

**Amendments to**  
**Provision of services to conduct functional and institutional analysis of the Ukrainian Parliament's**  
**Secretariat (Apparatus of the Verkhovna Rada)**

**Reference: 495-2019-UNDP-UKR-RFP-PR**

The following amendments have been made to the RFP document:

1. Section 4. Evaluation Criteria, Technical Evaluation Criteria, Form 3 to be amended and read as follows:

Technical Proposal Evaluation Form 3		Points obtainable	Company / Other Entity		
Management Structure and Key Personnel			A	B	C
3.1	Task manager:				
	University degree in Management, Economics, Political Science, Public Administration, Law or other similar fields (University degree – 5 pts., Master's degree – 10 pts.)	10			
	At least 5 years of experience in managing similar assignments (5 years – 15 pts., each additional year – 5 pts., up to max of 30 pts.);	30			
	Experience of collaborating with central public administration representatives would be an asset (each year – 2 pts., up to 20 pts.);	20			
	Experience in working with Ukrainian/ CIS countries state/governmental institutions will be an asset (each year – 2 pts., up to 20 pts.)	20			
	Working experience with UN Agencies and/or other international organizations will be an asset (each year – 2 pts., up to 20 pts.);	20			
	Fluency in Ukrainian and/or English will be a strong asset; (Ukrainian and/or English – 8 pts. Ukrainian and/or English – each additional 6 pts., up to max 20 pts.)	20			
		<b>120</b>			
3.2	Senior Expert:				
	Master's degree in Political Science, Public Administration, Law or other similar fields (Master's degree – 5 pts.; PhD – 10 pts.);	10			
	At least 7 years of specific professional experience in policy development and/or carrying out strategic analysis like institutional needs assessment, functional review, cost-benefit analyses, sectoral analysis and capacity development (7 years – 10 pts., each additional year – 5 pts., up to max of 30 pts.);	30			
	At least 3 years of work experience in strategic planning and conduct of different analytical tools like SWOT analysis, PEST analysis (3 years – 15 pts., each additional year – 5 pts., up to max of 30 pts.);	30			
	Experience of collaborating with Parliaments would be an asset (each year – 2 pts., up to 20 pts.);	20			
	Experience of advisory work on parliamentary administration development in Central and Eastern Europe is a strong advantage (each year – 2 pts., up to 10 pts.)	10			
	Fluency in Ukrainian and/or English will be a strong asset; (Ukrainian and/or English – 8 pts.	20			

	Ukrainian and/or English – each additional 6 pts, up to max 20 pts.)				
		<b>120</b>			
	Key expert-analyst:				
	Master's degree in Political Science, Public Administration, Law or other similar fields (Master's degree – 5 pts.; PhD – 10 pts.);	10			
	At least 5 years of relevant professional experience in the field of institutional development (3 years – 20 pts., each additional year – 5 pts., up to max of 30 pts.)	30			
	At least 2 years of work experience in strategic planning and conduct of different analytical tools like SWOT analysis, PEST analysis (2 years – 10 pts., each additional year – 5 pts., up to max of 25 pts.);	25			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 10 pts., each additional year – 2 pts., up to max of 20 pts.)	20			
	Work experience working in public sector would be an asset (Yes – 10 pts., No – 0 pts.)	10			
	Fluency in Ukrainian; Knowledge or Russian will be a strong asset (Ukrainian – 10 pts., English– additional 5 pts., up to max 15 pts.)	15			
		<b>110</b>			
3.3	Junior Expert (one of the two required to be evaluated):				
	University degree in Economics, Political Science, Public Administration, Law or other similar fields (University degree – 5 pts.; Master – 10 pts.)	10			
	At least 3 years of relevant professional experience in the field of institutional development (3 years – 15 pts., each additional year – 5 pts., up to max of 25 pts.)	25			
	At least 2 years of work experience in strategic planning and conduct of different analytical tools like SWOT analysis, PEST analysis (2 years – 10 pts., each additional year – 5 pts., up to max of 20 pts.);	20			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 10 pts., each additional year – 2 pts., up to max of 20 pts.)	20			
	Work experience working in public sector would be an asset (Yes – 10 pts., No – 0 pts.)	10			
	Fluency in Ukrainian; Knowledge of Russian will be a strong asset (Ukrainian – 10 pts., English– additional 5 pts., up to max 15 pts.)	15			
		<b>100</b>			
Total Form 3		<b>450</b>			