



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: March 26, 2020
	REFERENCE:200-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **Piloting youth driven innovative solutions designed for improvement of conflict-related personal and community security issues.**

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) Friday, April 10, 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 20 MB in size**. Offers larger than 20 MB should be split into several messages and each message subject should indicate "part x of y" besides the marking mentioned in the announcement and the solicitation documents. Messages larger than 20 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“200-2020-UNDP-UKR-RFP-RPP” and “ Piloting youth driven innovative solutions designed for improvement of conflict-related personal and community security issues”**

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

March 26, 2020

A.D.

Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	<p>Recognizing young people's role in changing dominant narratives about the conflict, the Project works with youth in particular. Specifically, the Project fosters youth initiatives that increase connectivity between youth and local institutions, and other local initiatives, in order to encourage their participation and greater stake in the stability and prosperity of their communities.</p> <p>This specific assignment will focus on piloting youth driven innovative projects in conflict affected Donetsk Oblast and Luhansk Oblast (GCAs) and in Zhytomyr Oblast. With this assignment, UN RPP will look for a company/organization that will foster creation of active youth groups that will unite youth around developing solutions to strengthen personal and community security. Beyond that, young people from different contexts working on strengthening security in their communities will build their capacities in fields of innovation, education, and communication. In the end, young people will learn necessary skills, will dive into the process of problem analysis to problem solution, and gain diverse network to excel further on in strengthening their communities.</p>
The overall objective	<p>Overall objectives of the assignment are as follows:</p> <ol style="list-style-type: none"> 1) Support young people to gain a greater stake in communities' safety and prosperity through innovative solutions targeting security issues at their local communities 2) Develop and strengthen connectivity and collaboration between youth from different parts of Ukraine, local institutions, and other stakeholders. <p>It is expected that activities of the assignment will result in the following outcomes:</p> <ol style="list-style-type: none"> 1. By the end of assignment, company/organization (herein after Contractor) will engage youth to proactive work on solutions relevant to their community security issues: <ol style="list-style-type: none"> 1a. The contractor will develop and implement Approach for youth engagement is developed by Contractor and agreed with UN RPP representative, focusing where possible on cooperation with Community Security Working Groups (herein and after the Approach); 1b. The contractor will develop and implement Methodology of working with youth on innovative solutions for strengthening community security and will agree it with UN RPP representative (herein and after the Methodology). 2. By the end of 2020, youth and stakeholders in target communities will have better understanding of community security main challenges and possible ways to strengthen their personal and community security:

	<p>2a. The contractor will guide, and support development of innovative solutions/products designed by youth; innovative solutions or innovative products will be communicated to stakeholders, as well as to peers from Donetsk and/or Luhansk Oblast(s), GCA, and possible to other oblasts</p> <p>2b. Contractor will build youth groups' capacities in public relations and stakeholder management to tackle similar security issues in future</p> <p>2c. Youth groups will be engaged more actively in community decision making processes and local coordination</p> <p>2d. Contractor will support youth groups to collaborate, share, and network with each other and possibly with other youth groups, that were not in this project's focus</p> <p>2e. Several successful projects stemming from youth driven innovative ideas will be implemented with the support of UN RPP.</p>
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Component Coordinator
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	April 2020
Target completion date	November 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 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
	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days 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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on 02-Apr-2020 at 15-00 pm via Skype. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 200-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	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: <ol style="list-style-type: none"> 1. Delivery of output 1 – 20% of the total payment 2. Delivery of outputs 2, 3 – 30% of the total payment 3. Delivery of outputs 4, 5 - 30% of the total payment 4. Delivery of output 6 - 20% of the total payment Payment terms: Not later than thirty (30) days as of meeting the following conditions: <ol 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 Component Coordinator
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	Technical Proposal (70%) <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 25% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 30%

	<p><u>Financial Proposal (30%)</u></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:	<p><input checked="" type="checkbox"/> One and only one Contractor</p> <p><input type="checkbox"/> One or more Contractors, depending on the following factors:</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><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</p> <p><input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3)</p> <p><input checked="" type="checkbox"/> Contract for professional services template (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ¹	<p><i>Procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org</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>
Documents to be submitted in proposal	<p><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</p> <p><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;</p> <p><input checked="" type="checkbox"/> Organization's profile (date of creation, area of competence, number of staff/consultants, description of key staff/consultants, suggested Task Force composition, website, address and contacts)</p> <p><input checked="" type="checkbox"/> Suggested Methodology of working with youth on innovative solutions and suggested Approach for Youth engagement, and Preliminary Work Plan</p> <p><input checked="" type="checkbox"/> A list and short summary of previous relevant experience in youth driven projects, project targeting youth, projects developed in spheres of innovations, IT, etc. (with the focus on youth and innovations, and solutions/product development)</p> <p><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</p> <p><input checked="" type="checkbox"/> CVs of Team Leader, and CV of intended Task Force members, which clearly indicate their relevant to the assignment experience and skills, as well as certification of their availability if selected for this project; breakdown by the activities implemented by each of the Task Force members in the frame of the deliverables expected</p> <p><input checked="" type="checkbox"/> At least 3 positive references from previous beneficiaries/customers/partners regarding implementation of likely tasks.</p> <p><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>

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.

Other Information Related to the RFP	<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: <p><i>An organization submitting a proposal:</i></p> <ol style="list-style-type: none"> 1. An officially registered organization (commercial, non-profit, nongovernmental, public, etc.), for Ukrainian bidders’ registration should be in Government controlled area of Ukraine 2. Proven experience in working with youth for at least 1 year 3. At least 1 year of proven experience in working in creative, education, technology or innovation spheres 4. Experience in an active collaboration with education, science and research institutions for at least 1 year 5. Proven experience in development of specific solutions and products, at least 2 products in past two years. Experience in development of specific solutions and products with youth would be considered as a strong asset and should be demonstrated in the application. 6. Proven experience in facilitating trainings, hackathons, workshops, pitching events etc. targeting youth as audience, participants, beneficiaries; at least 5 events in past 2 years 7. At least 2 success stories (solutions designed/developed into IT products, technical products, improvement of existing product, service, etc.) 8. Availability of staff experienced in the fields related to this specific assignment (proven by CVs of designated staff and Task Force structure, indicated in organization profile) 9. Experience of working with international organizations (i.e. development organizations, IT companies, tech-companies, etc.): proven successful implementation of at least 1 project and reporting on it. <p>Previous experience with assignments of similar nature in the East of Ukraine (Donetsk and Luhansk oblasts, GCA) and previous experience with vulnerable populations and socially responsible company/enterprise would be considered an asset and should be demonstrated in the application. Previous experience in working with community security would be considered as a strong asset and should be demonstrated in the application.</p>
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	<p>The Assignment Team should include a Team leader and Task Force with the necessary competencies and qualifications. Quantity of Task Force members should be proposed by Bidder; minimum number of facilitators and experts required for executing task is 5 persons: minimum 2 facilitators to work with youth groups, minimum 2 experts in spheres of IT, innovations, technologies, etc., to guide projects' design and implementation, and minimum 1 expert on marketing and communications. More details on required number of experts and facilitators and their scope of work is described above in Chapter II.</p> <p>Qualification requirements for the Assignment's team:</p> <ul style="list-style-type: none"> • Team Leader <p>At least Bachelor's degree in IT, Management, Business, Finances or related fields</p> <p>At least 3 years of experience of project management and leadership, coordination of teams, networks of partners</p> <p>Experience in working with youth (coordinating projects targeting youth, holding a role of youth worker, etc.) for at least 1 year</p> <p>At least 2 years of experience in coordinating/organizing events in the field related to youth work and/or innovations in sphere of tech, IT, etc.</p> <p>Fluency in Ukrainian; working knowledge of English would be an asset and should be demonstrated in the application.</p> • Task Force <p>Task force should consist of at least 5 persons:</p> <ul style="list-style-type: none"> - minimum 2 facilitators who will guide youth groups through the project (from among suggested facilitators those that have highest experience are leading facilitators); - minimum 2 experts in spheres of IT, innovations, technologies, etc., who will help youth groups develop innovative solutions and products into viable projects (from among suggested experts those that have highest experience are leading experts); - minimum 1 expert in sphere of marketing and communications who will guide youth groups through communicating solutions/products to target audiences (from among suggested experts those that have highest experience are leading experts). <p>Required experience for above mentioned Task Force members:</p>
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	<p>Leading facilitators should have at least 2 years of experience in working with youth</p> <p>Leading facilitators should have should have at least 2 years of experience in event management, (i.e. experience in the ideathons, hackathons, pitching events', etc.) (3-5 events within timeframe of previous 2 years)</p> <p>Leading experts in spheres of IT, innovations, technologies should have at least 2 years of experience in creative, education, technology or innovation spheres</p> <p>Leading experts in spheres of IT, innovations, technologies should have at least 2 years of experience in product development, solutions development</p> <p>Leading communication/marketing expert(s) should have at least 2 years of experience in marketing and communications</p> <p>Leading communication/marketing expert(s) should have experience of at least 1 year in sphere of working with youth</p> <p>Leading communication/marketing expert(s) should have experience of at least 1 year of working with IT, innovations, technologies, etc.</p> <p>All facilitators and all experts should be fluent in Ukrainian; working knowledge of English would be an asset.</p> <p>Staff availability (hired for the Assignment needs specifically or available in the company) should be demonstrated in suggested Task Force composition; the Task Force composition should be included in organization profile. In case one person on the Task Force has experience and expertise in more than one spheres (such as working with youth, IT, innovations, technologies, marketing and communications) and a person will be engaged for conducting different tasks, this should be justified in an application.</p> <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.ua@undp.org</p>
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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 200-2020-UNDP-UKR-RFP-RPP dated 10/21/2020, 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
Latest Audited Financial Statement or Financial results (2015 -2016)	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. Technical proposal detailing the proposed work plan;**
- 2. A timeline detailing how the required results will be achieved/completed within the required timeline**

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 Task Force Experts as well as contact details for referees;

e) Written confirmation from each team member that they are available for the entire duration of the contract.

1) Project Team Leader

2) Task Force 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 2,3		
Delivery of outputs 4,5		
Delivery of output 6		
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	1 month of work			
1.2	Facilitator #1	1 month of work			
1.3	Facilitator #2	1 month of work			
1.4	Expert #1 in spheres of IT, innovations, technologies	1 month of work			
1.5	Expert #2 in spheres of IT, innovations, technologies	1 month of work			
1.6	Expert in marketing and communications	1 month of work			
...	...				
2	Administration Costs (if necessary)				
2.1	Communications (telephone/Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3	Travel and Lodging				
3.1	Daily Allowance	Day			
...	...				
4	Other costs (if any - to define clearly activities/costs)				
4.1	Branding and design				
...	...				
	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.) "2000000000000".

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 производится в рамках выполнения проекта международной технической помощи.

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

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

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

- в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;
- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);
- в графа 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 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 title: Recovery and Peacebuilding Programme

Description of the assignment: Piloting youth driven innovative solutions designed for improvement of conflict-related personal and community security issues

Country/place of implementation: Donetsk Oblast, Luhansk Oblast (Government controlled areas), and Zhytomyr Oblast.

Start date of assignment: April 2020

Duration of assignment or end date: up to 8 months

Name and position of Project Manager: Community Security and Social Cohesion Component Coordinator

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, the World Bank and the European Union conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

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 and established partnerships and started in 2015 through **the United Nations Recovery and Peacebuilding Programme (UN RPP)**, a multi-donor funded framework programme jointly implemented by four UN partnering agencies (UNDP, UN Women, FAO, UNFPA) in cooperation with the Government of Ukraine.

The United Nations Recovery and Peacebuilding Programme (UN RPP) is being implemented by four United Nations agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organisation of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB) and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland & the UK.

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the key stabilization, peacebuilding, economic and governance priority needs in eastern Ukraine following the start of the conflict. 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.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralisation Reform

Component III: Community Security and Social Cohesion (CSSC).

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. With the current project, it is a unifying interventions framework for 12 projects funded by 12 international partners.

The financial management of the following assignment is entrusted to the United Nations Development Programme (UNDP).

Recognizing young people's role in changing dominant narratives about the conflict, the Project works with youth in particular. Specifically, the Project fosters youth initiatives that increase connectivity between youth and local institutions, and other local initiatives, in order to encourage their participation and greater stake in the stability and prosperity of their communities.

This specific assignment will focus on piloting youth driven innovative projects in conflict affected Donetsk Oblast and Luhansk Oblast (GCAs) and in Zhytomyr Oblast. With this assignment, UN RPP will look for a company/organization that will foster creation of active youth groups that will unite youth around developing solutions to strengthen personal and community security. Beyond that, young people from different contexts working on strengthening security in their communities will build their capacities in fields of innovation, education, and communication. In the end, young people will learn necessary skills, will dive into the process of problem analysis to problem solution, and gain diverse network to excel further on in strengthening their communities.

II. MAIN GOALS AND OBJECTIVES

Overall objectives of the assignment are as follows:

- 1) Support young people to gain a greater stake in communities' safety and prosperity through innovative solutions targeting security issues at their local communities
- 2) Develop and strengthen connectivity and collaboration between youth from different parts of Ukraine, local institutions, and other stakeholders.

It is expected that activities of the assignment will result in the following outcomes:

1. By the end of assignment, company/organization (herein after Contractor) will engage youth to proactive work on solutions relevant to their community security issues:

1a. The contractor will develop and implement Approach for youth engagement is developed by Contractor and agreed with UN RPP representative, focusing where possible on cooperation with Community Security Working Groups (herein and after the Approach);

1b. The contractor will develop and implement Methodology of working with youth on innovative solutions for strengthening community security and will agree it with UN RPP representative (herein and after the Methodology).

2. By the end of 2020, youth and stakeholders in target communities will have better understanding of community security main challenges and possible ways to strengthen their personal and community security:

2a. The contractor will guide, and support development of innovative solutions/products designed by youth; innovative solutions or innovative products will be communicated to stakeholders, as well as to peers from Donetsk and/or Luhansk Oblast(s), GCA, and possible to other oblasts

2b. Contractor will build youth groups' capacities in public relations and stakeholder management to tackle similar security issues in future

2c. Youth groups will be engaged more actively in community decision making processes and local coordination

2d. Contractor will support youth groups to collaborate, share, and network with each other and possibly with other youth groups, that were not in this project's focus

2e. Several successful projects stemming from youth driven innovative ideas will be implemented with the support of UN RPP.

III. SCOPE OF WORK

Under Outcome 1: By the end of assignment, youth will be engaged and proactively working on solutions relevant to their community security issues, **the Contractor is expected to do following tasks:**

1.1. **Organize the youth** according to designed and agreed with UN RPP representative Methodology of working with youth and Approach for youth engagement as per following criteria:

- at least 2 youth groups in Donetsk Oblast, and at least 2 youth groups in Luhansk Oblast (in some of those communities where UN RPP works with civil society, specifically, in Myrnohrad and Druzhkivka in Donetsk Oblast; in Sievierodonetsk and Lysychansk in Luhansk Oblast)
- at least 2 youth groups in Zhytomyr Oblast (in some of those communities where UN RPP works with civil society)
- minimum 5 participants in each group
- youth groups participants should be aged up to 24 years old, the range should include schoolchildren and students, however it may be flexible depending on the community context
- youth groups should be diverse, inclusive, represent maximum possible in the community context gender balance.

Final geographical locations will be agreed with the Contractor.

1.2. Conduct **participatory analysis of local security issues in communities (with a guidance from UN RPP).**

The analysis should include at least the following items: pool of problems for solutions at community level, backlog of ideas that youth groups will be working on during several months;

1.3. Secure coach/mentor/facilitator (herein after facilitator), that will lead a youth group:

- 1 facilitator should be assigned to not more than 3 youth groups at once

- facilitator meets with her/his assigned group at least once per month
- ensure that facilitator keeps track on work progress of her/his group weekly (progress reports should be sent to the UN RPP on biweekly basis).

1.4. Design **Work Plan as per Methodology of working with youth**; the Work Plan should include but is not limited to:

- tentative timeline and estimated number for working online/offline meetings between facilitator and her/his assigned group
- draft plan for Capacity building activities
- general description of workflow and information flow between facilitator and her/his group(s)
- general description of workflow and information flow between the Contractor and UN RPP representative
- schedule for designing Communication strategy and Communication plans

1.5. Organize **at least 2 general meetings** in person for all youth engaged; topics of the general meetings may include but are not limited to ideas pitching, activities revision, teambuilding, etc.

1.6. Based on Work Plan, design and implement **capacity building plan** for each youth group.

Under the **Outcome 2**, By the end of 2020, youth and stakeholders in target communities will have better understanding of community security main challenges and possible ways to strengthen their personal and community security, **the Contractor will be responsible for the following tasks**:

2.1. Support and guide each youth group in its work on one specific project idea, that would tackle a personal/community security issue(s); support and guidance should include but are not limited to:

- develop **Action plan** for each of youth group (minimum 6 Action plans in total); Action plan should lead through the process of project design and implementation
- **secure an expert/specialist/practitioner (herein after expert)** who has experience relevant to specific project idea that is planned to be implemented (1 expert should be assigned to not more than 3 youth groups)
- coordinate **regular online/offline meetings** with assigned expert/specialist/practitioner and assigned youth group (at least 4 meetings per 1 group in total for the project timeline)
- if applicable and if possible, support each youth group with **knowledge, equipment, expertise** on the stage of project proposals design and implementation
- if applicable and if possible, facilitate and coordinate online/offline **meetings between other youth groups** working on resolving similar personal/community security issues

2.2. Support and guide each youth group in its **public relations and stakeholder management**; a support and guidance should include but are not limited to:

- secure expert/consultant/mentor (herein after marketing and communications expert) to **support youth groups in promoting own ideas** and in communicating to audiences, relevant in local community
- design **Communication strategy and Communication plans** for final products envisioned in project proposals; design of Communication strategy and Communication plans should be included in Workplan
- develop **General Capacity building plan** with specifications for each youth group
- as part of General Capacity Building plan, conduct at least **1 training/workshop/session** on communications, public relations or other relevant topics for youth groups
- coordinate at least one **presentation of ideas** in each community to target audiences; the Contractor should use the existing instrument of Community Security Working Groups where possible.

2.3. Coordinate a **knowledge sharing event** (online/offline) with minimum 40 participants from among youth groups, and other stakeholders (the list of participants may include but is not limited to local authorities, security services providers, research, science and education institutions, potentially interested businesses, etc.).

2.4. Facilitate and coordinate **potential collaboration** between different youth groups, including those not working in this project. Inform UN RPP representative about possible spin-off collaborative projects.

IV. REQUIREMENTS FOR MONITORING/REPORTING

The Contractor will work under overall supervision of Community Security and Social Cohesion Specialist (Component Coordinator) and report to Community Mobilization Officer (direct supervisor). Payments will be made in four stages according to the proposed payment schedule below. The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by the UN RPP and provide the necessary information, reports, documented results according to the pre-set schedule or as soon as possible (within a reasonable time). All reports and interim documents shall be transmitted electronically (Formats of: * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication. Documents should be written in Ukrainian. Each document should be written in Arial font, 12 font size, 1,5 line and paragraph spacing. Review meetings will be used for work review and approval, monitoring, and commissioning work on next deliverables. Review meeting will be conducted online or via phone, if otherwise is not indicated. Review meetings will take up to 1 hr. Approval of documents will be made via email by the UN RPP representative.

The Contractor should ensure the reference to the UN Recovery and Peacebuilding Programme (UN RPP) and the Kingdom of the Netherlands in all the products created under the Contract. Regarding visibility practicalities, The Contractor will be consulted by the UN RPP Communications Unit. Interim working documents and reports should also be transparently uploaded to a cloud and accessible at all times for the UN RPP representative and for the Contractor.

Work Plans, Communication Strategy/Plans, General Capacity building plan, project proposals for youth projects should be uploaded to share cloud and accessible for all participants and engaged experts at all times. Specific information flow will be agreed together with the Contractor.

The UN RPP representative and the Contractor shall establish regular minimum bi-weekly follow up meetings schedule and adhere to it. The UN RPP representative and the Contractor team lead should meet in person (offline/online) and on sites regularly, at least monthly. Brief follow up minutes after each meeting will be uploaded to shared cloud by the UN RPP Representative. Brief follow up minutes after meeting between facilitator and her/his assigned group be uploaded to shared cloud by the Contractor team lead, and should be accessible for all: youth groups, engaged experts and the UN RPP representative.

The proposed schedule of services and payments

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

No Output	Output description	Anticipated date of completion
1	1) Documented Methodology of working with youth on innovative solutions for strengthening community security, finalized by Contractor and approved by the UN RPP representative 2) Documented Approach for Youth engagement, finalized by the Contractor and approved by the UN RPP representative	In the end of 2 week after the start of the assignment

	After the delivery of Output 1, UN RPP representative will conduct and review meeting with the Contractor, to finally agree on scope of work and commission the start of work	
2	1) Workplan for each group is finalized by the Contractor and approved by the UN RPP representative 2) Communication Strategy and Communication Plans for each youth group are finalized by the Contractor and approved by the UN RPP representative	In the end of 8 week after the start of the assignment
3	General Capacity building plan with specifications for each youth group is finalised by the Contractor and approved by the UN RPP representative	In the end of 10 week after the start of the assignment
4	Interim Report is submitted by the Contractor The Interim Report should include but is not limited to: <ul style="list-style-type: none"> - main insights and lessons learned from the work process so far; - results so far according to workplan(s); - abstracts from meeting minutes with youth groups; - insights from the facilitators and other experts engaged in working with youth; - testimonials from each youth group about the quality of process; - tentative agenda for knowledge sharing event; - recommendations and further plans. <p>After the delivery of Output 2, 3, 4, UN RPP representative will conduct a review meeting with the Contractor, to review work done and commission the start of work on the following deliverables</p> <p>Interim report should be up to 5 pages long, in a *.docx format</p>	In the end of 16 weeks after the start of the assignment
5	Project proposals developed with youth groups or for collaborative projects, are finalized by the Contractor, submitted to and approved by the UN RPP representative After the delivery of Output 5, UN RPP representative will conduct a review meeting with the Contractor, to review work project proposal, possible collaborative project proposals as spin-offs	In the end of 24 week after the start of the assignment
6	Final Report is submitted by the Contractor The Final Report should include but is not limited to: <ul style="list-style-type: none"> - insights and lessons learned from the work process - analysis of Work Plans from perspective of achieved results - analysis of Communication Strategy and Communication Plans for each youth group from the perspective of effectiveness and covered audience - analysis of General Capacity Building plan from the perspective of transferable skills gained by youth 	In the beginning of 32 week after the start of the assignment

	<ul style="list-style-type: none"> - testimonials from each youth group, mentors/coaches/facilitators and other experts engaged about the overall process and achieved results - lessons learned based on the Methodology of working with youth on innovative solutions - recommendations for Methodology improvement and replications - recommendations for youth projects further development. <p>Final Report should be up to 10 pages long, in a *.docx format.</p>	
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Proposed payments schedule:

