



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: October 21, 2019
	REFERENCE:473-2019-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Design and Implementation of the Territorial Management Model of the Amalgamated Territorial Community (ATC)”**.

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) Monday, November 04, 2019** and via email to the address below:

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

Your Proposal must be expressed in the **English or Ukrainian or Russian**, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

Messages should **not exceed 8 MB in size**. Offers larger than 8 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and the solicitation documents. Messages larger than 8 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“473-2019-UNDP-UKR-RFP-RPP”** and **“Design and Implementation of the Territorial Management Model of the Amalgamated Territorial Community (ATC).”**

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 21, 2019*

*A.D.*

## Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UNDP is looking for the professional organization/company for the implementation of topographic and geodetic works, support for the development of city planning and land management documentation, the preparation of data for inclusion and use in city planning and State Land Cadaster, as well as the implementation of IT solutions in public administration.
The overall objective	<p>The project's purpose is to elaborate related land management and geodetic data systems for Zvanivka Village Council (ATC) of Donetsk Oblast to support an effective management of community resources within its territory, based on the provisions of spatial planning documentation, relevant data and applied geoinformation technologies.</p> <p>Zvanivka ATC is a typical rural community, where a number of spatial planning solutions are required towards the sustainable development of the community, contributing to the creation of a self-sufficient ATC.</p> <p>A developed and tested algorithm for community actions in this field can be replicated in other communities of the region.</p> <p>For this purpose, a series of interrelated measures are required, including:</p> <ul style="list-style-type: none"> <li>- identifying available territorial resources, boundaries of territories by functional use, regulations and restrictions for their use;</li> <li>- determining measures, including priority ones, on the organization of a healthy living environment, creation of favorable conditions for effective territorial development and economic growth;</li> <li>- creation of conditions for forecasting, planning, rational use of communal land resources, development and adoption of sound management decisions in spatial planning.</li> </ul> <p>Based on the developed land management and city-planning documentation, a single information space is to be created for the management of land and other resources of the amalgamated territorial community, using applicable IT solutions</p>
Person to Supervise the Work/Performance of the Service Provider	Programme Coordinator (Local Governance and Decentralization Reform)
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	November 2019
Target completion date	July 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	<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 28th of October 2019 at 12 pm via Skype.</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 at the following e-mail: <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a></p> <p>Attn: Procurement Unit</p> <p>Subject: <b>473-2019-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 result of the Stage 1 and submission of the Inception Report – 10%;</li> <li>2. After achieving of the result of the Stage 2 and submission of the First Interim Report – 30%;</li> <li>3. After achieving of the result of the Stages 3 and 4 and submission of the Second Interim Report– 25%;</li> <li>4. After achieving of the result of the Stages 5 and 6 and submission of the Third Interim Report– 25%;</li> <li>5. After complete achievement of all the results and submission of the Final Report – 10%.</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>Technical Proposal (70%)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30%</li> <li><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 40%</li> <li><input checked="" type="checkbox"/> Personnel and invited experts/consultants 30%</li> </ul> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <a href="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>☒ Dully filled in and Signed Form for Submission of Proposal (Annex 2);</li><li>☒ 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>☒ Copies of other licenses or certificates (if any);</li><li>☒ A letter of interest / offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company</li><li>☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity.</li><li>☒ Brief description of the assignment implementation methodology with indication approach to the performance of each Stage.</li><li>☒ Copy of the Statute/Charter of applicant.</li><li>☒ Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.</li><li>☒ CVs of the project team members, including information about the experience on implementing the similar projects / objectives (references should be provided).</li><li>☒ Minimum 2 references on similar projects from previous clients.</li><li>☒ <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>
---------------------------------------	---

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:***

- is an officially registered company or organization in Ukraine. 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 of land cadaster, city-building documentation, any kind of territorial planning (to confirm the experience, to provide a list (free-form reference) of the developed and approved urban planning documents; links to official web-sites of local self-government bodies containing approved project materials, copies of positive findings of project expertise;
  - has 3 years of proven experience in the field of information support to the management of land and other resources (at least 2 examples of developed electronic accounting systems and management of land and other resources on the ATC territory shall be presented;
  - provide at least 2 recommendations from past customers;
- Staff

**Project Team Leader:**

- at least Master’s degree in economics, law, land management and other relevant fields;
- at least 5 years of professional experience in project management and/ team management;
- at least 5 years of work experience in the field of geodesy, land management, cadaster, cartography, geoinformatics, economic development of territories;
- At least 2 projects implemented with ArcGIS system;

**Key Experts 1 and 2 (land surveyors):**

- higher education in the field of land management, geodesy, cartography;
- certified land survey engineers with proved experience in the field of land management, cadaster, geoinformatics, geodesy, cartography of at least 2 years;

**Key Expert 3 (engineer-geodesist):**

- higher education in the field of geodesy, cartography;
- at least 2 years’ experience in implementation of similar projects;



	<ul style="list-style-type: none"><li>– profound knowledge of ArcGIS (at least 2 projects implemented).</li></ul> <p><b>Key Expert 4</b> (engineer-photogrammetrist):</p> <ul style="list-style-type: none"><li>– higher education in the field of geodesy, cartography, photogrammetry;</li><li>– at least 2 years' experience in implementation of similar projects;</li><li>– profound knowledge of ArcGIS (at least 2 projects implemented).</li></ul> <p><b>Key Experts 5 and 6</b> (architects):</p> <ul style="list-style-type: none"><li>– higher education in the field of architecture and construction;</li><li>– at least 2 years of experience in the field of territorial planning;</li></ul> <p>For all experts, fluent command of Ukrainian and Russian is required.</p> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; 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 473-2019-UNDP-UKR-RFP-RPP dated 10/21/2019, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

<b>BRIEF COMPANY PROFILE</b>	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
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 (2015 -2016)	Copies of income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 5 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

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

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

**Must include:**

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);**
- 2. Technical proposal detailing the proposed work plan;**
- 3. A timeline detailing how the required results will be achieved/completed within the required timeline**

**C. Qualifications of Key Personnel**

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

***a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Team Leader, Specialists);***

***b) CVs demonstrating qualifications, experience and language skills of Team Leader and Specialists as well as contact details for referees;***

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

**1) 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.

<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/stage 1		
Delivery of outputs/stage 2		
Delivery of outputs/stages 3,4		
Delivery of outputs/stages 5,6		
Delivery of outputs/stage 7		
<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.

<i><b>№</b></i>	<i><b>Activity/Costs</b></i>	<i><b>Unit</b></i>	<i><b>Number</b></i>	<i><b>Cost per unit, currency</b></i>	<i><b>Amount, currency excl. VAT</b></i>
<b>1</b>	<b>Personnel</b>				
1.1	Team Leader	8 months	1		
...	...				
<b>2</b>	<b>Costs of Implementation</b>				
2.1	Set of topographic and geodetic works for the creation of a base map with a scale of 1:2000 for the territory of Pereizne village	base map	1		
2.1	Set of topographic and geodetic works for the creation of a base map with a scale of 1:10000 for the territory of Zvanivka ATC	base map	1		
2.2	Developing a planning scheme for a part of the territory of Bakhmut raion within the boundaries of Zvanivka ATC	Planning scheme	1		
2.3	Development of Master plan (zoning plan) for Pereizne village	Master plan	1		
2.4	Development of priority measures (for 3-7 years) for territorial development based on the Community Development Strategy and territories for priority development	Report on priority measures	1		
2.5	Development of 6 land management draft documents for establishment of boundaries of settlements	6 Land management draft documents	1		
2.6	Production of cadastral maps of the community	Cadastral maps	1		
2.7	Establishment of automated workplace of the spatial planning specialist of Zvanivka Village Council	1 workplace	1		
2.8	Elaboration and conduction of a training program for 3 specialists	Training event	1		
2.9	Other (if any - define clearly activities/costs)				
<b>3</b>	<b>Administration Costs (if necessary)</b>				
3.1	Organization of research process				
3.2	Organization of meeting groups	event			
3.3	Participation in public talks	event			
3.4	Other (if any - to define clearly activities/costs)				
...					
<b>4</b>	<b>Travel and Lodging</b>				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			

4.3	Daily Allowance	Day			
4.4	...				
<b>5</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
5.1		Item			
5.2	...				
	<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.) "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 производится в рамках выполнения проекта международной технической помощи.

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

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

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

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

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

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

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

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



### Terms of Reference

<b>Project Name:</b>	UN Recovery and Peacebuilding Programme, Local Governance and Decentralization Reform Component
<b>Post Title:</b>	National Company for Design and Implementation of the Territorial Management Model of the Amalgamated Territorial Community (ATC)
<b>Expected Places of Travel:</b>	Ukraine, Zvanivka ATC of Donetsk oblast
<b>Primary Supervisor's name and functional post:</b>	Social-Economic Development Specialist
<b>Secondary Supervisor's name and functional post:</b>	Programme Coordinator (Local Governance and Decentralization Reform)
<b>Starting Date of Assignment:</b>	November 2019
<b>Duration of Assignment:</b>	8 months

## I. BACKGROUND

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

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

The implementation of the decentralisation and administrative-territorial reform in Ukraine requires effective management of resources in amalgamated territorial communities (ATC), a clear legal basis for the fulfillment of duties by the local self-government bodies, and the determination of the territorial boundaries of the jurisdiction of respective councils.

The project envisages the involvement of a professional organization/company (hereafter – Contractor) for the implementation of topographic and geodetic works, support for the development of city planning and land management documentation, the preparation of data for inclusion and use in city planning and State Land Cadaster, as well as the implementation of IT solutions in public administration.

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

The project's purpose is to elaborate related land management and geodetic data systems for Zvanivka Village Council (ATC) of Donetsk Oblast to support an effective management of community resources within its territory, based on the provisions of spatial planning documentation, relevant data and applied geoinformation technologies.

Zvanivka ATC is a typical rural community, where a number of spatial planning solutions are required towards the sustainable development of the community, contributing to the creation of a self-sufficient ATC.

A developed and tested algorithm for community actions in this field can be replicated in other communities of the region.

For this purpose, a series of interrelated measures are required, including:

- identifying available territorial resources, boundaries of territories by functional use, regulations and restrictions for their use;
- determining measures, including priority ones, on the organization of a healthy living environment, creation of favorable conditions for effective territorial development and economic growth;
- creation of conditions for forecasting, planning, rational use of communal land resources, development and adoption of sound management decisions in spatial planning.

Based on the developed land management and city-planning documentation, a single information space is to be created for the management of land and other resources of the amalgamated territorial community, using applicable IT solutions.

### **III. SCOPE OF WORK**

It requires the implementation of the following objectives:

#### **The Objective of Stage 1. To perform preparatory works:**

1.1. To create a working group in the community to coordinate efforts by UNDP, Zvanivka Village Council, the Contractor and other stakeholders on all issues related to the development and implementation of the Project.

1.2. To collect, systematize and analyze existing topographic and geodetic and planning cartographic materials, information about land resources, available city-planning and design documentation, baseline data for designing, etc.

1.3. To develop (to specify and supplement) the work plan and a detailed methodology including full steps to be used for the implementation of certain activities, in particular regarding the creation of a base map, the development of the city-planning documentation and land management projects, the introduction of geoinformation technologies.

#### **The Objective of Stage 2. To create a base map.**

2.1. To create a base map with a scale of 1:2000 for the territory of Pereizne village.

2.2. To create a base map with a scale of 1:10000 for the territory of Zvanivka ATC.

#### **The Objective of Stage 3. To develop city-planning documentation.**

3.1. To develop a planning scheme for a part of the territory of Bakhmut raion within Zvanivka ATC.

3.2. To develop a master plan with a zoning plan for Pereizne village.

3.3. To identify and propose to the Working Group top priority (3-7 years) community's territorial development activities based on the Community Development Strategy. To determine territories for priority development. All results should be agreed with UNDP.

#### **The Objective of Stage 4. To develop land management documentation**

4.1. To develop land management draft documents on the establishment of boundaries of administrative territories of Zvanivka ATC.

#### **The Objective of Stage 5. To implement community resource management system.**

5.1. To create registers of streets, named objects and addresses (directories); to create regular cadastral maps and addresses` plans of the community and settlements on the basis of a geospatial base map and current plans of the use of the territory of city-planning documentation.

5.2. To develop materials for inclusion in the city-planning and state land cadaster on the basis of the current and developed land management and city-planning documentation for community's resources management.

5.3. To organize the operation of an automated workplace of a specialist of Zvanivka Village Council on spatial planning by purchasing and installing of a licensed software (OS Microsoft Windows, Microsoft Office, ArcGIS desktop version not less than Basic 10.6 using the existing technical capacities of Zvanivka ATC);

5.4. To conduct training for at least three specialists of Zvanivka Village Council on the application of the established electronic resource management system of the community and special aspects of keeping it up to date.

**The Objective of Stage 6. To ensure public disclosure and discussion of the territorial planning scheme, land management schemes and measures provided for in the territorial management documentation of the community.**

6.1. Together with the community's administration, ensure public disclosure and discussion a territorial planning scheme, land management schemes and measures provided for in the territorial management documentation of the community in order to consider public and private interests, to refine documentation and materials.

**The Objective of Stage 7. Prepare public presentation of key deliverables.**

7.1. To prepare a multimedia presentation on key project outputs in PowerPoint format (up to 20 slides in Ukrainian language) and submit to UNDP.

#### **IV. EXPECTED PROJECT DELIVERABLES**

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

- a working group for the coordination of actions on Project implementation established (approved by an administrative document of the Village Council);
- information and baseline data (in paper-based and electronic forms) required for project implementation collected and analyzed;
- detailed work plan and a detailed methodology including full steps to be used for the implementation of individual activities, in particular regarding the creation of a base map, the development of city-planning documentation and land management projects, the introduction of geoinformation technologies, as well as proposal on training program with indication of duration and place of conduction developed and agreed with UNDP and the Working Group;
- an Inception Report, which contains the results of the Stage 1 is elaborated and approved by UNDP.

***Deliverables of Stage 2 (duration – 14 weeks since the start of the contract):***

- a set of topographic and geodetic works for the creation of a base map with a scale of 1:2000 for the territory of Pereizne village carried out; upon outputs, technical reports (documentation) drafted, and relevant databases and electronic files set up;
- a set of topographic and geodetic works for the creation of a base map with a scale of 1:10000 for the territory of Zvanivka ATC carried out; upon outputs, technical reports (documentation) drafted up, and relevant databases and electronic files set up;
- First Interim Report on the implementation of all objectives of Stage 2 elaborated and approved by UNDP

***Deliverables of Stage 3 (duration – 24 weeks since the start of the contract):***

- a planning scheme for a part of the territory of Bakhmut raion within the boundaries of Zvanivka ATC developed; upon outputs, draft city-planning documentation developed, relevant databases and electronic files set up;
- a master plan (zoning plan) for Pereizne village developed, upon outputs, draft city-planning documentation developed, relevant databases and electronic files set up;
- priority measures (for 3-7 years) for territorial development based on the Community Development Strategy and territories for priority development determined;
- The final documents and findings agreed with and approved by the Working Group and UNDP.

**Deliverables of Stage 4 (duration – 27 weeks since the start of the contract):**

- 6 land management draft documents for establishment of boundaries of settlements developed;
- Second Interim Report on the implementation of all objectives of Stages 3 and 4 elaborated and approved by UNDP

**Deliverables of Stage 5 (duration – 30 weeks since the start of the contract):**

- developed land management materials and projects submitted for the approval by the Working Group and for further inclusion into the state land cadaster;
- cadastral maps of the community and its individual settlements, including street registers, named objects and addresses, targeted plans produced; databases and developed city- planning documentation submitted to the Working Group for inclusion into the city-planning cadaster.
- land management materials, based on the existing and developed land management documentation, prepared, and relevant databases developed.
- licensed hardware and software suite of the automated workplace of the spatial planning specialist of Zvanivka Village Council purchased, installed and adjusted; GIS technologies for community resource management developed and tested.
- 2 specialists of Zvanivka Village Council trained according to the previously elaborated training program.

**Deliverables of Stage 6 (duration – 31 weeks since the start of the contract):**

- Together with community's administration hold events to publicize and discuss the territorial planning scheme, land management tools and measures provided by community's territorial management documentation. The public events are to take into account public and private interests, refine the documentation and materials;
- Third Interim Report on the implementation of all objectives of Stages 5 and 6 elaborated and approved by UNDP

**Deliverables of Stage 7 (duration – 35 weeks since the start of the contract):**

- a multimedia presentation on key project outputs in PowerPoint format (up to 20 slides) developed and submitted to UNDP;
- all projects, reports, studies carried out within the framework of the project in the form of electronic files on digital media and paper form in accordance with the requirements of Section 4 of this Terms of Reference submitted to UNDP.
- a Final Report on project implementation drafted up and agreed upon with UNDP.

**V. DURATION OF WORK**

Duration of work shall be 35 weeks from the start of the contract.

## VI. RECOMMENDATIONS AND REQUIREMENTS TO IMPLEMENT THE OBJECTIVES

### General Recommendations

The Contractor shall be responsible for ensuring proper insurance of team members. It is advisable to get a consultation from UNDP on security issues in the region, especially before the start of the fieldwork.

The cost of organizing and implementing selected research tools, meetings, training and public talks, including, if necessary, coffee breaks, stationery, venue's renting etc., should be reflected 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 their 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.

The Contractor shall represent the interests of the Customer and Zvanivka ATC, advocate the proposed solutions during public discussions of the documents developed, the performance of an examination, their consideration by a city-planning council, approval, etc.

When carrying out design and survey works, the current territory and the number of populations of the community and individual settlements should be taken into account as follows:

	<i>Population (pl.)</i>	<i>Square (ha)</i>
Zvanivka ATC	3017	11573
Zvanivka village	1239	273.8
Pereizne village	756	273.5
Kuzmynivka vil.	14	31.5
Verkhniokamianka vil.	990	417.6
Ivano-Darivka vil.	15	33.8
Novoselivka vil.	3	17.9

When carrying out works, geographic information technologies based on ArcGIS software are to be used. For this purpose, standard tools of basic software and developed web-applications and desktop applications as well as existing server systems and developed technologies for maintenance of Donetsk Region City-Planning Cadaster and other ArcGIS-based information systems are to be applied.

Design solutions and proposals are to be developed as sets of digital geospatial data with the subsequent formation of electronic vector maps (drawings) and printing of computer images on paper.

When creating digital arrays of data and electronic maps (drawings), it is necessary to observe the requirements of classification and coding of city-planning and land management objects, regulatory and methodological documents on the creation and maintenance of a city-planning cadaster.

Geospatial objects are to involve semantic information in the form of attributive data.



Electronic text materials are to be structured as documents and associated with graphic materials by using a referral system.

The Contractor shall co-operate with Zvanivka ATC on the collection of information and baseline data required for project implementation.

Topographic and geodetic works on the creation of a base map with a scale of 1:2000 for the territory of Pereizne village should be carried out considering the increased territory of the village by 25% as well as the buffer area along the projected boundary of the city, 50 m wide.

Topographic and geodetic works on the creation of a base map with a scale of 1:10000 for the territory of Zvanivka ATC should be carried out considering the buffer area along the boundary of the community, 250 m wide.

The structure of planning scheme for a part of the territory of Bakhmut raion within Zvanivka ATC should comply with State Construction Standard B.1.1-21: 2017 "Structure and Content of the Planning Scheme for the Territory where the Village, Town and City Councils Exercise Their Powers" and State Construction Standard B.1.1 13: 2012 "Structure and Content of the City-Planning Documentation at the National and Regional Levels."

Projected boundaries of settlements should be clearly defined in the city-planning documentation. For this purpose, additional drawings are to be added if necessary.

Priority measures (for 3-7 years) for territorial development, which are defined as part of urban planning documentation, should be consistent with community development strategies. Accordingly, priority development territories should be identified.

Land management drafts documents for the establishment of boundaries of settlements are to be developed on a base map with a scale of 1:10000 (transfer of boundaries to the locality is not required).

When developing materials for the community's land resources management, it is required to submit proposals on land plots:

- which should remain the property of the state;
- of permanent use, information about which needs to be submitted to the State Land Cadaster;
- which can be transferred into the municipal property;
- which can be transferred into private ownership or lease according to submitted application requests;
- of state and municipal property, the rights to which may be alienated through auctions;
- of former collective ownership, not transferred into private ownership, including unclaimed farmland entitlements (land shares), undistributed land plots, as well as non-agricultural land;
- land left after the inhabitant's death.

The implementation of the management system of land and other community's resources should include:

- collection of information and transforming it into electronic form;
- creation (filling) of databases of city-planning and state land cadasters, databases of amalgamated territorial communities;
- development of GIS-technology for community resource management, which includes optimization, unification and avoidance of data duplication and allowing operations (processes) to support management decision-making;
- acquisition, installation and adjustment of the software and hardware suite of the automated workplace of the spatial planning specialist. Software licenses should be issued to Zvanivka Village Council.
- creation and publication of services on available web resources;
- training of three specialists of Zvanivka Village Council.

### ***Recommendations on Contractor's team***

To optimize the time required to complete the assignment, in addition to the Team Leader at least 6 experts who are experienced ArcGIS users, should be included in the project team: 2 certified land surveyors, 2 geodesy, cartography and photogrammetry specialists, 2 specialists on city-planning (planning of territory) and architecture.

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.

### ***Recommendations on the involvement of stakeholders in the Project***

Within the assignment, the Contractor should involve all stakeholders in the implementation of the Model of Electronic Land and Other ATC Resources Management. Organize and moderate the working groups meeting involving all the stakeholders.

The Contractor should cooperate with Zvanivka Village Council (ATC) and ensure local authorities' involvement in the following:

- collection of baseline data necessary for project implementation;
- participation in the implementation of quality assurance during project implementation activities;
- organizing public talks on the developed documentation and other project outputs;
- carrying out measures to approve the developed city-planning and land management documentation;
- based on project outputs, with its own costs (local budget funds), independently develop detailed plans of the territory, carry out the monetary valuation of land plots, as well as their sale (lease);
- cooperation with business entities on the development and implementation of investment projects in the ATC's territory.

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

The Contractor shall report to the Social-Economic Development 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 implementation programme, 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 graphic materials shall be submitted:

- in a vector representation in the ArcGIS file system: digital vector data sets of geospatial data in \*. gdb format, with map documents (drawings) in \*. mxd format;
- in the format of service definition (\* SD) and data download in ArcGIS Server – \*.XML;
- map documents (drawings) in \*.PDF format;
- photocopies of map documents (drawings) in \*.JPG format;
- all materials should be submitted in Ukrainian

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

Also, the city-planning documentation and land management projects shall be submitted in the paper in 3 (three) copies and other materials in 1 (one) copy.

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.

## **VIII. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS**

### ***An organization submitting a proposal:***

- is an officially registered company or organization in Ukraine. 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 of land cadaster, city-building documentation, any kind of territorial planning (to confirm the experience, to provide a list (free-form reference) of the developed and approved urban planning documents; links to official web-sites of local self-government bodies containing approved project materials, copies of positive findings of project expertise;
  - has 3 years of proven experience in the field of information support to the management of land and other resources (at least 2 examples of developed electronic accounting systems and management of land and other resources on the ATC territory shall be presented;
  - provide at least 2 recommendations from past customers;
- Staff

### **Project Team Leader:**

- at least Master's degree in economics, law, land management and other relevant fields;
- at least 5 years of professional experience in project management and/ team management;
- at least 5 years of work experience in the field of geodesy, land management, cadaster, cartography, geoinformatics, economic development of territories;
- At least 2 projects implemented with ArcGIS system;

### **Key Experts 1 and 2** (land surveyors):

- higher education in the field of land management, geodesy, cartography;
- certified land survey engineers with proved experience in the field of land management, cadaster, geoinformatics, geodesy, cartography of at least 2 years;

### **Key Expert 3** (engineer-geodesist):

- higher education in the field of geodesy, cartography;
- at least 2 years' experience in implementation of similar projects;
- profound knowledge of ArcGIS (at least 2 projects implemented).

### **Key Expert 4** (engineer-photogrammetrist):

- higher education in the field of geodesy, cartography, photogrammetry;
- at least 2 years' experience in implementation of similar projects;
- profound knowledge of ArcGIS (at least 2 projects implemented).

### **Key Experts 5 and 6** (architects):

- higher education in the field of architecture and construction;
- at least 2 years of experience in the field of territorial planning;

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 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 – 10%;
- After achieving of the result of the Stage 2 and submission of the First Interim Report – 30%;
- After achieving of the result of the Stages 3 and 4 and submission of the Second Interim Report– 25%;
- After achieving of the result of the Stages 5 and 6 and submission of the Third Interim Report– 25%;
- After complete achievement of all the results and submission of the Final Report – 10%.

#### **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 land cadaster, city-building documentation, any kind of territorial planning;
3. Experience in the field of information support to the management of land and other resources.

### 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	Organization/company officially registered in Ukraine (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 projects of land cadaster, city-building documentation, any kind of territorial planning (minimum 3 projects – 30 points, 4-5 projects – 40 points, 6–7 projects- 50 points).	50			
1.3	Experience of the organization in the field of development and implementation of the electronic accounting system and management of ATC land resources (2 systems – 25 points, 3-5 systems – 30 points, more than 5 – 40 points).	40			
1.4	Experience of the organization in the field 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 land management (2 activities – 30 points, over 3 activities – 40 points).	40			
1.5	Experience in development of guidelines, manuals, etc. on the organization of electronic accounting of land resources (1 manual – 10 points, 2 – 15 points, more than 2 – 20 points).	20			
1.6	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		Maxima l 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?	80			

	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.				
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, land management, cadaster, geoinformatics or another relevant field (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 geodesy, land management, cadaster, cartography, geoinformatics, economic development of territories (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 15 points).	15			
3.4	Experience in implementation of ArcGIS projects (2 ArcGIS project – 5 points, 3 ArcGIS projects – 10 points, more than 3 ArcGIS projects – 15 points)	15			
	Intermediate score by criteria 3.1 – 3.4	55			

	<b>Key Experts 1 and 2</b>				
4.1	Higher education in the field of land management, geodesy, cartography (equivalent to the educational qualification level "Specialist / Master" – 5 points, "Candidate of Science" or above – 10 points).	10			
4.2	Work experience as a certified land survey engineer (2 years – 5 points, 3-4 years – 10 points, 5 years or more – 15 points).	15			
4.3	Proficiency in Ukrainian and Russian	5			
	<b>Intermediate score by criteria 4.1 – 4.3</b>	<b>30</b>			
	<b>Key Expert 3</b>				
5.1	Higher education in the field of geodesy, cartography, photogrammetry (equivalent to the educational qualification level "Specialist / Master" – 3 points, "Candidate of Science" or above – 5 points).	5			
5.2	Engineer-geodesist with experience (up to 2 years – 5 points, 2-3 years – 10 points, 3 years or more – 15 points).	15			
5.3	Knowledge of ArcGIS (2 ArcGIS projects – 5 points, 3 ArcGIS projects – 10 points, more than 3 ArcGIS projects – 15 points)	15			
5.4	Proficiency in Ukrainian and Russian	5			
	<b>Intermediate score by criteria 5.1 – 5.4</b>	<b>40</b>			
	<b>Key Expert 4</b>				
6.1	Higher education in the field of geodesy, cartography, photogrammetry (equivalent to the educational qualification level "Specialist / Master" – 5 points, "Candidate of Science" or above – 10 points).	10			
6.2	Engineer-photogrammetrist with experience (2 years – 5 points, 3-4 years – 10 points, 5 years or more – 15 points).	15			
6.3	Knowledge of ArcGIS (2 ArcGIS projects – 5 points, 3 ArcGIS projects – 10 points, more than 3 ArcGIS projects – 15 points)	15			
6.4	Proficiency in Ukrainian and Russian	5			
	<b>Intermediate score by criteria 6.1 – 6.4</b>	<b>45</b>			
	<b>Key Experts 5-6</b>				



7.1	Higher education in the field of architecture and construction (equivalent to the educational qualification level "Specialist / Master" – 5 points, "Candidate of Science" or above – 10 points).	10			
7.2	Architect with experience in territorial planning (2 years – 10 points, 3-4 years – 20 points, 5 years or more – 25 points).	25			
7.3	Proficiency in Ukrainian and Russian	5			
	<b>Intermediate score by criteria 7.1 – 7.3</b>	<b>40</b>			
	<b>Total score in Form 3</b>	<b>210</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	8 months	1		
...	...				
<b>2</b>	<b>Costs of Implementation</b>				
2.1	Set of topographic and geodetic works for the creation of a base map with a scale of 1:2000 for the territory of Pereizne village	base map	1		
2.1	Set of topographic and geodetic works for the creation of a base map with a scale of 1:10000 for the territory of Zvanivka ATC	base map	1		
2.2	Developing a planning scheme for a part of the territory of Bakhmut raion within the boundaries of Zvanivka ATC	Planning scheme	1		
2.3	Development of Master plan (zoning plan) for Pereizne village	Master plan	1		
2.4	Development of priority measures (for 3-7 years) for territorial development based on the Community Development Strategy and territories for priority development	Report on priority measures	1		
2.5	Development of 6 land management draft documents for establishment of boundaries of settlements	6 Land management draft documents	1		

2.6	Production of cadastral maps of the community	Cadastral maps	1		
2.7	Establishment of automated workplace of the spatial planning specialist of Zvanivka Village Council	1 workplace	1		
2.8	Elaboration and conduction of a training program for 3 specialists	Training event	1		
2.9	Other (if any - define clearly activities/costs)				
<b>3</b>	<b>Administration Costs (if necessary)</b>				
3.1	Organization of research process				
3.2	Organization of meeting groups	event			
3.3	Participation in public talks	event			
3.4	Other (if any - to define clearly activities/costs)				
...					
<b>4</b>	<b>Travel and Lodging</b>				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
4.4	...				
<b>5</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
5.1		Item			
5.2	...				
	<b>Total</b> (please indicate currency)				

## Model Contract

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

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.
- 7.

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.
- 7.

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: