Key Experts 1 and 2				
4.1	Higher education in the field of sociology, management, analysis and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
4.2	Work experience as a sociologist (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points).	15			
4.3	Experience in implementation of the projects on the assessment of administrative burden and bureaucratic procedures, as well as raising the opportunities for doing business at local level (2 projects – 10 points, 3 projects – 20 points, more than 3 projects – 30 points)	15			
4.3	Proficiency in Ukrainian and Russian	5			
	Intermediate score by criteria 4.1 – 4.4	45			
	Key Expert 3				
5.1	Higher education in the field of law, tax and regulatory policy and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 5 points).	10			
5.2	Experience in the field of tax and regulatory policy assessment (5 years – 10 points, 6-7 years – 15 points, more than 7 years – 20 points).	20			
5.3	Experience in elaboration of the proposals on the reduction of administrative burden and bureaucratic procedures for and raising the opportunities for doing business at local level (2 projects – 10 points, 3 projects – 15 points, more than 3 projects – 20 points)	20			
5.4	Proficiency in Ukrainian and Russian	5			
	Intermediate score by criteria 5.1 – 5.4	55			
	Total score in Form 3	210			



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.

<i>No</i>	<i>Activity/Costs</i>	<i>Unit</i>	<i>Number</i>	<i>Cost per unit, currency</i>	<i>Amount, currency excl. VAT</i>
1	Personnel				
1.1	Team Leader	4 months	1		
1.2	Key Expert 1	4 months	1		
1.3	Key Expert 2	4 months	1		
1.4	Key Expert 3	4 months	1		
...	...				

2	Costs of Implementation				
2.1	Conduction of focus groups	event	1		
2.1	Conduction of interviews	interview	1		
2.2	Conduction of surveys	survey	1		
2.3	Elaboration of Administrative Burden Solutions Model	Item	1		
2.4	Implementation of Administrative Burden Solutions Model	Item	1		
2.5	A visual guide on how to implement the Administrative Burden Solutions Model	Visual guide	1		
2.6	The programme, scope and format of presentations	Item	1		
2.7	Presentations of the elaborated visual guide	item	2		
2.8	Other (if any - define clearly activities/costs)				
3	Administration Costs (if necessary)				
3.1	Organization of research process				
3.2	Organization of focus groups	event			
3.3	Organization of interviews	event			
3.4	Organization of surveys	event			
3.5	Organization of presentations	event			
3.6	Other (if any - to define clearly activities/costs)				
...					
4	Travel and Lodging				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
4.4	...				
5	Other costs (if any - to define clearly activities/costs)				
5.1		Item			
5.2	...				
	Total (please indicate currency)				

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p>  <p><i>Empowered lives. Resilient nations.</i></p>	<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p>  <p><i>Empowered lives. Resilient nations.</i></p>
1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна	1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine
2. ПРООН <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:	2. UNDP <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:
3. Посилання на номер договору (напр., номер присудження договору):	3. Contract Reference (e.g. Contract Award Number):
4. Довгострокова угода: Ні	4. Long Term Agreement: No
5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги	5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services
6. Тип Послуг:	6. Type of Services:
7. Дата початку Договору:	7. Contract Starting Date:
8. Дата завершення Договору:	8. Contract Ending Date:
9. Загальна сума Договору:	9. Total Contract Amount:
9a. Передплата: Не застосовується	9a. Advance Payment: Not applicable
10. Загальна вартість Товарів та/або Послуг: <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	10. Total Value of Goods and/or Services: <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
11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат	11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement
12. Назва(Ім'я) Підприємця:	12. Contractor's Name:
13. Ім'я контактної особи Підприємця: Посада: керівник Адреса: Номер телефону: Факс: Email:	13. Contractor's Contact Person's Name: Title Address: Telephone number: Fax: Email:
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: +380 508002879 Email:	14. UNDP Contact Person's Name: Title: Address: Telephone number Email:
15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: МФО EDRPOU

Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:

1. Дана лицьова сторінка («Лицьова сторінка»).
2. Загальні умови ПРООН для договорів – Додаток 1
3. Технічне завдання (ТЗ) - Додаток 2
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.
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.
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.

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.

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.

НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче

Від імені Підрядника / For the Contractor

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP General Terms and Conditions for Contracts – Annex 1
3. Terms of Reference (TOR) – Annex 2
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
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.
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.

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.

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.

IN WITNESS WHEREOF, 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.

Від імені ПРООН / For UNDP

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date: