



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: February 9, 2022
	REFERENCE: 31-2022-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of

Administration of a Survey on State Services Accessibility and Local Residents' Legal Needs Along the 'contact line' in Donetsk and Luhansk oblasts.

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

Proposals may be submitted on or before **11:59 AM (Kyiv time) Wednesday, February 23, 2022** 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 (first archive) should include *technical proposal*; another one (second archive or file) should include *financial proposal* and be encrypted/protected with password. Both files/archives 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 20 MB in size**. Offers larger than 20 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 20 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: **“31-2022-UNDP-UKR-RFP-RPP”** and **“Administration of a Survey on State Services Accessibility and Local Residents’ Legal Needs Along the ‘contact line’ in Donetsk and Luhansk oblasts”**.

Body of the message should include: **Name of the offeror**

Archive files should be marked as: **Technical proposal** and **Financial proposal**

Note: if the email letters or archive files are not marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <https://www.undp.org/procurement/business/protest-and-sanctions>

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,

DocuSigned by:


5886F218C2064C1...
Ms. Agnes Kochan,
Operations Manager,
UNDP Ukraine

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Description of Requirements

Project name:	UN Recovery and Peacebuilding Programme
Brief Description of the Required Services	The Contractor will be responsible for conducting a gender responsive and inclusive survey among the residents of areas along the 'contact line' in two oblasts (government-controlled areas of Donetsk and Luhansk oblasts) and reporting on the data collected (expected 600 completed questionnaires, 300 per each oblast). Respondents should be selected among residents in the areas geographically located along the 'contact line' (i.e., within 20 km of the 'contact line' in Donetsk and Luhansk oblasts). Data protection should be ensured. The Contractor will prepare the methodology and questionnaire, based on the initial research questions provided by UNDP; test the draft questionnaire, and provide feedback to UNDP.
The overall objective	One of the objectives of the Project is to improve efficiency and availability of access to justice and other public services (Free Legal Aid System, Local Courts, Police, respective Departments of the Pension Fund of Ukraine, respective Departments of the social protection, respective Units of Civil-Military Cooperation (CIMIC)) for the residents of the conflict-affected territories, including those living along the 'contact line' in Donetsk and Luhansk oblasts.
Person to Supervise the Work/Performance of the Service Provider	Rule of Law and Access to Justice Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	March 2022
Target completion date	May 2022
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org

	<input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <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 15-Feb-2022 at 15-00 pm (Kyiv time) 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: procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit Subject: 31-2022-UNDP-UKR-RFP-RPP – 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.</p> <p>Proposed by UNDP payment schedule:</p> <p>Upon completion of Deliverables 1, 2 – 40 % of the Total budget. Upon completion of Deliverables 3, 4 – 60 % of the Total budget.</p> <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ol style="list-style-type: none"> UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; Receipt of invoice, act of transfer/acceptance, tax bill (if applicable) from the Contractor.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Rule of Law and Access to Justice Specialist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Goods and/or 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Experience of the firm / organization submitting the proposal - 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach - 30% <input checked="" type="checkbox"/> Personnel - 40% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One supplier <input type="checkbox"/> One or more Supplier, depending on the following factors (according to Lots): <input type="checkbox"/> Respectively per each LOT <input type="checkbox"/> The general combination of the lowest prices for all lots, based on different combinations of award contracts <input type="checkbox"/> Regardless of the ability to execute work on more than one lot, UNDP can at its discretion to award a contract to other parties for the purpose of reduce the risk of work. <input type="checkbox"/> If Bidder submits proposal for more than one LOT, UNDP keeps it's right for request of additional information, which could confirm ability of supply lots a per each lots.
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for Goods and/or Services (Annex 4)
Contact Person for Inquiries (Written inquiries only) ¹	<i>Procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org 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.
Documents to be submitted in proposal	<input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> A letter of interest/offer, which outlines date of creation, size, previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization. <input checked="" type="checkbox"/> Technical proposal in the form of a work plan and approach/inputs to the performance of methodology and questionnaires. Work plan should be

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

	<p>prepared in accordance with the proposed methodology and provisions of the Terms of Reference.</p> <p><input checked="" type="checkbox"/> CVs of the intended team members involved (Team Leader, 2 Specialists) with clear description of their roles in the Project, education, knowledge and previous experience, as well as certification of their availability if selected for this project.</p> <p><input checked="" type="checkbox"/> Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</p> <p><input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive/file. Don't provide password unless requested and don't include password to letter with technical proposal part).</p>
Other Information Related to the RFP	<p><u>Administrative Requirements:</u></p> <ul style="list-style-type: none"> ✓ 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 <p>Offers must comply with general administrative requirements:</p> <p>The company/organization submitting the proposal:</p> <p>Officially registered Company / Organization with a valid registration (for Ukrainian companies – a company should be registered on the territory controlled by the government of Ukraine) with:</p> <ol style="list-style-type: none"> 1. At least 3 (three) years of experience in conducting public opinion / sociological surveys at least at the regional level. 2. Experience in conducting at least 2 (two) public opinion / sociological surveys in Donetsk and/or Luhansk oblasts (territory controlled by the government of Ukraine), will be an asset. 3. At least 3 (three) conducted public opinion / sociological surveys, dealing with gender-responsive data collection, gender analysis, and bias-free interviewing at the regional level. 4. Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients. 5. Availability of human resources that will ensure due quality and timely implementation of the contract; the Project team proposed for conducting this survey should include at least: <ul style="list-style-type: none"> - Team Leader: <ol style="list-style-type: none"> 1) At least 5 (five) years of experience in the developing analytical documents. 2) At least 3 (three) years of experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing. 3) At least 3 (three) years of experience in management of complex surveys and assessments.

	<ol style="list-style-type: none"> 4) Availability of at least 3 (three) examples/samples of analytical reports where the candidate was an author or a co-author. 5) At least Bachelor's degree in social sciences, statistics, management, mathematics, or related fields. 6) Fluency in Ukrainian and Russian, fluency in English is an advantage. <p>- 2 Specialists:</p> <ol style="list-style-type: none"> 1) At least 2 (two) years of experience in developing analytical documents. 2) At least 2 (two) years of experience in conducting sociological surveys, including gender-responsive data collection, gender analysis, and bias-free interviewing. 3) Personal participation in conducting at least 3 (three) complex surveys and assessments. 4) At least 2 (two) years of experience of work within an area related to this assignment. 5) At least Bachelor's degree in social sciences, statistics, mathematics, or related fields. 6) Fluency in Ukrainian and Russian, working knowledge of English is an advantage. <p>6. Proposed expert team (Team Leader and 2 Specialists) should consist of both women and men (at least 30 % of the team are women, but not more than 70 %).</p> <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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**** Dear partners!**

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above-mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

**** Уважаемые партнеры!**

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере производится в рамках выполнения проекта международной технической помощи. Согласно положений Налогового Кодекса Украины (п. 197.11) предусмотрено освобождение от налогообложения НДС операций, которые финансируются за счет материально-технической помощи.

Порядок получения права на освобождение от налогообложения операций, которые производятся в рамках проектов международной технической помощи регламентируется постановлением Кабинета Министров Украины от 15 февраля 2002 года №153. В случае наличия права на применение этой НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

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

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

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

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

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **31-2022-UNDP-UKR-RFP-RPP** dated 2/9/2022, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here

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

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

Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
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 entity 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:

Technical proposal in the form of a work plan and approach/inputs to the performance of methodology and questionnaires. Work plan should be prepared in accordance with the proposed methodology and provisions of these Terms of Reference.

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 and 2 Specialists);

b) CVs of Team Leader and 2 Specialists with clear description of their roles in the Project, education, knowledge and previous experience qualifications, experience and language skills as well as contact details for referees;

c) Written confirmation in a free form from each team member that they are available for the entire duration of the contract.

Financial Proposal

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal.

Taking into account that purchase of services will be carried out as part of an international technical assistance project, price offers/invoices for payment must be presented without VAT.

A. Cost breakdown per deliverables

#	Activity	Price, without VAT Currency
1	Deliverable 1	
2	Deliverable 2	
3	Deliverable 3	
4	Deliverable 4	
TOTAL without VAT, currency		

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 price reasonability assessment purposes as well as for calculating the price in the event that both parties have agreed to add new deliverables to the scope of Services.

No.	Activity/Costs	Unit	Quantity	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1	Staff				
1.1	Team Leader	months			
1.2	Specialist 1	months			
1.3	Specialist 2	months			
1.4	...				
2	Costs of implementation				
2.1	Finalization of documents				
2.2	Questionnaire testing				
2.3	Sociological survey				
2.4	Prepare reports				
...					
3	Administrative costs (if any)				
3.1					
3.2					
4	Other (if any – to define clearly activities/costs)				
4.1					
4.2					
TOTAL without VAT, currency					

NB Amounts in both tables must be equal as they represent the same financial proposal from different aspects

*[Name and Signature of the Service
Provider's Authorized Person]
[Designation]
[Date]*

TERMS OF REFERENCE

Project Title: United Nations Recovery and Peacebuilding Programme

Description of the assignment: Administration of a Survey on State Services Accessibility and Local Residents' Legal Needs Along the 'contact line' in Donetsk and Luhansk oblasts

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

Expected duration of assignment: up to 3 months

Direct supervisor: Rule of Law and Access to Justice Specialist

Evaluation method: Cumulative analysis

I. Context

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 built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA). UN RPP was designed to respond to, and mitigate, the causes and effects of the conflict in the east of Ukraine. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF).

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

The UN RPP's Component III "Community Security and Social Cohesion" aims to reach some of its goals through implementation support to the projects in strengthening community security and social cohesion by testing innovative legal aid, access to justice, conflict resolution and peacebuilding mechanisms at the local level.

II. Main Goals and Objectives

One of the objectives of the Project is to improve efficiency and availability of access to justice and other public services (Free Legal Aid System, Local Courts, Police, respective Departments of the Pension Fund of Ukraine, respective Departments of the social protection, respective Units of Civil-Military Cooperation (CIMIC)) for the residents of the conflict-affected territories, including those living along the 'contact line' in Donetsk and Luhansk oblasts. These services should be ensured by the respective state authorities at the local level. At the same time, an understanding of the level of access to these services and actual legal needs would allow to create a baseline for further strategic planning of the respective authorities. Besides, the Free Legal Aid System in Ukraine (FLAS) will use this information for planning of further capacity building activities and awareness raising of its staff. For this purpose, the Project seeks to hire a qualified company (Contractor) to conduct a survey that will provide reliable data required for the assessment of the State Services Accessibility and Local Residents' Legal Needs Along the 'contact line' in Donetsk and

Luhansk oblasts. This assignment responds to the needs of the Coordination Centre for Legal Aid Provision (CCLAP); in respect, it will be coordinated closely with CCLAP.

The contractor will promote UNDP's mandate as a gender-responsive organization with zero tolerance to any kind of discriminatory and abusive behaviour, including sexual harassment, sexual exploitation, and abuse.

III. Scope of Work and Expected Outcomes

The Contractor will be responsible for conducting a gender responsive and inclusive survey among the residents of areas along the 'contact line' in two oblasts (government-controlled areas of Donetsk and Luhansk oblasts) and reporting on the data collected (expected 600 completed questionnaires, 300 per each oblast). Respondents should be selected among residents in the areas geographically located along the 'contact line' (i.e., within 20 km of the 'contact line' in Donetsk and Luhansk oblasts). Data protection should be ensured. The Contractor will prepare the methodology and questionnaire, based on the initial research questions provided by UNDP; test the draft questionnaire, and provide feedback to UNDP.

Informed consent (written or another acceptable form as per personal data legislation) should be obtained from all women and men that are to be interviewed during the course of this survey.

For this, the Contractor will undertake the following activities:

- a) Development of the methodology and a questionnaire, including interview templates for key outcomes of the discussions

The initial research questions will be provided by UNDP to the Contractor for further adaptation and processing. The final questionnaire will contain up to 45 questions with an approximate interview length of up to 30 minutes.

Contractor will also prepare a Methodology document that, among other information, will include a detailed work plan and describe how exactly the respondents will be identified and contacted. The final version of the questionnaire and Methodology document will be developed by the Contractor and approved by UNDP.

- b) Testing the questionnaire and conducting the pilot survey

Conduct a pilot survey with at least 15 respondents in different settlements along the 'contact line' in Donetsk and Luhansk oblasts and collect the feedback for further adaptation of the survey tools and methodological guidelines. As a result of the piloting stage the Contractor shall prepare a Technical report (up to 3 pages, Times New Roman, 12 pt., lines space – 1.15.) with the main results and suggestions to be approved by UNDP.

- c) Conducting the survey

Survey should be organised as per the approved methodology and using the final version of the questionnaire.

During the field stage the Contractor will ensure that necessary quotas were applied so that the final data is representative by sex, age, and size of settlement.

The Contractor should also provide quality control (during and after the field stage) that includes telephone and face-to-face control (no less than 15% of the total sample). Quality control results should be included in the Statistical report.

CAP (Computer Assisted Personal Interviewing) will be the preferred interviewing technique as far as feasible in the context of this survey. The survey should be conducted in a face-to-face format in accordance with the Methodology document (all documents should be approved by UNDP).

When conducting the survey, the Contractor shall promote a safe and enabling environment free of any kind of discrimination and abusive behaviour, respect differences and accord equal spaces and dignity regardless of personnel's sex, ethnicity, sexual preference, gender identity, (dis)ability or other markers of

identity, and use the principles of gender-responsive communications in line with the UNDP corporate standards.

d) Statistical Analysis of the interviews and survey results and preparation of the Statistical Report

Statistical Report will summarize information from all previous approved documents (Methodology document, Technical report) and provide survey results, technical summary describing the survey methodology, sampling, response rate, planned and realized samples, quality control results. Ensure the report, is informed by gender analysis and developed in line with corporate gender equality goals and priorities. The report should contain the annex with a dataset in SPSS (.sav) and Excel formats, frequency tables with answers disaggregated by demographic characteristics including place of residence (rural / city area), distance to the 'contact line' (0-5 km and 5-20 km), sex, age, occupation, education level (none, secondary, professional, higher), IDP status, disability (yes / no). Also, audio files of interviews (at least 5 questions recorded in each interview) should be provided to UNDP. Statistical Report should be prepared in **Ukrainian** and provided in the *.docs format, at least 15 pages (exclusive of tables and charts / visuals), Times New Roman, 12 pt., lines space – 1.15. A presentation on visualization of the obtained data (visualisation of the geography of the survey (a map), all questions and data on them should be visualized) should be prepared in Ukrainian and provided to the UNDP.

Given the above, the Contractor's responsibilities will be to provide the following deliverables within 3 (three) months of the Contract duration:

No.	Deliverable	Date of submission
1.	Methodology document and questionnaire are submitted and approved by UNDP.	By the end of the 2 nd week of the assignment
2	Questionnaire is tested, Technical report is submitted and approved by UNDP.	By the end of the 3 rd week of the assignment
3.	600 interviews are conducted: 300 interviews per each of the target oblasts.	By the end of the 10 th week of the assignment
4.	Statistical Report including datasets, frequency tables, presentation and audio files submitted for review and approved by UNDP.	By the end of the 12 th week of the assignment

Deliverables to be provided for approval in following formats:

- Finalized research tools (*.docs and/or *.xlsx formats);
- Microsoft Excel file, containing ready-made statistical tables with results (disaggregated by, at least, place of residence (rural / city area), sex, age, occupation, education level (none, secondary, professional, higher), IDP status, disability (yes / no);
- Statistical Report in Ukrainian with graphs in *.docs format, at least 15 pages, Times New Roman, 12 pt., lines space – 1.15;
- Presentation on visualization of the obtained data (all questions and data on them should be visualized) in Ukrainian;
- Dataset in SPSS (.sav) and Excel formats;
- Audio files of interviews (at least 5 questions recorded in each interview)

Recommendations to Methodology of service provision:

- **Safety and security measures**

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment. The

Programme does not pay the cost of the following events, focus group discussions and other meetings with the community and therefore the above-mentioned costs should be included in the budget proposal, and the scope of these events should be described (number of events, number of participants, duration of each event).

- **Offline event policy about the coronavirus disease (COVID-19)**

All the offline (in-person) interviews, survey delivery and other events within this assignment should be organized and conducted with the observance of sanitary-hygienic and sanitary-anti-epidemic rules and norms stipulated by the World Health Organization about the coronavirus disease (COVID-19) advice for the public WHO Covid (https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?utm_source%3Dutm_source%3Dba-notification&utm_campaign=ogfx-314-ru&utm_medium=desktop):

- Ensure policies and procedures related to COVID-19 are communicated to all participants.
- Ensure participants have positioned a minimum of 2 meters from one another and remain at a safe distance at all times.
- Ensure all surfaces in the training room (tables, chairs, countertops, doorknobs, light switches, etc.) are disinfected before and after the training using appropriate cleaning products.
- Ensure any training equipment, tools or props are cleaned and sanitized before and after use.

IV. Requirements for Monitoring / Reporting / Quality assurance measures

Under the overall strategic guidance of the Community Security and Social Cohesion Specialist, the Contractor will report to the Rule of Law and Access to Justice Specialist and will coordinate their activities with the Data Analysis and Research Specialist. Payments will be made in two stages according to the proposed payment schedule below.

The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by UNDP and provide the necessary information, reports and statistics according to the present schedule or as soon as possible (within a reasonable time). For all work completed Contractor shall submit to UNDP the respective materials and / or written reports. The Statistical Report should include technical summary describing the survey methodology, sampling and interviewing methods and statistical analysis of the results of the survey.

All reports and studies shall be transmitted to UNDP electronically (Formats of: *.docx, *.xlsx, *.pdf) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor/Implementer about the data transmission of products to the UNDP. The studies/research should be written in Ukrainian. Quality management of conducted activities and final products will be as follows:

1. UNDP contact person will monitor the performance of the tasks on monthly basis in order to avoid the situations of poor performance of the Technical Task.
2. Each tranche pay-out is a subject to approving by the Community Security and Social Cohesion Specialist.
3. Final products, such as Statistical Report, dataset, frequency tables will be approved by the Community Security and Social Cohesion Specialist.
4. UNDP contact person can visit the survey sites several times during the planned survey time in each area. The Specialist will also selectively listen to 15% of the total number of audio recordings made to control the quality of the study.

V. The proposed schedule of services and payments

Below is a description of the % of the total budget that will be paid after receipt of the following outputs:

Upon completion of Deliverables 1, 2 – 40 % of the Total budget.

Upon completion of Deliverables 3, 4 – 60 % of the Total budget.

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP based on certification of acceptance signed by UNDP.

VI. Experience and Qualifications Requirements

Officially registered Company / Organization with a valid registration (for Ukrainian companies – a company should be registered on the territory controlled by the government of Ukraine) with:

1. At least 3 (three) years of experience in conducting public opinion / sociological surveys at least at the regional level.
2. Experience in conducting at least 2 (two) public opinion / sociological surveys in Donetsk and/or Luhansk oblasts (territory controlled by the government of Ukraine), will be an asset.
3. At least 3 (three) conducted public opinion / sociological surveys, dealing with gender-responsive data collection, gender analysis, and bias-free interviewing at the regional level.
4. Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients.
5. Availability of human resources that will ensure due quality and timely implementation of the contract; the Project team proposed for conducting this survey should include at least:
 - Team Leader:
 - 7) At least 5 (five) years of experience in the developing analytical documents.
 - 8) At least 3 (three) years of experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing.
 - 9) At least 3 (three) years of experience in management of complex surveys and assessments.
 - 10) Availability of at least 3 (three) examples/samples of analytical reports where the candidate was an author or a co-author.
 - 11) At least Bachelor's degree in social sciences, statistics, management, mathematics, or related fields.
 - 12) Fluency in Ukrainian and Russian, fluency in English is an advantage.
 - 2 Specialists:
 1. At least 2 (two) years of experience in developing analytical documents.
 2. At least 2 (two) years of experience in conducting sociological surveys, including gender-responsive data collection, gender analysis, and bias-free interviewing.
 3. Personal participation in conducting at least 3 (three) complex surveys and assessments.
 4. At least 2 (two) years of experience of work within an area related to this assignment.
 5. At least Bachelor's degree in social sciences, statistics, mathematics, or related fields.
 6. Fluency in Ukrainian and Russian, working knowledge of English is an advantage.
6. Proposed expert team (Team Leader and 2 Specialists) should consist of both women and men (at least 30 % of the team are women, but not more than 70 %).

VII. Documents to be submitted in a technical proposal:

<input checked="" type="checkbox"/>	Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines date of creation, size, previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.
<input checked="" type="checkbox"/>	Technical proposal in the form of a work plan and approach/inputs to the performance of methodology and questionnaires. Work plan should be prepared in accordance with the proposed methodology and provisions of these Terms of Reference.

<input checked="" type="checkbox"/>	CVs of the intended team members involved (Team Leader, 2 Specialists) with clear description of their roles in the Project, education, knowledge and previous experience, as well as certification of their availability if selected for this project
<input checked="" type="checkbox"/>	Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
<input checked="" type="checkbox"/>	Password protected financial proposal with the description of activities within the work plan.

VIII. Evaluation Criteria

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that:

- compliant with all the minimum evaluation criteria;
- passed the minimum technical score of 70 % (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria. In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the bidder that submitted the winning proposal.

Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum score
1	Experience of the firm / organization submitting the proposal	30%	210
2	Proposed work plan, methodology and approach	30%	210
3	Personnel	40%	280
Total Score		100%	700

Technical evaluation forms are provided following. The maximal points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

Technical Evaluation Forms:

Form 1. Experience of the firm/organization submitting the proposal

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel

Evaluation of the Technical Proposal Form 1	Maximum score	Company/other organization		
		A	B	C
The experience of the company / organization submitting the proposal				

1.1	Experience in conducting public opinion / sociological surveys at least at regional level: - 3 years of experience – 30 points; - from 4 to 5 years of experience – 40 points, - 6 years of experience and more – 50 points.	50			
1.2	Asset: Experience in conducting public opinion / sociological surveys in Donetsk and/or Luhansk oblasts (territory controlled by the government of Ukraine): - 2 and more conducted surveys – 30 points; - no experience - 0 points.	30			
1.3	Experience in conducting public opinion / sociological surveys, dealing with gender-responsive data collection, gender analysis, and bias-free interviewing at regional level: - 3 conducted surveys – 45 points; - from 4 to 5 conducted surveys– 50 points, - 6 conducted surveys and more – 55 points.	55			
1.4	Reference letters on similar to these Terms of Reference projects from previous Clients / Partners: - 2 positive letters – 30 points, - from 3 to 5 positive letters – 40 points, - 6 positive letters and more – 45 points.	45			
1.5	Composition of Proposed experts team: - Meeting the requirement “ <i>At least 30 % of the team are women (not more than 70 %)</i> ” – 30 points - Not meeting the requirement “ <i>At least 30 % of the team are women (not more than 70 %)</i> ”– 0 points	30			
Total score on Form 1		210			

Evaluation of the Technical Proposal Form 2		Maximum score	Company/other organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted Technical Proposal sufficiently meet the objective and scope of work? - The Technical Proposal generally meets the objectives and scope of work – 50 points; - The Technical Proposal corresponds well to the task, but workload overstated / understated – 60 points; - The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 70 points	70			
2.2	How well developed, reasonable and reliable is the	70			

	<p>inputs to the proposed methodology and questionnaires of implementation of Services?</p> <ul style="list-style-type: none"> - The inputs to the methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 50 points; - The inputs to the methodology logically describes a sequence of works – 60 points; - The inputs to the methodology includes thorough criteria that demonstrate its feasibility – 70 points 				
2.3	<p>How well developed and reliable is the work plan?</p> <ul style="list-style-type: none"> - The proposed work plan contains some discrepancies – 50 points; - The organization provided a balanced and realistic work plan – 70 points 	70			
	Total score on Form 2	210			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Experience in developing analytical documents: - 5 years of experience – 13 points, - from 6 to 8 years of experience – 15 points, - 9 years of experience and more – 20 points.	20			
3.2	Experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing: - 3 years of experience – 11 points, - from 4 to 6 years of experience – 13 points, - 7 years of experience and more – 16 points.	16			
3.3	Experience in management of complex surveys and assessments: - 3 years of experience – 11 points, - from 4 to 6 years of experience – 13 points, - 7 years of experience and more – 16 points.	16			
3.4	Availability of analytical reports where the candidate was an author or a co-author: - 3 examples/samples – 11 points, - from 4 to 5 examples/samples – 13 points, - 6 examples/samples and more – 16 points.	16			
3.5	Educational background: - Bachelor’s degree in social sciences, statistics, management, mathematics, or related fields – 13 points, - Master’s degree or equivalent and higher – 16 points	16			

3.6	Language knowledge: - Fluency in Ukrainian and Russian – 12 points, - Fluency in Ukrainian, Russian, and English – 16 points	16			
	Internal score by criteria 3.1 – 3.6	100			
	Specialist 1				
3.7	Experience in the developing analytical documents: - 2 years of experience – 11 points, - from 3 to 5 years of experience – 13 points, - 6 years of experience and more – 15 points.	15			
3.8	Experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing: - 2 years of experience – 11 points, - from 3 to 5 years of experience – 13 points, - 6 years of experience and more – 15 points.	15			
3.9	Personal participation in conducting complex surveys and assessments: - 3 surveys – 11 points, - from 4 to 5 surveys – 13 points, - 5 surveys and more – 15 points.	15			
3.10	Experience of work within an area related to this assignment: - 2 years of experience – 11 points, - from 2 to 4 years of experience – 13 points, - 5 years of experience and more – 15 points.	15			
3.11	Educational background: - Bachelor's degree in social sciences, statistics, mathematics, or related fields – 12 points, - Master's degree or equivalent and higher – 15 points	15			
3.12	Language knowledge: - Fluency in Ukrainian and Russian – 11 points, - Fluency in Ukrainian, Russian and working knowledge of English – 15 points	15			
	Internal score by criteria 3.7 – 3.12	90			
	Specialist 2				
3.13	Experience in the developing analytical documents: - 2 years of experience – 11 points, - from 3 to 5 years of experience – 13 points, - 6 years of experience and more – 15 points.	15			
3.14	Experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing: - 2 years of experience – 11 points, - from 3 to 5 years of experience – 13 points, - 6 years of experience and more – 15 points.	15			

3.15	Personal participation in conducting complex surveys and assessments: - 3 surveys – 11 points, - from 4 to 5 surveys – 13 points, - 5 surveys and more – 15 points.	15			
3.16	Experience of work within an area related to this assignment: - 2 years of experience – 11 points, - from 2 to 4 years of experience – 13 points, - 5 years of experience and more – 15 points.	15			
3.17	Educational background: - Bachelor's degree in social sciences, statistics, mathematics, or related fields – 12 points, - Master's degree or equivalent and higher – 15 points	15			
3.18	Language knowledge: - Fluency in Ukrainian and Russian – 11 points, - Fluency in Ukrainian, Russian, and working knowledge of English – 15 points	15			
	Internal score by criteria 3.13 – 3.18	90			
	Total score on Form 3	280			

IX. Financial Proposal

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, according to the abovementioned schedule.

The Contractor will be responsible for all administrative expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

The expenses related to the implementation of services, such as accommodation, meals, technical devices, rental of premises for the activities, travel costs, as well as experts fees and their travel costs should be included in the financial proposal.

Taking into account that purchase of services will be carried out within the project of international technical assistance Your price offers / invoices for payment must be presented without VAT.

A. Cost Breakdown per Deliverables

The Proposers should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision.



No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1 and Deliverable 2	40%	
2.	Deliverable 3 and Deliverable 4	60%	
Total all-inclusive cost without VAT, indicate currency		100%	

B. Cost breakdown by components

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 if both parties have agreed to add new deliverables to the scope of Services.

No	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Staff				
1.1	Team Leader	Month			
1.2	Specialist 1	Month			
1.3	Specialist 2	Month			
1.5	...				
2.	Cost of implementation				
2.1	Finalization of documents				
2.2	Questionnaire testing				
2.3	Sociological survey				
2.4	Prepare reports				
2.5				
3.	Administrative costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
TOTAL without VAT, indicate currency					

Model Contract

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

Адреса: Тел.: Email:	Address: Telephone number Email:
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 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. Копія Карти реєстрації Проекту та План закупівель додаються до даного контракту в Додатку 4 <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 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. A copy of the Project Registration Card and Procurement Plan attached hereto as Annex 4 <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written</p>

<p>та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>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</p>		<p>agreement between the duly authorized representatives of the Parties.</p> <p>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.</p>	
Від імені Підрядника / For the Contractor		Від імені ПРООН / For UNDP	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	