



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: February 21, 2020
	REFERENCE:169-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Assessment of security situation in communities of Zaporizhzhya and Donetsk oblasts”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Friday, March 06, 2020** 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: **“169-2020-UNDP-UKR-RFP-RPP”** and **“Assessment of security situation in communities of Zaporizhzhya and Donetsk oblasts.”**

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

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

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

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

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

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

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

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

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

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

<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 Kakharov

*Mr. Sukhrob Kakharov,
Operations Manager*

*UNDP Ukraine
February 21, 2020*

Description of Requirements

Project name:	United Nations Recovery and Peacebuilding Programme
Brief Description of the Required Services	UNDP is looking for a contractor who will provide qualified expertise on community security and civil protection in the communities of Zaporizhzhya and Donetsk oblasts, with emphasis on peculiarities of security issues specific to individual communities and possible ways of addressing these issues through community policing
The overall objective	<p>The main goal of this assignment is to carry out a comprehensive assessment of community security and civil protection in target communities and to make recommendations on how to improve it. The objective of the assignment is to obtain information on community security situation in general in these target communities as well as peculiarities of security threats / problems in each community.</p> <p>The information obtained during the study should provide UNDP with an understanding of threats to community security and civil protection, existing in target communities, and local government bodies serving these communities, as well as understanding of gaps (deficiencies) occurring when responding to threats (offenses, emergencies, dangerous events and other negative phenomena), and support needed to address these gaps (deficiencies) in responding and improving public safety and enhancing public safety and civil protection. The research should also include community-based solutions to addressing security issues through community policing. Thus, the main objectives of the study are:</p> <ul style="list-style-type: none"> - Assessment of state of community security and civil protection, community security needs in the above-mentioned rayon/amalgamated communities; - Preparation of concrete recommendations on improvement of community security in targeted locations, including through community policing, based on information obtained from communities and service providers.
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Specialist, 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	March 2020
Target completion date	June 2020
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be	The Program does not provide premises, equipment, supporting personnel, services or logistic support

excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 26th of February 2020 at 11 am 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: 169-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:</p> <ol style="list-style-type: none"> 1. After achieving Deliverable 1 and submission of the Action Plan, Methodology and Inception report – 20%; 2. After achieving of Deliverable 2 and submission of 2 separate reports (one per target community) on the state of community security and civil protection – 40%; 3. After complete achievement of all the results (Deliverable 3) – 40%.

	<p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ul style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Contractor.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Specialist, RPP
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Services
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>Technical Proposal (70%)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 15% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 55% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 30% <p>Financial Proposal (30%)</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	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) ¹	<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>

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

<p>Documents to be submitted in proposal</p>	<ul style="list-style-type: none"><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"/> 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 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the bidder.<input checked="" type="checkbox"/> 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).
--	--

<p>Other Information Related to the RFP</p>	<p><u>Administrative Requirements:</u></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"> ✓ Offers must be submitted within the stipulated deadline ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration ✓ Offers must comply with general administrative requirements: <ol style="list-style-type: none"> 1. Organization/company officially registered in Ukraine for at least 5 years; 2. Confirmed experience in the field of analysis / sociological research / capacity building of institutions / legal research / guidance preparation (at least 3 projects). 3. Confirmed experience in preparing analytical materials in the field of law enforcement and community security (at least 1 project) 4. Provision of 2 recommendations from previous clients regarding performance of similar tasks. At least one product, prepared by Applicant on assignment of referee during last two years (2018-2019), should be attached to recommendation letter or link to such product should be included in reference letter 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; 5. Availability of human resources that will ensure the proper quality and timely performance of the contract. <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.ua@undp.org</p>
---	---

Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 169-2020-UNDP-UKR-RFP-RPP dated 2/21/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

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

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

	Copies of State registration and Tax registration should be attached
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 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the 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.***
- 1) Team Leader***
 - 2) Experts***

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.

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

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	3 month	1		
1.2	Experts	3 month	2		
1.3					
...	...				
2	Administration Costs (if necessary)				
2.1	Carrying out focus groups discussions among community representatives	event			
2.2	Interviewing key informants				
2.3	Preparation of reports		4		
...	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs (tickets)	Travel for 1 person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
3.4	...				
4	Other costs (if any - to define clearly activities/costs)				
4.1					
4.2	...				
	Total (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.

Terms of References

Project Title: United Nations Recovery and Peacebuilding Programme

Description of the assignment: Assessment of security situation in communities of Zaporizhzhya and Donetsk oblasts

Country/ place of work: Ukraine/ Zaporizhzhya oblast –Berdyansk city amalgamated community, Prymorsk city amalgamated community, Kyrylivka amalgamated community; Donetsk oblast: settlements of Yalta urban village council, Manhush rayon

Duration of initial contract: 3 months.

Direct supervisor: Community Security and Social Cohesion Specialist

I. Context

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA). The RPP was designed to respond to, and mitigate, the causes and effects of the conflict in the east of Ukraine. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF).

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

Component III of RPP “Community Security and Social Cohesion” aims, among other, on strengthening community security and social cohesion through testing innovative legal aid, access to justice, conflict resolution and peacebuilding mechanisms at local level.

In this regard, UNDP is looking for a contractor who will provide qualified expertise on community security and civil protection in the communities of Zaporizhzhya and Donetska oblasts, with emphasis on peculiarities of security issues specific to individual communities and possible ways of addressing these issues through community policing.

II. Main Goals and Objectives

The main goal of this assignment is to carry out a comprehensive assessment of community security and civil protection in target communities and to make recommendations on how to improve it. The objective of the assignment is to obtain information on community security situation in general in these target communities as well as peculiarities of security threats / problems in each community.

The information obtained during the study should provide UNDP with an understanding of threats to community security and civil protection, existing in target communities, and local government bodies serving these communities, as well as understanding of gaps (deficiencies) occurring when responding to threats (offenses, emergencies, dangerous events and other negative phenomena), and support needed to address these gaps (deficiencies) in responding and improving community security and enhancing public safety and civil protection. The research should also include community-based solutions to addressing security issues through community policing. Thus, the main objectives of the study are:

- Assessment of state of community security and civil protection , community security needs in the above-mentioned rayon/amalgamated communities;
- Preparation of concrete recommendations on improvement of community security in targeted locations, including through community policing, based on information obtained from communities and service providers.

III. Scope of Work and Expected Outcomes

The Contractor will be responsible for preparation and execution of the following activities:

- Preparation of a detailed implementation workplan with timetable (the plan must be approved by UNDP);
- Development of assessment methodology and the content of future assessment reports to be approved by UNDP);
- Based on agreed methodology to conduct focus group discussions with representatives of local communities on community security and civil protection and ways to improve it. The assessment questionnaire should include questions about utilization of community policing to address urgent community security issues;
- Conducting interviews with key informants (representatives of public authorities and local self-governments who are responsible for providing security services to the population or performing related tasks, CSO, etc.) on the state of community security and civil protection and ways of its improvement, including through community policing. The Contractor should provide key informants with information on the results of focus group discussions with community residents and compare the positions of community residents and those of key informants;
- Preparation of 4 separate reports (one report for each target location) and a summary final report for all the above activities.

Assessment of local security needs should be conducted in settlements of Donetsk and Zaporizhzhya oblasts, mentioned below:

Ukraine/ Zaporizhzhya oblast –Berdyansk city amalgamated community, Prymorsk city amalgamated community, Kyrylivka amalgamated community; Donetsk oblast: settlements of Yalta urban village council, Manhush rayon.

The Contractor must develop an adequate methodology for the assessment, including a description of the method and mechanism for assessing community security needs. The

methodology for assessing local security needs should be approved by UNDP and should include (but should not be limited to) the following areas:

- Assessment of local security concerns in terms of their perceptions by community representatives (including but not limited to: the most common security threats, unsafe places in the settlements, sense of personal safety, prevalence of offenses, including their seasonality (if any), police and State Emergency Service (hereinafter -SES) response for calls and preventive work, the establishment of local fire squads and / or voluntary fire protection units and their effectiveness, etc.), including gender aspect;
- Assessment of the institutional capacity of the police to provide police services;
- Assessment of institutional capacity of SES units, local fire squads and / or voluntary fire protection units to ensure prompt and proper response to emergencies;
- Evaluation of community policing initiatives.

The assessment methodology should be developed by the Contractor and approved by UNDP, assessment methods should include (but not be limited to):

- carrying out focus group discussions⁴ with representatives of main socio-demographic groups of local population (including vulnerable groups such as pensioners, national minorities, persons with disabilities, orphans and children deprived of parental care, parents raising children on their own (single women or men), families with many children, internally displaced persons (who have legal status or persons who have actually moved within the country without registration), refugees, stateless persons, survivors of domestic or gender-based violence, representatives of LGBTI community, etc.), but not less than:

- 196 persons in Berdyansk city amalgamated community;
- 194 persons in Prymorsk city amalgamated community;
- 191 persons in Kyrylivka amalgamated community;
- 191 persons in settlements of Yalta urban village council;

- carrying out at least 8 interviews with key informants in each assessed location (including representatives of local government bodies, local police and SES, NGOs/CSOs).

The results of the assessment should enable UNDP to use information on identified strengths and weaknesses of law enforcement and security forces, priorities and key needs of local residents in security improvements to implement its evidence based programmatic approach.

The community security assessment reports should include the following:

- summary;
- goals;
- methodology;
- assessment results (including information on common points and differences between positions of community members and service providers);
- conclusions and recommendations.

All reports should be gender-oriented and illustrated by photos, done by Contractor during holding of assessment. Photos should be of high quality, that allows them to be published in print.

⁴ The number of groups is determined by the Contractor according the rules of formation of focus groups.

Official documents or any information with restricted public access held by the aforementioned law enforcement agencies are not part of the subject matter of this assessment and cannot be requested and used for this assignment.

RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:

Recommendations for the methodology of service delivery

At the beginning of the work, the Contractor shall participate in the meetings of the Community Security and Social Cohesion Working Group (hereinafter referred to as CSWG) supported by UNDP and held in the settlements mentioned above. UNDP will provide a list of CSWG contacts and facilitate initial contact with them.

General recommendations

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

Recommendations on the Contractor's team composition

To optimize the time of the assignment the composition of the project team should include, in addition to the Team Leader, group of experts that will meet criteria listed below in Chapter V of this terms of references. CV of Team leader and members of expert group (at least 2 experts) should be provided together with proposal. Expert group could include both experts from applicant's organization, as well as external experts.

General operations

1. Coordination with partner agencies (members of United Nations Recovery and Peacebuilding Programme) to provide for effective interaction where possible
2. Ensuring the reference to UNDP and government of Netherland in all the products created under the Contract.

IV. Requirements for Monitoring / Reporting

The Contractor will work under overall guidance of the Community Security and Social Cohesion Specialist, who accept and approve above listed deliverables. Detailed workplan for ensuring achievement of expected results will be discussed with Contractor in advance before start of assignment execution.

The Contractor is obliged to adhere to the monitoring, evaluation and quality control system implemented by UNDP and to provide the necessary information, reports and tools in accordance with the approved schedule or as soon as possible (within a reasonable time).

All reports shall be submitted to UNDP electronically (formats: * .docx, * .xlsx, * .pptx, * .pdf) , and shall be accompanied by an official paper letter confirming that product was submitted to UNDP. Reports shall be written in Ukrainian.

The proposed schedule of services and payments:

The following is a description of the percentage (%) of the total budget that will be paid upon receipt of the following results:

Nº	Deliverable	Date of submission
1.	Agree and obtain UNDP approval of work plan, content of reports and detailed assessment methodology. ⁵ Preparation of the initial report and its approval by UNDP.	By the end of the 2nd week after the start of the assignment
2.	Carrying out focus groups with local residents and interviewing key informants on community security and ways to improve it, including through community policing in Prymorsk city amalgamated community, Kyrylivka amalgamated community. Preparation of 2 separate reports (one per target community) on the state of community security and civil protection and ways to improve it, including through community policing. Approval of reports by UNDP.	Up to 7 weeks after the start of the assignment
3.	Carrying out focus groups with local residents and interviewing key informants on community security and ways to improve it, including through community policing in Berdyansk city amalgamated community, settlements of Yalta urban village council, Manhush rayon. Preparation of 2 separate reports (one per target location) on the state of community security and civil protection and ways to improve it, including through community policing, and summary report on the security situation in all assessed locations and ways to improve it, including through community policing. Approval of reports by UNDP.	Up to 12 weeks after the start of the assignment

UNDP will pay the negotiated amount in 3 tranches as per delivery of tasks outlined above. In the below there are % of the total budget (tranches) which shall be paid after the deliverables:

Upon completion of Deliverable 1 – 20% of the total payment

Upon completion of Deliverable 2 – 40% of the total payment

Upon completion of Deliverable 3 – 40% of the total payment

UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and approved in parts according with the above payments schedule. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.

V. Experience and Qualification Requirements

Officially registered organization (commercial or non-profit) in the GCA Ukraine.

Confirmed experience in developing analytical documents (at least 5 years).

- Confirmed experience in the field of analysis / sociological research / capacity building of institutions / legal research / guidance preparation (at least 3 projects).
- Confirmed experience in preparing analytical materials in the field of law enforcement and community security (at least 1 project)

⁵ Sample sizes, focus group and key informant interview questionnaires etc. should be approved by UNDP.

- Provision of 2 recommendations from previous clients regarding performance of similar tasks. At least one product, prepared by Applicant on assignment of referee during last two years (2018-2019), should be attached to recommendation letter or link to such product should be included in reference letter.
- Availability of human resources that will ensure the proper quality and timely performance of the contract:

Project team shall include team leader and experts group (at least 2 experts):

- Team Leader:
 - ✓ Educational and qualification level - Master's degree (or higher) in the fields: "Sociology", "Law", "Political Science" or other relevant field;
 - ✓ At least 5 years of experience in organizing sociological researches in the field of human rights and law enforcement, situational analysis;
 - ✓ Experience in developing methodologies and manuals on community security, civil protection and law enforcement (at least 3 methodologies or manuals);
 - ✓ Fluency in Ukrainian and Russian; working level of English.
- Experts of the group:
 - ✓ Educational and qualification level - Bachelor's degree (or higher) in the fields: "Sociology", "Law", "Political Science or other relevant field";
 - ✓ At least 3 years of experience in organizing and conducting sociological researches in the field of human rights and law enforcement, situational analysis;
 - ✓ Experience in developing methodologies and manuals on community security and law enforcement;
 - ✓ At least 1 year of experience in the field of consulting, facilitating the implementation of joint events with participation of local authorities and law enforcement agencies;
 - ✓ Fluency in Ukrainian and Russian.

VI. Evaluation Criteria

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria. In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 points x lowest price / quoted price.

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

Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum score	Company / Organization			
1	Experience of the firm / organization submitting the proposal	15%	105				
2	Proposed work plan, methodology and approach ⁶	55%	385				
3	Personnel	30%	210				
	Total Score	100%	700				
	Notes						

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

Technical Evaluation Forms:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel

⁶ The proposal has a proposed methodology and work plan, which can be further modified as required by UNDP.

Minimum evaluation criteria

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

1. Confirmed experience in developing analytical documents (at least 5 years).
2. Confirmed experience in the field of analysis / sociological research / capacity building of institutions / legal research / guidance preparation (at least 3 projects).
3. Confirmed experience in preparing analytical materials in the field of law enforcement and community security (at least 1 project)
4. Provision of 2 recommendations from previous clients regarding performance of similar tasks. At least one product, prepared by Applicant on assignment of referee during last two years (2018-2019), should be attached to recommendation letter or link to such product should be included in reference letter

Technical criteria:

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	15%	105
Proposed Methodology, Approach to the Analysis and Implementation Plan	55%	385
Personnel	30%	210
Total	100%	700

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.

Evaluation of the Technical Proposal Form 1		Maximum score	Company/other organization		
			A	B	C
The experience of the company / organization submitting the proposal					
1.1	Confirmed experience in developing analytical documents (25 points – more than 8 years, 15 points – 6-8 years,10 points – 5 years)	25			
1.2	Confirmed experience in the field of analysis / sociological research / capacity building of institutions / legal research / guidance preparation (25 points–more than 5 analytical researches conducted; 20 points -4-5 researches, 15 points –3 researches)	25			
1.3	Confirmed experience in preparing analytical materials in the field of law enforcement and community security (25 points – company prepared 3 and more analytical materials in the field of law enforcement and community security, 20 points – 2 analytical materials, 15 points – 1 analytical material).	25			
1.4	Provision of 2 recommendations from previous clients regarding performance of similar tasks and product, developed by Applicant (30 points – more than 2 recommendations and more than 2 products; 25 points - 2	30			

	recommendations and 2 products; 20 points – 2 recommendations and 1 product)				
	Total score on Form 1	105			

Evaluation of the Technical Proposal Form 2		Maximum score	Company/other organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work? The Technical Proposal generally meets the objectives and scope of work - 75 points; The Technical Proposal corresponds well to the task, but workload overstated / understated – 100 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 125 points	125			
2.2	How well developed, reasonable and reliable is the methodology of implementation of Services? The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – up to 70 points; The methodology logically describes a sequence of works – up to 100 points; The methodology includes thorough criteria that demonstrate its feasibility – up to 130 points	130			
2.3	How well developed and reliable is the approach to the organization of services to create requested product? The developed approach contains separate inconsistencies - 70 points; Good approach, but low reliability on realism - 100 points; The organization has shown perfect approach which fully complies with reality - 130 points	130			
	Total score on Form 2	385			



Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team leader				
3.1	Education level (30 points–PhD; 25 -Master)	30			

3.2	Experience in organizing sociological researches (30 points – more than 7 years; 25 points – 7-6 years; 20 points– 5 years)	30			
3.3	Experience in developing methodologies and manuals on community security, civil protection and law enforcement (30 points - 5 and more methodologies and manuals; 25 points - 4 methodologies and manuals; 20 points–3 methodologies and manuals)	30			
3.4	Fluency in Ukrainian and Russian; working level of English (10 points – Fluency in English, Ukrainian and Russian; 5 - Fluency in Ukrainian and Russian; working level of English)	10			
	Interim score by criteria 3.1 – 3.4	100			
	Experts				
	Expert 1				
4.1	Education level (10 points–PhD; 5 points -Master; 3 points - Bachelor)	10			
4.2	Experience in carrying out sociological researches (15 points – more than 5 years; 10 points – 4-5 years; 5 points– 3 years)	15			
4.3	Experience in developing methodologies and manuals on community security, civil protection and law enforcement (10 points - 3 and more methodologies and manuals; 5 points–2 methodologies and manuals: 3 points – 1 methodology or manual)	10			
4.4	At least 1 year of experience in the field of consulting, facilitating the implementation of joint events with participation of local authorities and law enforcement agencies; (10 points – 3 years and more of appropriate experience; 5 points – 2 years of appropriate experience; 3 points – 1 year of appropriate experience)	10			
4.5	Fluency in Ukrainian and Russian (10 points – Fluency in Ukrainian and Russian; 5 points –Fluency in Ukrainian and working knowledge of Russian)	10			
	Interim score by criteria 4.1 – 4.5	55			
	Expert 2				
5.1	Education level (10 points–PhD; 5 points -Master; 3 points - Bachelor)	10			
5.2	Experience in carrying out sociological researches (15 points – more than 5 years; 10 points – 4-5 years; 5 points– 3 years)	15			
5.3	Experience in developing methodologies and manuals on community security, civil protection and law enforcement (10 points - 3 and more methodologies and manuals; 5 points–2 methodologies and manuals: 3 points – 1 methodology or manual)	10			
5.4	At least 1 year of experience in the field of consulting, facilitating the implementation of joint events with participation of local authorities and law enforcement agencies; (10 points – 3 years and more of appropriate	10			

	experience; 5 points – 2 years of appropriate experience; 3 points – 1 year of appropriate experience)				
5.5	Fluency in Ukrainian and Russian (10 points – Fluency in Ukrainian and Russian; 5 points - Fluency in Ukrainian and working knowledge of Russian)	10			
	Interim score by criteria 5.1 – 5.5	55			
	Total score on Form 3	210			

Annex 4

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p>  <p><i>Empowered lives. Resilient nations.</i></p>	<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p>  <p><i>Empowered lives. Resilient nations.</i></p>
<p>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна</p>	<p>1. Country Where Goods Will be Delivered and/or Services Will be Provided:Ukraine</p>
<p>2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:</p>	<p>2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:</p>
<p>3. Посилання на номер договору (напр., номер присудження договору):</p>	<p>3. Contract Reference (e.g. Contract Award Number):</p>
<p>4. Довгострокова угода: Ні</p>	<p>4. Long Term Agreement: No</p>
<p>5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>
<p>6. Тип Послуг:</p>	<p>6. Type of Services:</p>
<p>7. Дата початку Договору:</p>	<p>7. Contract Starting Date:</p>
<p>8. Дата завершення Договору:</p>	<p>8. Contract Ending Date:</p>
<p>9. Загальна сума Договору:</p>	<p>9. Total Contract Amount:</p>
<p>9a. Передплата: Не застосовується</p>	<p>9a. Advance Payment: Not applicable</p>
<p>10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів</p>	<p>10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply</p>
<p>11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>	<p>11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>
<p>12. Назва(ім'я) Підприємця:</p>	<p>12. Contractor's Name:</p>
<p>13. Ім'я контактної особи Підприємця: Посада: керівник Адреса: Номер телефону: Факс: Email:</p>	<p>13. Contractor's Contact Person's Name: Title Address: Telephone number: Fax: Email:</p>
<p>14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: + Email:</p>	<p>14. UNDP Contact Person's Name: Title: Address: Telephone number Email:</p>
<p>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку:</p>	<p>15. Contractor's Bank Account to which payments will be transferred: 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"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. 7. <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>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine. 7. <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>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
Від імені Підрядника / For the Contractor	Від імені ПРООН / For UNDP
Підпис / Signature:	Підпис / Signature:
Ім'я / Name:	Ім'я / Name:
Посада / Title:	Посада / Title:
Дата / Date:	Дата / Date: