



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 661-2021-UNDP-UKR-RFQ	Date: 17 August 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **Conducting a survey of 1,000 vulnerable households in 24 oblasts and city of Kyiv** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____ 

Name: **Ms. Agnes Kochan**

Title: **Operations Manager UNDP**

Date: **August 17, 2021**

Md

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>11:59 AM (Kyiv time), August 31, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: 661-2021-UNDP-UKR-RFQ ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars as risk mitigation measure.</p> <p>Payments will be provided in local currency according to the UNORE currency rate for the date of payment, following the link: https://treasury.un.org/operationalrates/OperationalRates.php</p> <p><input checked="" type="checkbox"/> or Local Currency: UAH</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p>

	Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to Project Card Registration, that will be attached to the Contract]</p>
Language of quotation	<p>Technical and Financial Offer shall be submitted in English or Ukrainian</p> <p>Other documentation including registration documents, instructions and policy can be in Ukrainian (additionally in English if present)</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1.</p> <p><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate.</p> <p><input checked="" type="checkbox"/> Extract from the Register of VAT payers or single tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award).</p> <p><input checked="" type="checkbox"/> Company Profile, indicating at least 3 (three) years of experience in the field of supply of similar products.</p> <p><input checked="" type="checkbox"/> Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity.</p> <p><input checked="" type="checkbox"/> Description of the proposed team including CVs of the team proposed.</p> <p><input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.</p> <p><input checked="" type="checkbox"/> Portfolio with at least two examples of similar projects (in the area of surveying vulnerable households)</p> <p><input checked="" type="checkbox"/> Comments on the approach, methodology, including quality assurance, and timeline or other aspect of the assignment, indicating whether there are better options for the conduct of the assignment and achievement of its objectives, proposing a methodology for the recruitment of the respondents of the control group and for the pilot test. The company is welcome to offer suggestions on complementary approaches or alternative methods or solutions if any or deemed appropriate for the conduct of the assignment.</p>

Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted: The offers may be submitted to different Lots.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> UNDP will pay the negotiated amount based on provided financial offer and actual number of executed activities in a month.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [] <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Signed act of acceptance of goods, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others [The Contractor shall report to UNDP Senior Economist. The payment shall be arranged in stages in accordance with the proposed payment scheme below and upon acceptance of the deliverables based on quality control and recommendations.]
Contact Person for correspondence, notifications and clarifications	E-mail address: Procurement Unit, UNDP Ukraine, procurement.ua@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 (two) days before the submission deadline. Responses to request for clarification will be communicated via email procurement.ua@undp.org by Procurement Unit, UNDP Ukraine.
Evaluation method	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<u>Administrative Requirements:</u> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers have been signed by the proper authority. <input checked="" type="checkbox"/> Offers must be submitted in English/Ukrainian. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section. <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine). <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. <u>Technical Requirements:</u> <input checked="" type="checkbox"/> At least 5 years of experience in conducting sociological surveys. <input checked="" type="checkbox"/> Proven track record of developing at least 5 large-scale quantitative household surveys in Ukraine during the last 5-10 years.

	<input checked="" type="checkbox"/> Personnel and technical capacity to conduct large scale phone/online interviews (availability of the professional team of enumerators and data processors/analysts). <input checked="" type="checkbox"/> Experience in socio-economic research and administering questionnaires to vulnerable households (references to at least 3 reports) <input checked="" type="checkbox"/> Team members proposed must correspond to minimum requirements, higher qualification / experience will be considered as an asset <input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet <input type="checkbox"/> Contract for Works <input checked="" type="checkbox"/> Other Type/s of Contract [Contract for services]
Expected date for contract award.	14 September 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Conducting a survey of 1,000 vulnerable households in 24 oblasts and city of Kyiv

Project name: Assessment of the COVID-19 impact on vulnerable households

Starting date of assignment: September 2021

Duration of assignment / or end date (if applicable): 1 month

Management arrangements: reporting to UNDP Senior Economist

Selection method: lowest priced technically compliant proposal

Payment arrangements 30 days net upon deliverables' acceptance by UNDP

1. Background

The COVID-19 crisis shone a light on and, in some cases, exacerbated the country's existing fragilities including those relating to the health system, demographic characteristics such as an ageing population, and the macroeconomic decline which the country has been dealing with since the onset of the armed conflict in eastern Ukraine in 2014. According to the World Health Organisation, Ukraine remains among the countries in Europe that are most severely affected by the pandemic in health terms. Its socioeconomic impact is also visible, especially in terms of employment and business activity with some social and demographic groups appearing more affected than others. To assess such impact and provide insights to the crisis response, UNDP conducted field surveys targeting about 1,000 households and 1,000 businesses in collaboration with UN Women and FAO in 2020. The findings of the surveys were triangulated with secondary data and complemented with the information provided by additional field assessments and in-depth interviews. The assessment confirmed¹ that the COVID-19 pandemic made pre-existing problems worse and revealed the particular vulnerability to the crisis experienced by unprotected workers, migrant workers, women and youth owned MSMEs as these are the most susceptible to unemployment, bankruptcy and closure. Given the informality that often characterises their work or business conditions and the sectors in which they operate (referred to as the "high-contact" sectors) these workers and businesses in particular have shown limited resilience and capacity to adapt to changed circumstances. The assessment also revealed the gender differentiated impacts on vulnerable households and women emerged as the most vulnerable gender in the crisis particularly in relation to their increased burden in terms of unpaid domestic work, within the care economy and Sex and Gender Based Violence (SGBV).

2. Main objective of the assignment

UNDP, UN Women and FAO intend to conduct a study on how the most vulnerable groups among Ukrainian population are coping with the second year of the COVID-19 crisis. In particular, the study should provide insights on: 1) *impact trends*: the impact on vulnerable groups of the COVID-19 pandemic over time; 2) *resilience trends and early recovery*: the coping mechanisms that the vulnerable groups are putting place and their effectiveness; and 3) *programming and policy recommendations*: whether the ongoing response continues to be relevant and appropriate to their needs or has to be adjusted and what would strengthen their

¹ The assessment report is available here:

https://www.ua.undp.org/content/ukraine/en/home/library/democratic_governance/covid-19-in-ukraine--impact-on-households-and-businesses.html.

resilience. The study aims to provide clear, practical recommendations that can help policy makers and programmers in this regard.

As an independent study on small businesses is being planned by another project, titled *Strengthening SME Business Membership Organizations*, in summer 2021, the UN sister agencies agreed to focus the present study on vulnerable households solely.

The contracting UN sister agencies will collaborate with government and other partners in the preparation of the assessment to ensure that the study responds to their interests and help fill common data gaps.

3. Scope of work and expected outputs

The contracted company will be in charge of the following deliverables:

- (i) *Inception report*: finalisation of the approach, methodology and draft questionnaires in collaboration with contracting agencies; agreement on the outline of all reports to be submitted;
- (ii) *Key informants and validation report*: (a) conduct of at least 30 semi structured interviews with key informants; (b) administration of survey questionnaire to at least 40 households for pilot testing and (c) preparation of a short summary of the findings including validation and/or integration of proposed amendments to the survey questionnaire based on the findings of the interviews and the pilot test;
- (iii) *Draft report*: administration of the validated questionnaire to 1,000 households – 800 to vulnerable households and 200 to the control group and preparation of a draft report in MS Office programmes including charts and graphs highlighting the most important findings of the survey;
- (iv) *Technical report* (to be annexed to the draft report) on the methodology of the survey including non-response rate, average interview time, overview of difficult questions as well as results of the quality control and assurance process (e.g. back-checks)
- (v) *Final report*: integration of comments from the contracting agencies and finalisation of the report editable in MS Office programmes ; and
- (vi) *Hand over* of all the 1,000 administered questionnaires (plus the pilot ones) in Excel format and the semi structured interviews in either Excel or Word format.

Table 1: Main deliverables and activities

Activity/Deliverable	Description	Deadline for the deliverable, weeks from signing the contract
<i>1. Inception phase</i>		
Activity 1.1	Finalise approach, methodology and questionnaires as well as the list of organizations for the recruitment of respondents for in-depth interviews and the household surveys. Include the above in the inception report.	Two weeks
Deliverable 1	Submission of the inception report for approval	
<i>2. Key informants and validation phase</i>		
Activity 2.1	Conduct semi structured interviews with key informants	Three weeks
Activity 2.2	Pilot test survey questionnaire (at least 40 respondents)	Three weeks
Activity 2.3	Prepare the key informants and validation report with the key findings of the semi structured interviews and the pilot test of the survey questionnaire	Four weeks
Deliverable 2	Submission of the key informants and validation report for approval	
<i>3. Main data collection phase</i>		
Activity 3.1	Conduct full scale household survey – data collection and analysis; draft report preparation	Six weeks

Deliverable 3	Submission of draft report for review including a technical report on the quality of the survey	
4. <i>Finalisation phase</i>		
Activity 4.1	Integrate comments provided, finalise the report and hand over raw data and questionnaires in the requested format (Excel and SPSS)	Seven weeks
Deliverable 4	Submission of the final report for approval	

4. Methodology

The assessment will use a combination of quantitative and qualitative methods of primary data collection. This will involve the use of phone/online surveys with representatives of vulnerable groups and phone/online semi-structured interviews with key informants selected from representatives of organisations that are informed about, provide services to or work with these vulnerable groups. It is anticipated that interviews will be conducted primarily over the phone for those groups that do not have access to internet.

The contracting agencies will triangulate the findings of the primary data collection with secondary data, based on a desk review report conducted by the UN sister agencies.

A. Training of interviewers

It is envisaged that all enumerators selected for participation in the study will undergo a mandatory online (Zoom-based) training course organised by the contracting agencies. The course will last about two hours and cover different areas related to gender and how to handle sensitive topics during the interviews.

B. Tools of investigation

The main tools of investigation will be two questionnaires already prepared in draft form by the participating UN agencies. These will be finalised together with the contracted company: the first is to be used for the household survey and the second to guide the semi structured interviews with key informants.

C. Interviews with key informants

The key informants' interviews will have the purpose of providing an in-depth understanding of the three areas of investigation (impact, resilience and early recovery and programming/policy making) from the perspective of experts and other professionals that are in close contact with vulnerable groups in each of the 24 Oblasts and city of Kyiv. These interviews will also serve the purpose of validating the questionnaire for the household survey before piloting it. While the contracting agencies will provide a list of contacts of possible sources of key informants (e.g. social workers, charity workers, local unemployment agencies), it will be up to the contracted agency to develop a method for identifying these key informants. It is expected that the quotation include a price offer for at least 30 in depth phone/online interviews with key informants.

D. Household survey

The household survey will involve approximately 1,000 households preceded by a pilot test of at least 40 households whereby the questionnaire is tested on a small scale to appreciate its validity. The contracted agency will propose amendments based on the findings of the key informants' feedback and, when approved, will administer the final questionnaire to about 1,000 households in total either through phone or online interviews.

It is proposed for the study to focus on households with a pro capita monthly income of UAH5,000 or less. Ukraine's national poverty line corresponds to the actual subsistence level, which was UAH 3,660.9 per month in 2019. Adopting UAH 5,000 as a reference threshold will allow capturing the multidimensionality of poverty, as individuals living just above the income poverty line may still suffer deprivations in health, education and/or standards of living which all influence resilience and capacity to withstand shocks. The UAH 5,000 income

threshold will also allow data comparisons using the databases of Statistical Service of Ukraine and thus explore vulnerability of people that are hovering just above the poverty line. These tend to fall below it in the event of a crisis such as that caused by the COVID-19 pandemic.²

Within this group, various sub-groups will be identified such as vulnerable women and youth, people living with disabilities (mental and physical ones), households with high dependency rates, older persons, ex-combatants, unprotected workers, unemployed workers, IDPs, people living in isolated rural area and conflict area. No person below 18 years of age will be interviewed.

E. Sampling

The study aims at a sample of 1,000 survey respondents identified through the income criterion as follows:

- 600 respondents (+40 for the pilot test) recruited randomly from among the households with per-capita income of below UAH 5,000, representative of the 24 oblasts and the city of Kyiv. It will be up to the implementing agency to propose a method to identify the respondents in this group.
- 200 respondents are selected randomly from the 1,000 respondents that participated in the first round of assessment) and
- 200 respondents recruited randomly from the entire Ukrainian population to act as control group. These respondents will be representative of the Ukrainian adult population. It will be up to the implementing agency to propose a method to identify these respondents.
- 30 in-depth interviews with key informants, primarily representing service providers of the target groups (the list to be provided by the contracting agencies).

UNDP will provide the contracted agency with:

- Contacts and details of about 1,000 households from the first round of assessment upon contract signature.
- Contacts of the organisations from which key informants could be sourced for the in-depth interviews.
- Draft questionnaire in Ukrainian and English for the quantitative survey (See Table 1 in Annex 1 with the overview of the indicators).
- Draft questionnaire for the in-depth questionnaire in Ukrainian and English.

F. Duration of the survey

It is anticipated that the duration of the interviews with the household respondents and key informants will not be longer than **30 minutes** each.

5. Requirements for communication and reporting

A. Progress reporting

The contracted agency will communicate on a weekly basis about progress of data collection and report preparation directly with UNDP. Information provided will include:

² Further details on this aspect are elaborated in the briefing note on Ukraine used for the preparation of the UNDP 2020 Human Development Report available here: <http://hdr.undp.org/sites/default/files/Country-Profiles/UKR.pdf>.

- **Weekly progress reports** during the data collection phase: brief description of number of surveys conducted per enumerator and per location, response rate, the accuracy of the back checks, and any issues that were encountered;
- **Key informants and validation report:** brief elaboration on the key findings of the semi structured interviews with key informants and the pilot test of the survey questionnaire;
- **Draft report** at completion of the overall data collection process: the main findings emerging from the study including graphs and charts highlighting the most important aspects relating to the three areas of investigation following the report outline agreed with the contracted agencies;
- **Technical report** (annexed to the draft report): an elaboration on the methodology of the study including the number of surveys conducted per enumerator and per location, response rate, the accuracy of the back-checks, the enumerator maps, any issues that were encountered and the quality assurance process followed by the internal quality assurance team of the contracted agency and its results, and
- **Final report:** the main findings of the study integrating all comments of UN agencies and all the data sets.

B. Project communication

The Contractor shall report to UNDP Senior Economist. The payment shall be arranged in stages in accordance with the proposed payment scheme below and upon acceptance of the deliverables based on quality control and recommendations.

UNDP will pay the negotiated amount in 2 tranches as per delivery of the outputs outlined above:

- 40% of the total payment upon completion of Deliverable 1
- 60% of the total payment upon completion of Deliverables 2, 3 and 4.

The payments will be processed upon the full completion and acceptance of deliverables in accordance with certificate of payments provided by UNDP.

The Contractor shall provide the necessary information and reports according to a preliminary determined schedule or as soon as possible (within a reasonable period of time). UNDP will be the ultimate authority to control the quality of work results and assess the Contractor's performance during the assignment.

All reports should be transmitted to UNDP electronically (formats of: * .docx, * .xlsx, * .pptx, * .pdf) on the electronic source or in the form of electronic communication with the attached final product in Ukrainian language.

6. Requirements of the proposing organisation

Key requirements of the proposing organisation:

- Officially registered (commercial or non-profit) in Ukraine for at least 5 years with experience in conducting household surveys.
- At least 5 years of experience in conducting sociological surveys.
- Proven track record of developing at least 5 large-scale quantitative household surveys in Ukraine during the last 5-10 years;
- Personnel and technical capacity to conduct large scale phone/online interviews (availability of the professional team of enumerators and data processors/analysts).
- Experience in socio-economic research and administering questionnaires to vulnerable households (references to at least 3 reports)

A team that has the following minimum composition and qualifications (team members proposed must correspond to minimum requirements, higher qualification / experience will be considered as an asset):

Team leader

Education

- At least University degree (Master's) in Sociology or related field.

Experience

- At least 5 years of relevant experience in leading household surveys;
- Experience in drafting good quality reports (at least 5 reports);

Languages

- Fluent Ukrainian, knowledge of English will be considered an asset.

Field coordinator

Education

- At least University degree (Bachelor's) in Sociology or related field.

Experience

- At least 5 years of relevant experience in conducting household surveys;
- At least 5 household surveys conducted;

Languages

- Fluent in Ukrainian, knowledge of English will be considered as an asset.

7. Documents to be submitted in technical proposal

Proposals should include:

- Technical proposal form filled in and the company profile not exceeding 10 pages.
- Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity.
- At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.
- Description of the proposed team including CVs of the team proposed.
- Portfolio with at least two examples of similar projects (in the area of surveying vulnerable households).
- Financial proposal in line with the instructions provided below.
- Comments on the approach, methodology, including quality assurance, and timeline or other aspect of the assignment, indicating whether there are better options for the conduct of the assignment and achievement of its objectives, proposing a methodology for the recruitment of the respondents of the control group and for the pilot test. The company is welcome to offer suggestions on complementary approaches or alternative methods or solutions if any or deemed appropriate for the conduct of the assignment.

ANNEX I. Areas of investigation

The questions the study will seek to provide answers to relate to the following main areas of investigation:

a) Impact trends

- Are vulnerable households faring now worse/better off or the same in respect to pre- COVID-19 crisis? How much better/worse off? Are some of the groups faring worse/better than the others?

b) Resilience trends and early recovery

- Are they adapting to their changed circumstances?
- What are the main coping strategies/resources they are relying on to navigate the crisis? Are they effective and helping to return to normalcy? What could improve them?

c) Policy making and programming

- Are they getting access to assistance?
- Is this assistance easy to access, universal, appropriate (quantity) and meaningful (i.e. makes a difference)?
- What would help in the short and long run? That is what would help withstand this crisis better and strengthen their resilience so that they will fare well future ones?

The Table 1 below presents the key indicators proposed for the survey questionnaire.

Table 1: Areas of assessment

Domain	Proposed indicators
Demographic characteristics of households	Income – pro capita monthly income of UAH 5,000 or less Source of household income – wage, profit, pension, social assistance, rental proceeds, donations, remittances. Access and control over household income If no access/control – this would be the trigger question relating to SGBV/domestic violence Age of respondent Gender of respondent Area of residence – oblast Type of area of residence - Urban/Rural/Semiurban Number of breadwinners in the household Sector of occupation Part/Full time Un/Protected worker Employment/unemployment Education level of respondent/breadwinners Presence within households of: People with disabilities Ex-combatants Dependency rate Single parent Chronically ill IDPs

Impact and impact trends	Income levels, food security levels, physical and mental health state in January 2020, in May 2020 and at the time of survey (August 2021) Access to education, health care, other public services in January 2020, in May 2020 and at the time of survey (August 2021) Perceived strongest impact of the pandemic on household Income, food security, dependency, job loss, physical or mental health, loss of loved one to the pandemic
Resilience trends and early recovery	Remote work Use of savings and borrowing money to withstand unemployment period Digitalisation and learning to use online services Establishing online presence of business Access to online public services Upskilling/reskilling to find new job Curbing consumption, increasing savings
Policy making and programming	Access to assistance Ease of access Suitability of assistance (quantity, makes a difference) Can assistance be improved and how? What would help the most?
Hope for the future	Perspectives and aspirations for the future

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	661-2021-UNDP-UKR-RFQ	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number

Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	Please provide contact details of at least 2 (two) previous clients for reference and attach the signed reference letters.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	661-2021-UNDP-UKR-RFQ	Date: Click or tap to enter a date.

Table 1. Conformity to the requirements of Terms of Reference

Requirement	Yes / No / Comments
Officially registered (commercial or non-profit) in Ukraine	
at least 5 years with experience in conducting household surveys	
At least 5 years of experience in conducting sociological surveys	
Proven track record of developing at least 5 large-scale quantitative household surveys in Ukraine during the last 5-10 years	
availability of the professional team of enumerators and data processors/analysts	
Experience in socio-economic research and administering questionnaires to vulnerable households (references to at least 3 reports)	

Table 2. Financial offer for the services

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal. It is highly recommended that the proposal be made in USD to mitigate the exchange rate oscillation risk. The financial proposal shall specify the cost of professional services for the assignment including the total amount and break down by deliverable and cost component (tables A and B below).

The schedule of payments will be as follows:

Deliverable 1: 40%

Deliverables 2-4: 60%

Table A. Cost Breakdown by Deliverable

	Deliverable	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive in USD)
1	Inception report	40%		
2	Key informants and validation report	60%		
3	Draft report and technical report			
4	Final report			
	Total	100%		

Table 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 format below. 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

Component	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	Cost per unit	Amount excluding VAT
Salaries of personnel involved (indicate role and reference daily fee)				
Administrative costs				
Participation of enumerators in online training course				
In-depth interviews (at least 30)				
Household survey – 1000 respondents + 40 for the pilot test				
Other cost required (please specify)				

Table 3. Large-scale quantitative household surveys in Ukraine during the last 5-10 years:

#	Client' name and address	Project period		Project cost (USD)	Describe briefly the nature of survey
		Start date	Finish date		

Table 4. Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Deadline for project implementation - 1 month	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)			
Payment terms – 30 days net	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.