



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: August 27, 2019
	REFERENCE:122-2019-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Comprehensive analysis of state employment service at national, regional, and local levels”**.

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

Proposals may be submitted on or before **11:59 (Kyiv time) Thursday, September 12, 2019** and via email to the address below:

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

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

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

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

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

Messages should **not exceed 8 MB in size**. Offers larger than 8 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and the

solicitation documents. Messages larger than 8 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“122-2019-UNDP-UKR-RFP-RPP”** and **“Comprehensive analysis of state employment service at national, regional, and local levels.”**

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

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

<http://www.undp.org/content/dam/undp/img/corporate/procurement/UN%20Supplier%20Code%20of%20Conduct.pdf>

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Sukhrob Kaharov*

*Mr. Sukhrob Kaharov,  
Operations Manager*

*UNDP Ukraine  
August 23, 2019*

*A.D.*

### Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UN RPP is seeking a legal entity that will assess and as the result of the assessment accelerate efficient work of State Employment Service system at national and local levels by strengthening its employment ensuring capacity, thus contributing to the reinforcement of favorable economic situation on government-controlled areas of Luhansk, Donetsk and Zaporizhzhia oblasts
The overall objective	<p>The overall objective of this assignment are:</p> <p>(1) to conduct a comprehensive functional assessment of the national State Employment Service (SES) and SES system in Luhansk, Donetsk and Zaporizhzhia oblasts;</p> <p>(2) to assess needs of SES system at national and local levels;</p> <p>(3) to outline main directions of capacity-building for state employment service at national, oblast (for Luhansk, Donetsk and Zaporizhzhia oblasts), and local level in order to increase the quality of service provision;</p> <p>(4) to develop a Final Report on Comprehensive analysis of state employment service at national and local levels that will function as a roadmap for strengthening the capacity and enhancing the overall professional services' providing activity of Luhansk, Donetsk and Zaporizhzhia oblasts' State Employment Services.</p>
Person to Supervise the Work/Performance of the Service Provider	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, RPP
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	September 2019
Target completion date	January 2020
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

involved in completing the services	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 5th of September 2019 at 3 pm via Skype Conference.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail:          procurement.ua@undp.org          Attn: Procurement Unit          Subject: <b>122-2019-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:</p> <ol style="list-style-type: none"> <li>1. After achieving Deliverable 1 and submission of the Action Plan, Methodology, legal framework review and Inception report – 10%;</li> <li>2. After achieving of Deliverable 2 and submission of the outline of the main directions of SES work at national, regional and local levels – 20%;</li> <li>3. After achieving Deliverable 3 and submission of the Interim Report – 20%;</li> <li>4. After achieving Deliverable 4 and submission of the Recommendations and action plan for SES enhancement at national, regional, local levels developed, agreed and approved by UN RPP – 20%</li> <li>5. After complete achievement of all the results and submission of the Final report (Delievable 4) – 30%.</li> </ol>

	<p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ul style="list-style-type: none"> <li>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs;</li> <li>b) Receipt of invoice from the Contractor.</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, RPP
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 20%</li> <li><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 30%</li> <li><input checked="" type="checkbox"/> Personnel and invited experts/consultants 50%</li> </ul> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<p><i>Procurement Unit</i>  <i>UNDP Ukraine</i>  <i>procurement.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

Documents to be submitted in proposal	<p> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);  <input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;  <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);  <input checked="" type="checkbox"/> Financial statements (Copies of income/balance statements for last 2 years or Audited statements);  <input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar projects / assignments and competitive advantages of the applicant company;  <input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity;  <input checked="" type="checkbox"/> Brief description of the methodology, list of potential data sources and analysis approach;  <input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past experience in similar projects / assignments;  <input checked="" type="checkbox"/> At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the bidder;  <input checked="" type="checkbox"/> At least 2 reference letters for each team member from the previous customers and former employers..  <input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b> </p>
Other Information Related to the RFP	<p><b><u>Administrative Requirements:</u></b></p> <p>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization's legal status and registration</li> <li>✓ Offers must comply with general administrative requirements:             <ol style="list-style-type: none"> <li>1. Organization/company officially registered in Ukraine for at least 3 years;</li> <li>2. Experience in designing, planning, administering and implementing research (both desk and field study) public administration, social sciences, economics or related disciplines, development of public institutions' work;</li> <li>3. Presentation of at least 3 references for the company from past customers regarding implementation of likely tasks.</li> </ol> </li> </ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>;  For the information, please contact <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a></p>

**Annex 2****FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 122-2019-UNDP-UKR-RFP-RPP dated 7/18/2019, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

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

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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



	Copies of State registration and Tax registration should be attached
Latest Audited Financial Statement or Financial results (2017 -2018)	Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 5 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

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

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

***Must include:***

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);***
- 2. Brief description of the methodology, list of potential data sources and analysis approach;***
- 3. A timeline detailing how the required results will be achieved/completed within the required timeline***
- 4. At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the bidder.***

**C. Qualifications of Key Personnel**

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

- a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Team Leader, Specialists);***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader and Specialists as well as contact details for referees;***
- c) Written confirmation from each team member that they are available for the entire duration of the contract.***
- e) At least 2 reference letters for each team member from the previous customers and former employer***

- 1) Team Leader***
- 2) Project Assistant, Researchers***

## Financial Proposal

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverables\*

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount, currency, excl. VAT</b>
Delivery of output 1		
Delivery of outputs 2		
Delivery of outputs 3		
Delivery of outputs 4		
Delivery of outputs 5		
<b>Total</b> (please indicate currency)	100%	

*\*This shall be the basis of the payment tranches*

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

<b>Nº</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Cost per unit, currency</b>	<b>Amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Team Leader	4 month	1		
1.2	Reserchers	4 month	3		
1.3					
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1					
2.2					
2.3	Other (if any - to define clearly activities/costs)				
...					
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Travel costs (tickets)	Travel for 1 person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
3.4	...				
<b>4</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
4.1					
4.2	...				
	<b>Total</b> (please indicate currency)				

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

*[Designation]*

*[Date]*

**\*\* Dear partners!**

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

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

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

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

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

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

**\*\* Уважаемые партнеры!**

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 056-2017-UNDP-UKR-RFQ-RPP производиться в рамках выполнения проекта международной технической помощи.

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

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

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

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

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

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

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

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

## TERMS OF REFERENCE

**Project name:** UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component

**Project description:** Comprehensive analysis of state employment service at national, regional, and local levels

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

**Business trips (if applicable):** possible business trips to Kyiv and within the government-controlled areas of Luhansk, Donetsk and Zaporizhzhya oblasts

**Starting date of the assignment:** September 2019

**Duration of the assignment or end date (if applicable):** 4 months

**Name and position of project manager:** Volodymyr Lyashchenko, Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN RPP.

### I. BACKGROUND

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

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

The RPP was designed to **respond to, and mitigate, the causes and effects of the conflict**. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

- Component 1: Economic Recovery and Restoration of Critical Infrastructure
- Component 2: Local Governance and Decentralization Reform
- Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 16 projects funded by 10 international partners and is worth about 52 million USD.



In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) had countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk regions of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavor will be achieved through the pursuit of the following specific objectives:

1. To enhance local capacity for gender-responsive decentralisation and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME).
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

One of the main objectives of UN RPP is to foster economic revitalisation in Eastern Ukraine and, specifically, stimulate employment and economic growth by restoration and strengthening of institutional and educational infrastructure necessary for effective functioning of regional economy. The need to provide new employment opportunities for people formerly employed in heavy industry, mining and ports in the conflict-affected region is urgent.

State employment service is one of the essential institutions to stimulate employment and accordingly economic growth in the region. Because of that capacity-building for state employment service at national, regional, and local levels is one of the important preconditions for increasing the quality of service provision to job seekers and employers and thus for improving the employment situation in the eastern part of Ukraine. To continue this process and target the planned interventions, UN RPP is seeking a legal entity that will assess and as the result of the assessment accelerate efficient work of State Employment Service system at national and local levels by strengthening its employment ensuring capacity, thus contributing to the reinforcement of favorable economic situation on government-controlled areas of Luhansk, Donetsk and Zaporizhzhia oblasts.

## II. MAIN OBJECTIVES OF THE ASSIGNMENT

The main objectives of the assignment are: (1) to conduct a comprehensive functional assessment of the national State Employment Service (SES) and SES system in Luhansk, Donetsk and Zaporizhzhia oblasts; (2) to assess needs of SES system at national and local levels; (3) to outline main directions of capacity-building for state employment service at national, oblast (for Luhansk, Donetsk and Zaporizhzhia oblasts), and local level in order to increase the quality of service provision; (4) to develop a Final Report on Comprehensive analysis of state employment service at national and local levels that will function as a roadmap for strengthening the capacity and enhancing the overall professional services' providing activity of Luhansk, Donetsk and Zaporizhzhia oblasts' State Employment Services.

## III. SCOPE OF WORK AND EXPECTED OUTPUTS

The Contractor will conduct comprehensive analysis of State Employment Service (SES) at national, regional, and local levels in Luhansk, Donetsk, and Zaporizhzhia oblasts to target further UN RPP interventions.

1. **To prepare** a detailed working plan to carry out the assignment and to develop the methodology for the analysis and outline of report in consultations with the UN RPP; **to review** the legal framework of SES activity and to assess current policies and laws related to employment/labor market legislation and the implications

at national and regional levels (particularly for conflict-affected areas).

**Output 1:**

- Detailed working plan developed and approved by UN RPP;
- Approved by UN RPP methodology for the analysis and proposed outline of the report;
  - Reviewed legal framework of SES activity – 1) all legislative acts defining the mandate and functions of SES at national and regional level); 2) strategies, programmes, analyses, reports and other relevant documentation available;
- Reviewed and analysed status of SES at national and regional level – legal basis, mandate and core functions; inter-relations with other bodies of central and local government and mechanisms to ensure coordination actions; organizational and functional structure; sources of finance; key national plans/policies governing the operations, SES role in the design and implementation of labour market policy and national employment strategies and plans; manuals, methodologies, quality systems; facilities and infrastructure; location and accessibility; equipment; technical support and alliances/cooperation with international partners;
- Reviewed possible legislative changes, additions, initiatives that might contribute to the more effective operation of SES;
- Prepared Inception report.

**Estimated implementation period: up to 30 calendar days after the Contract start day.**

**2. To carry out** an overview of the main directions of work of SES at the national, regional (oblast) and local (regions and cities of oblast significance) levels approved by UN RPP; reveal peculiarities of the work of State Employment Services in Donetsk, Luhansk and Zaporizhzhia oblasts.

**Output 2:**

- Carried out overview of the main directions of work of SES at the national, regional (oblast) and local (regions and cities of oblast significance) levels;
- Revealed peculiarities of the work of SES in Donetsk, Luhansk and Zaporizhzhia oblasts.

**Estimated implementation period: up to 45 calendar days after the Contract start day.**

**3. To conduct detailed assessment of the employment services system** and the interlinked systems approved by UN RPP (social protection, education with emphasis on establishing regular data exchange, and cooperation with the business sector), their interdependencies and the potential for streamlining and creation of synergies.

**Output 3:**

- Described SES strategy: vision, direction, goals, adequacy and aspects requiring review/update;
- Analysed SES human resources: number of staff and their qualifications and competences (in Ukraine in general and in Luhansk, Donetsk, and Zaporizhzhya oblast in particular); existing workplace systematization and level of its compliance with the actual and foreseen work requirements, workload per functional area and, if appropriate, per work position; staff turnover rate; access to training or exposure to international practices; career development program; definition of indicators and methodology for measurement/assessment/ analysis of employee performance;
- Described SES operations: areas of work at different level (national, regional, local) and their interrelation; workflow, potential to outsource responsibilities, tasks and services to the Employment Centers, as well as to companies and Civil Society Organisations (CSOs) as possible service providers; regional/local offices, private or not-for-profit agencies; procedures and operational manuals; information and communication systems; reporting; knowledge management;
- Assessed employment programmes and services: goals; structure; interconnection between different

- programs / services; decentralization potential to improve addressing region's specific needs; procedures, collaboration with external entities;
- Assessed partnerships and collaborative arrangements: strategic partnerships established (formally or informally) with local stakeholders (private employment agencies, CSOs, municipalities, employers, public and private training providers, educational institutions, particularly Vocational Education and Training schools etc.) to enhance planning and service delivery; potential areas for developing partnerships or collaboration arrangements to coordinate service delivery, exchange information and knowledge, or improve outcomes for customers;
- Assessed the state of the use of modern information technologies (IT) and identification the ways of modernisation and expansion of the range of services with their application at the national level and in Donetsk, Luhansk and Zaporizhzhya oblasts;
- Assessed the state and prospects of development of the system of vocational retraining on the basis of educational centers at national, regional levels, in particular in Donetsk, Luhansk and Zaporizhzhya oblasts;
- Described the main up-to-date problems of functioning of State Employment Services at national, regional and local levels and outline ways of their solution; reveal specific issues and needs of employment services in Donetsk, Luhansk and Zaporizhzhya oblasts and to offer directions and ideas of their solution;
- Estimated the needs of regional, city and district employment centers of Donetsk, Luhansk, and Zaporizhzhya oblasts in the procurement of equipment, repair of premises; the needs and problems of organizational development, in particular, the possibility of distributing SES to the level of hromadas;
- Analysed the best Ukrainian practices of public employment services, cooperation and coordination of activities of regional and local Employment Centers with employers, social partners, state bodies, business service providers, and VET institutions and possibilities of their use in Donetsk, Luhansk and Zaporizhzhya oblasts;
- Described good practices of state employment services in countries with comparable characteristics;
- Determined training needs, skills development for SES employees, including a list of topics of interest and importance for the improvement of the skills of employees.
- Prepared and submitted Interim report.

Estimated implementation period: up to 75 calendar days after the Contract start day.

**4. To summarize the experience gained in introducing new SES approaches to provide services to employers and labor market candidates at national, regional and local levels by means of proposing measures to improve their efficiency; to develop recommendations and action plan approved by UN RPP for SES enhancement at national, regional, local levels.**

Output 4:

- Summarized experience concerning the introduction of new SES approaches on providing services to employers and labor market candidates at national, regional and local levels by means of proposing measures to improve their efficiency;
- Developed recommendations on the formation of a system for forecasting of the labor market (at least for three years) at regional level, which will ensure interaction of various data managers, creation of databases (in particular, planned and implemented investment projects) necessary for the application of various forecasting methods; propose an effective methodology for forecasting the regional labor market for the use of SES centers and other stakeholders;
- Proposed ways for solving the problem of shadow employment, coordinating the tools of social protection of the unemployed and employment promotion services in order to increase the motivation of the unemployed for employment and permanent employment, as well as the need to amend

existing legislation in order to increase allocations for active employment programs and reduce costs on the passive payment of unemployment benefits;

- Developed a typical model of services of oblast, city and district employment centers taking into account the necessary resources, performance indicators and quality of services, criteria of coherence, efficiency, and complexity. Such a model will allow monitoring and evaluation of employment centers services more efficiently and effectively, gradually introduce an electronic system of effective management;
- Developed policy of introducing innovations at the national and regional levels on the basis of project management, which will enable to implement the necessary budget planning, to monitor the effectiveness of the introduction of innovations.

Estimated implementation period: up to 105 calendar days after the Contract start day.

**5. To prepare and submit Final Report,** executive summary of it (10-15 pages) and Power Point presentation approved by UN RPP that, along with the outcomes of the research shall include recommendations for strengthening SES system capacity. The final report shall be executed in a manner that would require no further editing and approved by Vocational Education Development Specialist. The final version of the Executive Summary and Power Point Presentation shall also be submitted in English.

**Output 5:**

- Prepared and submitted **Final Report**, executive summary of it (10-15 pages) and Power Point presentation (at least 20 slides) accepted and approved by UN RPP that, along with the outcomes of the research shall include recommendations for strengthening SES system capacity. The final version of the Executive Summary and Power Point Presentation shall also be submitted in English.

Estimated implementation period: up to 110 calendar days after the Contract start day.

#### IV. SCHEDULE OF PAYMENTS

The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of reports. The Contractor is expected to complete the tasks within the following tentative timeframe. A preliminary schedule is provided below.

- After achieving Deliverable 1 and submission of the Action Plan, Methodology, legal framework review and Inception report – 10%
- After achieving of Deliverable 2 and submission of the outline of the main directions of SES work at national, regional and local levels – 20%;
- After achieving Deliverable 3 and submission of the Interim Report – 20%;
- After achieving Deliverable 4 and submission of the Recommendations and action plan for SES enhancement at national, regional, local levels developed, agreed and approved by UN RPP – 20%;
- After complete achievement of all the results and submission of the Final report (Deliverable 4) – 30%.

#	Deliverable	Payment amount	Deadline
1	<p>The action plan, methodology, outline of report developed.</p> <p>The legal framework of SES activity with the implications at regional level (particularly for conflict-affected areas) reviewed.</p> <p>Possible legislative changes, additions, initiatives that might contribute to the more effective operation of SES proposed.</p> <p>The Inception report is submitted and approved by UN RPP.</p>	10% of contract amount	30 days after contract signing

2	The main directions of work of SES at the national, regional (oblast) and local (regions and cities of oblast significance) levels overviewed; peculiarities of the work of State Employment Services in Donetsk, Luhansk and Zaporizhzhia oblasts identified, submitted and approved by UN RPP	20% of contract amount	45 days after contract signing
3	Detailed assessment of the employment services system and the interlinked systems (social protection, education with emphasis on establishing regular data exchange, and cooperation with the business sector), their interdependencies and the potential for streamlining and creation of synergies is conducted.  The Interim report is prepared, submitted and approved by UN RPP.	20% of contract amount	75 days after contract signing
4	Summarized experience in introducing new SES approaches to provide services to employers and labor market candidates at national, regional and local levels by means of proposing measures to improve their efficiency; recommendations and action plan for SES enhancement at national, regional, local levels developed, agreed and approved by UN RPP.	20% of the contract amount	105 days after contract signing
5	Final Report, executive summary of it (10-15 pages) and Power Point presentation that, along with the outcomes of the research will include recommendations for strengthening SES system submitted and approved by UN RPP. Presenting of the study results to support inclusive and participatory process and proper discussions with stakeholders presented.	30% of contract amount	110 days after contract signing

## V. MONITORING/REPORTING REQUIREMENTS

The Contractor shall submit the following reports according to UN RPP format and guidelines. The format of reports shall be agreed at the first stage of the contract implementation, but UN RPP reserves the right to make further changes/adjustments and clarifications to the report form.

Types of reports:

- 1) Inception report – 30 calendar days after the Contract starting date;
- 2) Interim report– 75 calendar days after the Contract starting date;
- 3) Weekly operational email reports on current results, implementation and issues of the assignment;
- 4) Brief reports periodically submitted upon request of UN RPP in cases where it is required to get information on the progress of the assignment in between reporting periods;
- 5) Final comprehensive report, executive summary and presentation - no later than 110 calendar days after the Contract starting date, - which should include but not be limited to the issues outlined in “**SCOPE OF WORK AND EXPECTED OUTPUTS**” part.

The reports shall be submitted in Ukrainian, proof-read; Executive Summary and Power Point presentation shall be submitted in Ukrainian and English. It is imperative to include into the reports the following: charts, quantitative and qualitative comments for the works carried out, as well as to update them and make changes to them if necessary. The information (results) must be relevant, reliable, appropriate and objective. The final report shall be executed in a manner that would require no further editing.

All reports and survey results shall be transmitted to UN RPP electronically, on electronic source or in the form of electronic communication with the attached final products, which is also accompanied by an official letter in paper version of the Contractor about the data transmission of products to the UN RPP.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by UN RPP, and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The inception report, interim report and the final report shall follow the pre-set template agreed with UN RPP.

## **VI. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

- Organization/company officially registered in Ukraine for at least 3 years;
- Experience in designing, planning, administering and implementing research and analysis (both desk and field study) in public administration, social sciences, economics or related disciplines, development of public institutions' work assessment methodology, recommendations and policy (at least 3 previously conducted comprehensive studies should be provided);
- Experience in working with the international organizations and donor agencies will be an asset.

The Contractor must have a team of at least 5 professionals with following roles and required qualifications:

### **Team Leader/Project Manager:**

- At least Master's degree in Social Sciences, Public Administration, Statistics, Economics, Management or related field;
- Minimum 5 years of professional experience in project management and/ team management;
- At least, 5 years of experience in designing, planning, administering and implementing research (both desk and field study) in social sciences, public administration, economics or related disciplines, development of public institutions' work assessment methodology, recommendations and policy (a list of such research and a reference to at least one example shall be provided);
- Experience in preparation of written publications (research materials, scientific articles and written reports (a list of publications and examples of at least 2 developed materials shall be provided);
- Project reporting skills (reference to at least 2 open source reports should be provided);
- At least 2 positive references from previous employers;
- Fluency in Ukrainian and English.

### **Researcher (at least 3 people):**

- At least Master's degree in Social Sciences, Public Administration, Statistics, Economics, Management or related field;
- At least, 5 years of experience in designing, planning, administering and implementing research (both desk and field study) in social sciences, public administration, economics or related disciplines, development of public institutions' work assessment methodology, recommendations and policy (a list of such research and a reference to at least one example shall be provided);
- At least 3 years of experience in preparation of written publications (research materials, scientific articles and written reports (the list of publications and examples of at least 2 developed materials shall be provided);
- At least 2 positive references from previous employers;
- Fluency in Ukrainian and English.

## **VII. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:**

- ☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;
- ☒ A working plan with the proposed work schedule indicating the persons responsible for each area of activity;
- ☒ Brief description of the methodology, list of potential data sources and analysis approach;
- ☒ Personal CVs of the Project Team, including information about past experience in similar projects / assignments;
- ☒ At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the bidder;
- ☒ At least 2 reference letters for each team member from the previous customers and former employers.

**Minimum evaluation criteria**

*(The companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation)*

1. Organization/company officially registered in Ukraine for at least 3 years;
2. Experience in designing, planning, administering and implementing research (both desk and field study) public administration, social sciences, economics or related disciplines, development of public institutions' work;
3. Experience in working with the international organizations and donor agencies

**Technical criteria:**

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	20%	140
Proposed Methodology, Approach to the Analysis and Implementation Plan	34,3%	240
Personnel	45,7%	320
<b>Total</b>	<b>100%</b>	<b>700</b>

Forms of assessment of technical proposals are given in the next two pages. The maximum score that may be received for each assessment criterion indicates the relative significance or part of such a criterion in the overall assessment process.

Assessment of technical proposal Form 1		Maximum score	Company / Other organization		
Expertise of Firm/Organization			A	B	C
1.1	Organization/company officially registered in Ukraine (3-5 years – 20 points, 6-7 years – 30 points, 8-9 years- 40 points, 10 years or more – 60 points).	60			
1.2	Experience in designing, planning, administering and implementing research (both desk and field study) in public administration, social sciences, economics or related disciplines, development of public institutions' work assessment methodology, recommendations and policy (at least 3 comprehensive studies): 3-5 studies – 45 points, 6-9 studies – 60 points, 10 studies and more – 75 points).	75			
1.3	Experience in working with the international organizations and donor agencies	5			
<b>Overall score on Form 1</b>		<b>140</b>			

Assessment of technical proposal Form 2		Maximum score	Company / Other organization		
Proposed Methodology, Approach and Work Plan			A	B	C
2.1	How well-elaborated is the description of the methodology:	65			





	<ul style="list-style-type: none"> <li>- a detailed description of the methodology is provided – up to 25 points;</li> <li>- the described methodology is reasonable and realistic, complies with the programme objectives – 40 points.</li> </ul>				
2.2	<p>How well-elaborated is the list of potential data sources:</p> <ul style="list-style-type: none"> <li>- the list includes official national and regional statistical resources – 25 points;</li> <li>- the list contains relevant studies of recognized experts and expert organizations – 25 points;</li> <li>- relevant national and regional stakeholders are proposed as a source of information – 25 points.</li> </ul>	75			
2.3	<p>How well-developed the SES analysis approach:</p> <ul style="list-style-type: none"> <li>- the suggested approach contains clear, relevant and measurable criteria for SES analysis – 25 points;</li> <li>- the proposed approach is realistic in terms of the volume and depth of available data and of the assignment timeframe – 30 points.</li> </ul>	55			
2.4	<p>How well-elaborated is the proposed plan of work and suggested timeline?</p> <ul style="list-style-type: none"> <li>- Weekly detailed elaboration of the working plan – 20 points;</li> <li>- The schedule is realistic and meets the assignment timeframe – 25 points.</li> </ul>	45			
<b>Overall score on Form 2</b>		<b>240</b>			

Assessment of technical proposal Form 3		Maximum score	Company / Other organization		
			A	B	C
Personnel					
	Team Leader/Project Manager				
3.1	Experience in project management and team management (3-5 years – 20 points, 6–7 years – 30 points, 8 years and more – 40 points).	40			
3.2	Experience in designing, planning, administering and implementing research (both desk and field study) in public administration, social sciences, economics or related disciplines, development of public institutions’ work assessment methodology, recommendations and policy (at least 3 comprehensive studies); (3-5 years – 20 points, 6–7 years – 30 points, 8 years and more – 50 points).	50			
3.3	Experience in preparation of written publications (research materials, scientific articles and written reports, references to be provided):	35			

	<ul style="list-style-type: none"> <li>- 2 publications – 15 points,</li> <li>- 3-9 publications – 20 points,</li> <li>- 10 publications and more – 35 points.</li> </ul>				
3.4	Higher education in Social Sciences, Public Administration, Statistics, Economics, Management or related field (Master's (or equivalent) – 5 points, PhD or higher – 15 points).	15			
3.5	Project reporting skills (2 open source project reports – 15 points, 3 – 5 – 35 points)	35			
3.6	Language command (Ukrainian and working level English – 3 points) (fluent Ukrainian and English – 5 points).	5			
<b>Interim score according to criteria 3.1–3.6</b>		<b>180</b>			
	Other Experts – <b>Researcher</b> (3 people: )				
3.7	Higher education in Social Sciences, Public Administration, Statistics, Economics, Management or related field (Master's (or equivalent) – 5 points, PhD or higher – 15 points).	15			
3.8	Experience in designing, planning, administering and implementing research (both desk and field study) in public administration, social sciences, economics or related disciplines, development of public institutions' work assessment methodology, recommendations and policy (at least 3 comprehensive studies); (3-5 years – 20 points, 6–7 years – 30 points, 8 years and more – 50 points).	50			
3.9	Experience in preparation of written publications (research materials, scientific articles and written reports, references to be provided): <ul style="list-style-type: none"> <li>- 2 publications – 15 points,</li> <li>- 3-9 publications – 20 points,</li> <li>- 10 publications and more – 40 points.</li> </ul>	40			
3.10	Project reporting skills (2 open source project reports – 15 points, 3-5 – 30 points)	30			
3.11	Language command (Ukrainian and working level English – 3 points) (fluent Ukrainian and English – 5 points)..	5			
<b>Interim score according to criteria 3.7–3.11</b>		<b>140</b>			
<b>Overall score on Form 3</b>		<b>320</b>			

## Annex 4

## Model Contract

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

МФО ЄДРПОУ	MFO EDRPOU
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.</li> <li>5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.</li> <li>6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.</li> <li>7.</li> </ol> <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО</b>, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> <li>6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.</li> <li>7.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF</b>, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<b>Від імені Підрядника / For the Contractor</b>	<b>Від імені ПРООН / For UNDP</b>
Підпис / Signature:	Підпис / Signature:
Ім'я / Name:	Ім'я / Name:
Посада / Title:	Посада / Title:
Дата / Date:	Дата / Date: