

United Nations Development Programme



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REQUEST FOR PROPOSAL

Forward-Looking Evaluation of UNDP Procurement Support Services to the MoH Project

RFP No.: 499-2019-UNDP-UKR-RFP-MOH

Project: UNDP Country Office

Country: Ukraine

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Contents

SECTION 1. LETTER OF INVITATION.....	4
SECTION 2. INSTRUCTION TO BIDDERS	5
A. GENERAL PROVISIONS	5
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility.....	5
4. Conflict of Interests.....	6
B. PREPARATION OF PROPOSALS	6
5. General Considerations.....	6
6. Cost of Preparation of Proposal.....	6
7. Language	6
8. Documents Comprising the Proposal.....	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	7
10. Technical Proposal Format and Content	7
11. Financial Proposals	7
12. Proposal Security	7
13. Currencies	8
14. Joint Venture, Consortium or Association	8
15. Only One Proposal	9
16. Proposal Validity Period.....	9
17. Extension of Proposal Validity Period	9
18. Clarification of Proposal.....	9
19. Amendment of Proposals	9
20. Alternative Proposals.....	10
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF PROPOSALS	10
22. Submission	10
23. Deadline for Submission of Proposals and Late Proposals.....	11
24. Withdrawal, Substitution, and Modification of Proposals	11
25. Proposal Opening.....	12
D. EVALUATION OF PROPOSALS	12
26. Confidentiality.....	12
27. Evaluation of Proposals.....	12
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification	12
30. Evaluation of Technical and Financial Proposals.....	13
31. Due Diligence	13
32. Clarification of Proposals	14
33. Responsiveness of Proposal	14
34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT.....	15
35. Right to Accept, Reject, Any or All Proposals.....	15
36. Award Criteria	15
37. Debriefing	15
38. Right to Vary Requirements at the Time of Award	15
39. Contract Signature	15
40. Contract Type and General Terms and Conditions	15
41. Performance Security	15
42. Bank Guarantee for Advanced Payment.....	15
43. Liquidated Damages	16
44. Payment Provisions.....	16
45. Vendor Protest.....	16
46. Other Provisions	16
SECTION 3. BID DATA SHEET.....	17

SECTION 4. EVALUATION CRITERIA20

SECTION 5. TERMS OF REFERENCE24

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST37

 FORM A: TECHNICAL PROPOSAL SUBMISSION FORM38

 FORM B: BIDDER INFORMATION FORM.....40

 FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM41

 FORM D: QUALIFICATION FORM42

 FORM E: FORMAT OF TECHNICAL PROPOSAL45

 FORM F: FINANCIAL PROPOSAL SUBMISSION FORM.....47

 FORM G: FINANCIAL PROPOSAL FORM48

 FORM H: FORM OF PROPOSAL SECURITY49

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form


If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.ua@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:





Name: Maryna Anokhina
Title: Procurement associate
Date: **August 20, 2019**

Name: Sukhrob Kakharov
Title: Operations manager, UNDP
Date: **August 20, 2019**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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.
2. Fraud & Corruption, Gifts and Hospitality	2.1 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 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_andinvestigation.html#anti
	2.2 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 or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal 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 indefinitely or for a stated period of time, 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.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should 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.
	3.2 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.

4. Conflict of Interests	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 c) they have the same legal representative for purposes of this RFP; or d) 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 Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Ukrainian, English, Russian
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted 04.09.2019, 11:00</p> <p>Address: 1, Klovsky Uzviz, 01021 Kyiv, Ukraine</p> <p>"Lviv" meeting room</p> <p>Tel. No. :+ 38 044 253-93-63</p> <p>To express your interest to take part please send notification to e-mail procurement.ua@undp.org point out the title of the company, names and positions of the representatives, contact details</p>
5	10	Proposal Validity Period	60 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed

9	40	Performance Security	Not Required
10	18	Currency of Proposal	<p>United States Dollar</p> <p><input checked="" type="checkbox"/> Local Currency – can be considered.</p> <p>Reference date for determining UN Operational Exchange Rate: September 2019, please refer to treasury.un.org</p>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Procurement Unit Address: 1, Klovsky Uzviz, 01021 Kyiv, Ukraine</p> <p>Tel. No. :+ 38 044 253-93-63 E-mail address dedicated for this purpose: procurement.ua@undp.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://procurement-notice.undp.org
14	23	Deadline for Submission	16.09.2019, 23:59 local time
14	22	Allowable Manner of Submitting Proposals	Submission by email
15	22	Proposal Submission Address	<p>tenders.ua@undp.org</p> <p><u>Please note that bids received through any other address will not be considered.</u></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files, ZIP archives only ▪ 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. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP

			<ul style="list-style-type: none"> ▪ Time Zone to be Recognized: <i>[Kyiv +2]</i> ▪ Max. File Size per transmission: 5 MB <ul style="list-style-type: none"> ▪ Mandatory subject of email: <i>499-2019-UNDP-UKR-RFP-MOH Forward-looking evaluation</i> ▪ Other conditions: <i>Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</i>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70% of the obtainable score of 700 points.</p>
18		Expected date for commencement of Contract	<i>October 7, 2019</i>
19		Maximum expected duration of contract	3 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP Long Term Agreement
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Mixed Goods and Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Assessment methodology, detailed work plan;
- CVs of the proposed implementation team and their functions: Team Leader and Evaluation Analyst; as per Form E, Section 3.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years
- Samples of at least three (3) analytic reports in similar subjects or field, desirable language is English. The link to electronic version of the documents may be provided;
- Duly signed Technical and financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN;
- Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years

Preliminary Examination Criteria

Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirements:

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 documentation, including documentation regarding the company's legal status and registration

All relevant licenses / certificates and agreements with state authorized landfills or waste treatment facilities for garbage disposal/utilization must be provided

Offers must comply with general administrative requirements:

- a) The Company/Organization should be multi-national entity officially registered in Ukraine;
- b) At least 6 (six) years of international or national experience of carrying out project/programme evaluations, economic and cost-benefit assessments and similar;

Other information is available on <http://www.undp.org.ua/en/tenders>; For the information, please contact procurement@undp.org.ua

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> Proven experience of conducting studies in health economics, finance or other relevant fields would be a strong asset; Previous experience of work in the region, particularly on the issues of health reform, medicine procurement and similar would be a strong asset; Experience of working with international organizations and UN agencies in health area would be a strong asset. 	Form D: Qualification Form
Financial Standing	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation form		Score Weight	Points Obtainable	Company/Organization		
				A	B	C
1	Experience of company/organization that submits proposals	50%	350			
2	Proposed methodology	20%	140			
3	Key personnel	30%	210			
Total		100%	700			
Notes						

Technical Proposal Evaluation Form 1					
Expertise of Company/Organization that Submits a Proposal					
#		Points Obtainable	Company/Organization		
			A	B	C
1.1	Company's profile; (-company profile is related but not focused on conducting evaluations and assessments – 30 pts; -company's profile is highly related to conducting evaluations and assessment - 60 pts;)	60			
1.2.	Financial sustainability of Company / Organization); (The financial statement (past 2 years) shows that organization is not declared bankruptcy, is not involved in bankruptcy or receivership proceedings – 50 points)	50			
1.3	At least ten years of international or national experience of carrying out project/programme evaluations, economic and cost-benefit assessments and similar (6 -7 years of experience 50 pts, 8-10 years – 70 pts, more than 11 years – 90 pts)	90			
1.4.	Proven experience of analytical work in health economics, finance other relevant fields would be a strong asset (no relevant experience – 0 pts, 2 relevant publications – 30 pts, 3 relevant publications – 60 pts, 4 and more relevant publications – 90 pts)	90			
1.5.	Quality of analytical reports produced (examples should be provided in the Proposal); (clarity and consistence of the information – up to 20 pts; relevance of research approach – up to 20 pts; quality of analysis – up to 20 pts)	60			
Total for Form 1 (min. 245 points):		350			

Technical Proposal Evaluation Form 2					
Proposed evaluation methodology					
2.1.	The proposed evaluation methodology: - describes the approach that meets the purpose and objectives of the evaluation - 20 pts; - demonstrates understanding of the evaluation - 50 pts; - describes clear sample and randomization of key respondents – 10 pts;	140			

	- overviews tools for data collection - 30 pts; - states a realistic timeframe of the evaluation – 30 pts.				
Total for Form 2 (min. 98 points):		140			
Technical Proposal Evaluation					
Form 3					
Key Personnel					
Evaluation Team Leader					
3.1.	At least five years of professional experience in programme/project evaluations, economic research, and analysis; (5 years – 20 pts, 6 -7 years – 30 pts, more than 8 years – 40 pts)	40			
3.2.	At least three years of professional experience leading a team or managing different studies and projects; (3 years – 15 pts, 4-5 years – 20 pts, more than 6 years – 30 pts)	30			
3.3.	At least Bachelor/Master's degree or equivalent in Health Economics, Public Health, Data analysis, or other relevant area; (Masters, Specialist degree - 10 pts, PhD or higher – 20 pts)	20			
3.4.	Demonstrated experience of preparing analytical products (up to 20 pts)	20			
3.5.	Fluency in English	10			
3.6.	Knowledge of Ukrainian and Russian	5			
Sub-total for items 3.1. – 3.6. (min. 87 pts):		125			
Evaluation Analyst					
3.7.	At least five years of professional experience with data collection, financial analysis; (5 years – 30 pts, 6 -7 years – 40 pts, more than 8 years – 50 pts)	50			
3.9.	Bachelor/Master's or equivalent degree in Health Economics, Public Health, Data analysis, or other relevant area; (Masters, Specialist degree - 10 pts, PhD or higher – 20 pts)	20			
3.11.	Good knowledge of English;	10			
3.12.	Fluency in Ukrainian and Russian	5			
Sub-total for items 3.7. – 3.12 (min. 60 points).		85			
Total for Form 3 (min. 147points):		210			

Section 5. Terms of Reference

1. PROJECT BACKGROUND AND OVERVIEW

1.1 Project factsheet

Project name	Procurement Support Services to the MoH project (MoH PSS Project)
Project IDs	90474i
Services required	Forward-Looking Evaluation of UNDP's MoH PSS Project
Country / Duty Station	Ukraine, national
Starting date of assignment	October 2019
Duration of Initial Contract	Up to 3 months
Supervisor's name and functional post	Vitaliy Kuchynsky, UNDP M&E Analyst
Payment arrangements	30 days net upon provision of deliverables, duly certified by UNDP

1.2 Project background and context

After the 2013-2014 Revolution of Dignity, the new Government has made a breakthrough in anti-corruption policy, legal and institutional reforms by adopting an anti-corruption strategy and legislative package which strives to bring the country into compliance with international anti-corruption standards. True to this commitment, the Government of Ukraine, particularly the Ministry of Health, in cooperation with civil society initiated the reform of the state healthcare procurement, as one of the most important ones.

Mindful of the long-lasting nature of such a reform process, and of the need to avoid further disruption in the provision of certain medicines to Ukrainian patients, in 2015 the Parliament of Ukraine modified the national legislation and temporarily transferred the procurement of the essential medicines and medical devices to international organizations until March 2019. In late 2018, the Parliament extended the legislation which enables international organizations such as UNDP to procure the medicine and medical products until the end of March 2020. As a result of the March 2019 elections a new President was elected by a swaying majority of 75 % of national votes. The July Parliamentary Elections ended with the Presidential party getting absolute majority in the Parliament as well. These rapid political changes will likely result in the new political landscape and reform agenda in the country. With the limited capacity of MoH in health procurement (Central Procurement Agency created in late 2018), it's not clear how the procurement of medicine and medical products will be performed after March 2020.

Back in n 2015, UNDP started procuring medicines and medicinal products on behalf of the Ministry of Health of Ukraine, as an emergency response and following a request of the

government of Ukraine. This emergency temporary measure was designed to restore supply of medicines to Ukrainian citizens, which had been previously interrupted due to inefficiencies. The necessary cost sharing agreement was signed at the end of 2015 and since then UNDP conducted procurement for 84 programmes bringing additional savings for more than \$66 mln as of now

The Procurement Support Services to the Ministry of Health of Ukraine project (MoH PSS Project), the largest project of UNDP Health&Transparency Programme, aims to strengthen the national healthcare procurement system and thereby improve the effectiveness of diagnosis and treatment for Ukrainian patients. In the short term, UNDP provides support to the Ministry of Health for cost-effective and timely procurement of life-saving medicines and medical products in Ukraine. In the long term, in cooperation with UNICEF and WHO, UNDP helps the Ministry of Health to develop its own operational and professional capacity to efficiently perform medicine procurement, based on international standards. As soon as a designated agency under the Ministry of Health and reaches the required capacity to manage a fully functioning national procurement system, including effective and accountable supply chain management, has appropriately trained personnel and efficient management processes that meet international standards and guarantee that healthcare needs of all Ukrainians are met with integrity, transparency and accountability, UNDP will progressively hand over the procurement of medicines to the assigned agency under the Ministry of Health.

Additionally, to the health reform challenges, Ukraine continues to have a concentrated HIV epidemic among key populations (including people who use drugs, sex workers, men who have sex with men, transgender people and prisoners). The HIV epidemic is characterized by a growing number of registered HIV cases in most regions of the country. The rapid assessment data of HIV service organizations report indicates growth of risk behaviour (especially in the collective centres for internally displaced persons, losses of prevention networks and increased use of drugs (including injecting). UNDP MoH PSS Project contains a component related to HIV/TB response in Ukraine.

In 2018 UNDP began implementation of the Sustainable Health in Procurement Project (SHiPP) in collaboration with Health Care Without Harm (HCWH), and funded by the Swedish International Development Agency, that aims to reduce the harm to people and the environment caused by the manufacture, use and disposal of medical products and by the implementation of health programmes. SHiPP is a four-year project aiming to promote sustainable procurement in the health sector, in the United Nations (UN) Agencies, and in key project countries through the reduction of toxicity of chemicals and materials in health products, the reduction of greenhouse gases in the supply chain and the conservation of resources. Project countries include Guatemala, Moldova, Ukraine, Tanzania, Vietnam, and Zambia. Since January 2013 UNDP helps to strengthen the capacity of the National Council on TB and HIV/AIDS (NTHC) in fulfilling its functions of the Country Coordination Mechanism in line with the requirements and recommendations of the Global Fund to Fight AIDS, TB and Malaria (GF-funded CCM project to end in December 2019). These include the oversight function, involvement of all stakeholders, and ensuring consistency of response of the National Programs on TB and HIV/AIDS and the Global Fund grants.

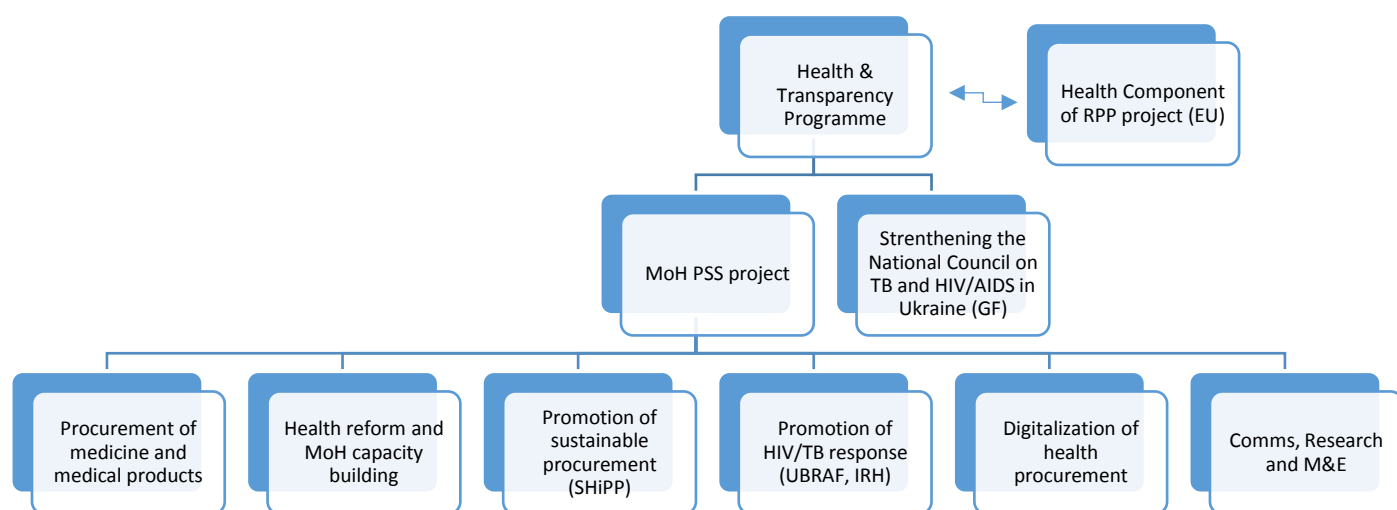
As part of a new four-year funding agreement with EU titled Support to the East of Ukraine – Recovery, Peacebuilding and Governance to be implemented through indirect management by UNDP in partnership with UNFPA, FAO and UN Women, UNDP will work with stakeholders in the crisis-affected regions of Ukraine on supporting decentralization reform and good governance,

economic recovery and MSME's development, community security and social cohesion, as well as the health reform promotion. As part of the Health Component, the Programme will support the health reform rolling out by capacity building of local stakeholders in strategic planning, promoting transparency, integrity, anticorruption and best procurement practice, ensure the patients' oversight and monitoring, health promotion, awareness raising, and behavioural change and support to the primary health care reform at the local levels in the East of Ukraine.

UNDP seeks to conduct a forward-looking evaluation of the MoH PSS Project, which is due to end in 2020, and formulate the future vision of UNDP's work in health area. The nature of the evaluation is largely a management tool to provide the Government of Ukraine, programme team and stakeholders with an account of the project's results assessed against the initial plans, project documents and cost-sharing agreements, provide recommendations and guide development of more consistent and result-oriented Health & Transparency Programme (the Health Programme).

2. SCOPE AND OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is to conduct a forward-looking Evaluation of the Procurement Support Services to the MOH project. The purpose of the evaluation is two-fold: a) to assess the implementation of the MoH PSS Project, both its medicine procurement component (at least 5 nosologies [TBD] procured from 2015-18 budgetary years²) as well as its development/programme component using generally accepted evaluation criteria and draw lessons learned; and b) to provide recommendations and inform the future development of UNDP's health activities.



This forward-looking evaluation will assess the project's performance against the review criteria: **relevance, effectiveness, efficiency, sustainability and impact**. The evaluation should specifically explore the issues of the project's effectiveness, interlinkage with other UNDP's initiatives stated above, and initial impact referring to the project's document as well as the

² The selection of programmes will be undertaken jointly with the project team and will be based on the priorities of the EU-Ukraine Association Agreement (Charter 22 Public Health).

current legislation. The cross-cutting issues such as gender and human rights as well as other UNDP programme principles should be additionally considered per UNDP's evaluation guidelines. The evaluation should propose potential options of using the UNDP approaches to reform the health sector and the system of public procurement in Ukraine for possible new interventions in this area. More specifically, it will cover, but not be limited to, the following areas and PRELIMINARY questions:

A. RELEVANCE

The report will examine the extent to which the UNDP health interventions are relevant to the:

- Country context: How relevant are UNDP's health interventions to the Ukrainian society in general and specifically for the Government's needs and priorities? To what extent are the project aligned with the policies and strategies of the Government, SDGs as well as UNDP/UNDAF country programme strategy?
- How relevant are other UNDP's health interventions including the CCM project and the health component of the Recovery and Peacebuilding Programme to the country needs? How these activities contribute to the development of a coherent and efficient Health&Transparency Programme?
- Does the Project fulfil the needs of vulnerable groups (HIV/TB, orphan diseases, autism, etc)? Are there any gender issues considered and what can be done additionally to capture these needs?
- Does the Project remain relevant considering the changing environment while taking into consideration the risks/challenges mitigation strategy? Is there a need to reformulate individual projects' design and the projects' results framework given changes in the country and operational context (in case the project will be extended in 2020)?

B. EFFECTIVENESS

- Assess the overall performance of the Project with reference to its respective projects documents/cost-sharing agreements, strategies, objectives and indicators, and identify key issues and constraints that affected the achievement of the project's objectives.
- What are the results achieved beyond the logical frameworks, particularly, referring to the new legislation on public procurement which expected to reduce the delivery time and the costs, and to improve the quality of procured medicines, vaccines and medical products? What were the supporting factors? What are the main lessons learned from the partnership strategies and what are the possibilities of replication and scaling-up?
- What could have been done differently in the project (from a methodology and/or activity, or resource usage point of view) to implement the project more effectively?
- How the future interventions could build on or expand the achievements?
- How have stakeholders been involved in the Project implementation? How effective has the health interventions been in establishing ownership (e.g. by the Central Procurement Agency/Medical Procurement of Ukraine)?

- How well the project was able to follow the key environmental sustainability policies and practices to lower the negative environmental and social impacts of procurement to contribute to the development of a more sustainable health sector?

C. EFFICIENCY

The extent that to which (see detailed requirements below):

- To what extent the Project is cost effective. Is the Project using the least cost options? Has the cost and delivery time of the procured medicine and medical products decreased, and if yes for how much? Is the procurement conducted by UNDP more efficient than other procurement conducted by state and private agents?
- Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve the relevant outputs and outcomes?
- Has the Project produced results (outputs and outcomes) within the expected time frame? Was implementation delayed, and, if it was, did that affect cost effectiveness or results?
- Was the projects management, coordination and monitoring efficient and appropriate?

D. SUSTAINABILITY

Sustainability is understood as the likelihood of continued benefits after the intervention ends. Assessment of the sustainability of the Project results will be given special attention.

- To what extent are the project's results (impact, if any, and outcomes) likely to contribute after the interventions' ends? Define the areas that produced the most sustainable results, and the most promising areas requiring further support and scaling-up in the course of future interventions.
- Is there sufficient public/stakeholder awareness in support of the Project's long-term objectives?
- To what extent the Central Procurement Agency (Medical Procurement of Ukraine), supported by UNDP, has the necessary capacity to conduct efficient procurement of medicine in Ukraine? What future steps could be undertaken by UNDP to ensure sustainability of the Agency.
- Is the Project's activity likely to continue, be scaled up, replicated and increasingly contribute to the health reform and sustainable public procurement after the end of the interventions? Define which of the platforms and communication networks developed in the framework of the Project have the highest potential for further scaling up and/or replication.

E. IMPACT

- Has the Project contributed or is likely to contribute to long-term changes for the national health care procurement system and thereby improve the effectiveness of diagnosis and treatment of the patients of Ukraine? Did the Project contribute to reducing corruption risks associated with public health sector procurements in the past? Did the project contribute to effective response to HIV/TB and other health related vulnerable groups?
- What impact had the Project on the representatives of vulnerable groups?

- What impact the project had regionally and globally (governments and UNDP). How successful are the replications of the Ukrainian MoH PSS Project in other countries?

F. FUTURE OUTLOOK

- Considering that the legislation enabling the international organizations such as UNDP to undertake the procurement of medicine on behalf of the Government ends in March 2020 what should be future steps for UNDP to ensure sustainability of its health programme (exist strategy, new development actions, etc.).
- Based on the UNDP experience as well as other reforming partners, what are the best future options for UNDP to support the reform of the public health system and health procurement in Ukraine?
- What should be the priorities, focus areas of intervention and design of future UNDP initiatives to ensure the sustainability of interventions considering the changing context of decentralization and local governance reform?
- What approaches should be further utilized by UNDP? What actions should be dropped?
- What is the level of UNDP potential partners readiness in a potential follow up phase for the Project? What are the external factors to be considered, risks and risk mitigation measures?
- How to improve the data collection mechanism considering limited country capacity to provide up-to-date data in limited time?
- Which new indicators should UNDP utilize to assess the progress of its healthcare interventions?

The final list of evaluation questions and tools to be proposed by the evaluator and agreed with UNDP.

Recommendations on the cost efficiency assessment.

As part of the evaluation exercise, an efficiency assessment on the procurement of medicine and medical products needs to be conducted for at least 5 nosologies. The selection of programmes will be undertaken jointly with the project team and will be based on the priorities of the EU-Ukraine Association Agreement (Charter 22 Public Health). This scope of activities foresees:

- Analyse changes in the quantity, prices and delivery time of procured pharmaceuticals, medical supplies and equipment within the state programmes implemented by UNDP for the implementation period of the 2015 to 2018 state budget years.
- Provide baselines for the procurement of medical supplies and equipment for the selected programmes.
- Compare the cost of UNDP procurement of medicines and medical equipment with the same items procured by state or nonstate agents.
- Compare total budgetary expenses (unit costs, logistics, administrative, currency gain/loss, VAT and other costs of UNDP) under the 2015-2018 procurement cycle with the same package of goods of the Ministry of Health, considering the exchange rate fluctuations of the reference period.
- Determine whether there were significant changes in nomenclature of the pharmaceuticals, medical supplies and equipment planned for procurement that could

have been related to the partial shift of the procurement function to the international organizations.

- Analyse for potential strengths and weaknesses the two separate scenarios where tenders are conducted by the MoH and by UNDP:
 - contract implementation controlling process,
 - marketing and procurement notices dissemination potential,
 - registration of new items,
 - savings and benefits,
 - reference prices,
 - reaction on the critique.
- Conduct interviews/meetings with key partners for validating the information and data, specifying the procedures, obstacles and decision made the influenced the efficiency of the costs.

3. EVALUATION APPROACH AND METHODOLOGY

3.1. Methodology

The scope of the evaluation will cover all activities undertaken in the framework of the Procurement Support Services to the MOH project as well as some elements of other UNDP's health interventions . The project's effectiveness and initial impact should receive special attention. Given the forward-looking nature of the evaluation, the Evaluator will: a) compare planned outputs of the individual projects to actual outputs and assess the actual results to determine their contribution to the attainment of the project's objectives, as well as b) provide clear recommendations for the follow-up phase of the project and the Health Programme in general, based on identified lessons learned in key areas. These findings will serve to inform the development of the follow-up phase of the MoH PSS Project and consolidate the UNDP Health Programme in general.

The evaluation will need to use mixed methods and tools to ensure that data gathering and analysis deliver evidence-based qualitative and quantitative information, based on diverse sources: desk studies and literature review, cost-benefit analysis, individual interviews, surveys and direct observation. This approach will not only enable the evaluation to assess causality through quantitative means but also to provide reasons for why certain results were achieved or not and to triangulate information for higher reliability of findings. The concrete mixed methodological approach will be detailed in the inception report and stated in the final report. All data provided in the report should be disaggregated by gender and vulnerability.

The evaluation is expected to follow a participatory and consultative approach ensuring close engagement with the project, government counterparts, international partner organisations, UNICEF, WHO, UNDP Country Office (CO) and projects team at all stages of the evaluation planning and implementation. The evaluation will assess the extent to which the projects were successfully mainstreamed with UNDP strategic priorities, including eradicating poverty, accelerating structural transformations for sustainable development a building resilience to crises and shocks.

The evaluation of the project's performance will be carried out against the expectations set out in the cost-sharing agreements, project Logical Framework/Results Frameworks, relevant legislation on procurement which provides performance and impact indicators for project implementation along with their corresponding means of verification. New set of indicators (with baselines) for a new wave of funding should be proposed. The evaluation will assess the key financial aspects of the projects.

The evaluation should provide a proposed design, methodology of evaluation (methods, approaches to be used, evaluation criterion for assessment to be proposed), detailed work plan and report structure to UNDP prior to the start of fieldwork; these documents and the list of organizations and other stakeholders to visit should be agreed with UNDP. While proposing the methodology, the Consultant should be guided by UNDP approach to programme/project evaluations³.

The evaluator is expected to develop and present detailed statement of evaluations methods/approaches in the inception report to show how each objective and evaluation criterion will be assessed.

The methodology will be based on the following:

1. Desk review of the documents listed below (but not limited to):
 - a) The original project documents, databases monitoring reports, action plans, M&E frameworks, assessments, and financial documents (such as the cost-sharing agreement with MoH);
 - b) Notes from meetings involved in the projects (such as board meeting minutes);
 - c) Other project-related material produced by the projects (such as datasets, publications, audio-visual materials and consultancies reports).
2. Cost efficiency assessment of the procured medicine and medical products for at least 5 nosologies within 2015-2018 procurement cycle. The selection of programmes will be undertaken jointly with the project team and will be based on the priorities of the EU-Ukraine Association Agreement (Charter 22 Public Health).
3. Interviews with the relevant UNDP Country Office and the Project's management and staff, MoH and the various national and sub-regional authorities dealing with the Project activities as necessary, to provide in-depth briefing on the interventions, its results, context of partnerships with different stakeholders etc. as well as vision for future.
4. Interviews and/or focus groups discussions with partners and beneficiaries. Partners and beneficiaries can be divided into three distinct groups:
 - a) Patient organizations and other civil society organizations and associations;

³ <http://web.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf>

- b) Government institutions (including but not limited to MoH, logistics' state entities, State expert centre, others);
- c) International development actors active in the field of intervention (EU, USAID, UNICEF, WHO etc).

Debriefing session with UNDP's stakeholders will be arranged for discussing the evaluation findings, results and recommendations.

3.2 Deliverables

The company should provide the following deliverables:

Deliverable #	Task description	Timeframe
Deliverable #1	<p>Conduct desk research of the Health Procurement project core documentation (cost-sharing agreements, project documents, databases, annual work plans and progress reports, project implementation plans, board meeting minutes, etc.). The set of documents to be reviewed will be prepared by UNDP.</p> <p>Develop an evaluation methodology and strategy to collect the required data, plans and forms for the interview with partners and counterparts.</p> <p>Output: The inception report in English (with detailed description of the methodology, comprehensive evaluation matrix and proposals on improvement of the evaluation scope and objectives based on the initial situation assessment) is produced; annotated structure of the report is developed; a toolkit for gathering data (questionnaire and interview plans, a questionnaire for beneficiaries in Ukrainian) is designed. All documents are submitted to UNDP for final approval.</p>	No later than 10 working days after signing the contract
Deliverable #2	<p>Conduct necessary consultations and interviews with the project staff and project partners. Examine how stakeholders assess the activities and what are their concerns and suggestions. Clarify issues that emerge from the preliminary analysis of the intervention and require hard and soft data to substantiate their reasoning. Discuss the existing needs in the field of the health sector development and how the follow-up phase of the project should address them. Collect and analyse feedback from the partners.</p> <p>Initial findings discussed in a wrap-up session with the Project team and UNDP CO (<i>can be done on-line via Skype conference</i>).</p>	No later than 50 working days after signing the contract

Deliverable #3	<p>Produce a draft report of the evaluation covering all items detailed in the paragraph #2 of the present TOR with definition of the lessons learned and recommendations for the future. The draft report should also contain detailed set of indicators (with baselines) for a possible new wave of funding.</p> <p>Output: draft report in English produced and submitted for UNDP comments (<i>UNDP review will take up to 10 working days</i>). Tables of baselines and tables of the unit costs of the same medicine products procured by state or nonstate agents submitted to UNDP.</p>	No later than 70 working days after signing the contract
Deliverable #4	<p>Prepare a detailed PowerPoint presentation of the evaluation study (in English) and present the results during the meeting between UNDP, MoH and other key stakeholders (<i>can be arranged also distantly via Skype depending on meeting arrangements</i>).</p> <p>Consultations regarding UNDP expectations from the presentation will be held with the Contractor prior to the event.</p> <p>Output: PowerPoint presentation prepared and delivered during the joint meeting of interested parties (to cover major findings and lessons learned from the evaluation as defined in section 3 of this TOR with diagrams/pictures, where applicable).</p>	No later than 80 working days after signing the contract
Deliverable #5	<p>Collect, review and incorporate comments from UNDP, MoH and others into the final version of the evaluation report (in English, no more than 100 pages). Finalise Power Point presentation to be distributed to general public (should be a stand-alone doc).</p> <p>Output: Final evaluation report containing all required annexes indicated in the paragraph #3 of the present TOR, submitted to UNDP, MoH for final review and validation.</p>	No later than 90 working days after signing the contract

Copyright

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP.

5. Proposed payment schedule

Payment Method: 30 days net

Payments will be made in 3 tranches according to the following payment schedule:

- First payment - upon satisfactory submission and approval of Deliverables #1 (20%);
- Second payment - upon satisfactory submission and approval of Deliverable #2 and #3 (40 %);
- Third payment - upon satisfactory submission and approval of Deliverable #4 and #5 (40%).

6. Management Arrangements

The Company shall be responsible for managing the process of the work implementation, its resources, logistics and expenditures related to the tasks in timely and accurate manner.

7. Monitoring/Reporting requirements

The company will work under the overall guidance of the M&E and relevant Project team members, and direct supervision of the project coordinator.

The company has to consult with UNDP on all steps of the process and proceed to the next step only upon obtaining approval on the accomplished step.

The company should arrange its activities based on the principle of constructive co-operation. It is mandatory to take into account all proposals of UNDP CO M&E and project team.

The electronic version of final report should be prepared and submitted for clearance to UNDP not later than abovementioned fixed dates.

UNDP requirements to analytical reports

The key product expected is a comprehensive evaluation report (no more than 60 pages without annexes, single spacing, Myriad Pro font, size 11), which includes, but is not limited to, the following components:

- Executive summary (up to 3 pages)
- Introduction
- Evaluation scope and objectives
- Evaluation approach and methodsⁱ
- Development context and project background
- Data analysis and key findings and conclusions
- Lessons learned and recommendations for future intervention (including viable ideas on work directions which could be sharpened and further enhanced in the next programme phase)
- Annexes: TOR, list of people interviewed, interview questions, documents reviewed, proposed new indicators, etc.

The conclusions related to the implementation of the Project should be comprehensive and balanced, and highlight the strengths, weaknesses, challenges and outcomes of each intervention. They should be well substantiated by the evidence and logically linked to the evaluation findings. They should respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to Project beneficiaries, UNDP and the Government of Ukraine.

The recommendations for the follow-up phase of the MoH PSS Project and the Health Programme in general should identify how best practices and achievements of the Project can be scaled up or proliferated to increase the positive impact of the intervention on medical procurement in Ukraine and health reform, as well as adapt/strengthen the theory of change of the interventions, based on interviews with partners and beneficiaries and desk analysis. The recommendations need to be supported by an evidential basis, be credible, practical, action-oriented, and define who is responsible for the action - to have potential to be used in decision-making.

The annexes should be duly numbered; all tables and figures should contain references to sources and be numbered; there should be references to them in the text of the report. The report should contain a bibliography and list of Web-resources, if relevant.

The final report should take into account the UNDP analytical standards and standards for writing reports. The report format (layout, text borders, format of charts and tables, format of titles, subtitles and main text, etc.) should provide for a convenient reading of the document and be in line with basic requirements to design (aesthetics) of such kind of documents.

The Report should be logical and understandable and have a limited number of specialized terms. It should also have a clear structure and be broken into sections (subsections).

The assessment shall be carried out objectively without consideration of interests of any parties. All points of view as regards the events and processes shall be provided and compared.

The Company shall provide the report in the electronic form (.doc format, initial materials and annexes .doc, *.xls formats).

Experience and qualifications requirement

The Company/Organization should propose a strong evaluation team who will comprise experts, national or international, with a solid M&E and economic background and respective practical experience of evaluating both development interventions and procurement projects. One of the team members will be assigned with the Team Leader responsibilities. Specifically, the following general requirements will apply:

- The Company/Organization should be multi-national entity officially registered in Ukraine;
- At least six (6) years of international or national experience of carrying out project/programme evaluations, economic and cost-benefit assessments and similar;
- Proven experience of conducting studies in health economics, finance or other relevant fields would be a strong asset;
- Previous experience of work in the region, particularly on the issues of health reform, medicine procurement and similar would be a strong asset.
- Experience of working with international organizations and UN agencies in health area would be a strong asset.

8.2 Requirements for the Company Team members:

Evaluation Team Leader:

- At least Bachelor/Master's degree or equivalent in Health Economics, Public Health, Data analysis, or other relevant area;
- At least five years of professional experience in programme/project evaluations, economic research, and analysis;
- At least three years of professional experience leading a team or managing different studies and projects;
- Fluency in English;
- Knowledge of Ukrainian and Russian would be an advantage;

Evaluation Analyst:

- Bachelor/Master's or equivalent degree in Health Economics, Public Health, Data analysis, or other relevant area;
- At least five years of professional experience with data collection, financial analysis;
- Good knowledge of English;
- Fluency in Ukrainian and Russian.

The Company/Organization may include additional team members with relevant qualifications as it finds appropriate to implement the assignment.

1. Documents to be submitted in technical proposal

UNDP Ukraine is inviting institutions and organizations interested in and capable of performing this assignment, to participate in the competition and submit an application, specifying the following information:

- ☒ General information on Organization: name of organization; address (legal and mailing), telephone and fax numbers, contact persons, e-mail addresses, certificate of company's registration; financial statement that shows that organization is not declared bankruptcy, is not involved in bankruptcy or receivership proceedings
- ☒ General description of Organization resources and capacities (information should not exceed 2 pages), including date of establishment, information about activities of the organization, professional expertise, experience, number of employees;
- ☒ Description of assessment processes, number of employees planned to be involved in the assessment, their functions and CVs: Team Leader and Evaluation Analyst
- ☒ Detailed budget of the proposal;
- ☒ Copies of analytical reports (not less than THREE), prepared earlier on similar subjects or spheres (a link could be provided), preferably in English;
- ☒ Technical proposal, describing methodology and detailed working plan;
- ☒ At least 3 reference letters from the major clients concerning provision of similar nature of services.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>

▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in password protected file via email. Electronic format of submission only)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association 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;
- 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;

- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured; ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ▪ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; ▪ Assessment methodology, detailed work plan; ▪ CVs of the proposed implementation team and their functions: Team Leader and Evaluation Analyst; as per Form E, Section 3. ▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years

- Samples of at least three (3) analytic reports in similar subjects or field, desirable language is English. The link to electronic version of the documents may be provided;
- Duly signed Technical and financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN;
- Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
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		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	
--	--	---	--

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's experience and reputation on the market

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevant certificates and association membership confirming documents.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Bidder's capability and expertise

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 Detailed organizational structure of the Company, including quantity of qualified personal available.
- 2.2 Information about sales volumes past 3 years.
- 2.3 Description of booking system in use
- 2.4 Quality assurance and service support provision information.
- 2.5 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.6 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.7 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.8 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a file separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of proposal may be UAH or USD, though USD is highly recommended as the price of the contract will be based on the proposal and its currency and will not be changed in its duration. Thus, USD price proposal provides better option for currency risk mitigation.

The Financial proposal should be submitted in a separate sealed envelope and include the following categories of costs.

	Activity/Costs	Unit	Number	Cost per Unit	Amount excluding VAT	VAT	Amount including VAT
	Cost breakdown by components						
1	Personnel:						
	Team Leader	month					
	Evaluation Analyst	month					
2	Travel costs						
3	Other costs (<i>if any – to define clearly activities/costs</i>)						
	Cost breakdown by deliverable						
1	Inception report (with detailed description of the methodology and evaluation matrix in English) submitted	Desk Review					
2	Field work conducted. Initial Findings discussed in a wrap-up session	Field work					
3	Draft report in English submitted.						
4	PP presentation prepared and delivered (in English)						
5	Final evaluation report and PP presentation submitted.						

6	Other costs (<i>if any – to define clearly activities/costs</i>)						
	TOTAL						

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

“Duly authorized to sign the proposal for and on behalf of” _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____

ⁱ The Projects should be evaluated in accordance with UNDP Evaluation Policy.