UNDP (within UN RPP) will pay the negotiated amount in 4 tranches as per delivery of tasks outlined above. Below is a description of the % of the total budget will be paid after receipt of the following deliverables:

Delivery of output 1 – 20% of the total payment

Delivery of outputs 2, 3 – 30% of the total payment

Delivery of outputs 4, 5 - 30% of the total payment

Delivery of output 6 - 20% of the total payment

V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

10. An officially registered organization (commercial, non-profit, nongovernmental, public, etc.), for Ukrainian bidders' registration should be in Government controlled area of Ukraine
11. Proven experience in working with youth for at least 1 year
12. At least 1 year of proven experience in working in creative, education, technology or innovation spheres
13. Experience in an active collaboration with education, science and research institutions for at least 1 year
14. Proven experience in development of specific solutions and products, at least 2 products in past two years. Experience in development of specific solutions and products with youth would be considered as a strong asset and should be demonstrated in the application.
15. Proven experience in facilitating trainings, hackathons, workshops, pitching events etc. targeting youth as audience, participants, beneficiaries; at least 5 events in past 2 years
16. At least 2 success stories (solutions designed/developed into IT products, technical products, improvement of existing product, service, etc.)
17. Availability of staff experienced in the fields related to this specific assignment (proven by CVs of designated staff and Task Force structure, indicated in organization profile)
18. Experience of working with international organizations (i.e. development organizations, IT companies, tech-companies, etc.): proven successful implementation of at least 1 project and reporting on it.

Previous experience with assignments of similar nature in the East of Ukraine (Donetsk and Luhansk oblasts, GCA) and previous experience with vulnerable populations and socially responsible company/enterprise

would be considered an asset and should be demonstrated in the application. Previous experience in working with community security would be considered as a strong asset and should be demonstrated in the application.

The Assignment Team should include a Team leader and Task Force with the necessary competencies and qualifications. Quantity of Task Force members should be proposed by Bidder; minimum number of facilitators and experts required for executing task is 5 persons: minimum 2 facilitators to work with youth groups, minimum 2 experts in spheres of IT, innovations, technologies, etc., to guide projects' design and implementation, and minimum 1 expert on marketing and communications. More details on required number of experts and facilitators and their scope of work is described above in Chapter II.

Qualification requirements for the Assignment's team:

- **Team Leader**

At least Bachelor's degree in IT, Management, Business, Finances or related fields

At least 3 years of experience of project management and leadership, coordination of teams, networks of partners

Experience in working with youth (coordinating projects targeting youth, holding a role of youth worker, etc.) for at least 1 year

At least 2 years of experience in coordinating/organizing events in the field related to youth work and/or innovations in sphere of tech, IT, etc.

Fluency in Ukrainian; working knowledge of English would be an asset and should be demonstrated in the application.

- **Task Force**

Task force should consist of at least 5 persons:

- minimum 2 facilitators who will guide youth groups through the project (from among suggested facilitators those that have highest experience are leading facilitators);

- minimum 2 experts in spheres of IT, innovations, technologies, etc., who will help youth groups develop innovative solutions and products into viable projects (from among suggested experts those that have highest experience are leading experts);

- minimum 1 expert in sphere of marketing and communications who will guide youth groups through communicating solutions/products to target audiences (from among suggested experts those that have highest experience are leading experts).

Required experience for above mentioned Task Force members:

Leading facilitators should have at least 2 years of experience in working with youth

Leading facilitators should have should have at least 2 years of experience in event management, (i.e. experience in the ideathons, hackathons, pitching events', etc.) (3-5 events within timeframe of previous 2 years)

Leading experts in spheres of IT, innovations, technologies should have at least 2 years of experience in creative, education, technology or innovation spheres

Leading experts in spheres of IT, innovations, technologies should have at least 2 years of experience in product development, solutions development

Leading communication/marketing expert(s) should have at least 2 years of experience in marketing and communications

Leading communication/marketing expert(s) should have experience of at least 1 year in sphere of working with youth

Leading communication/marketing expert(s) should have experience of at least 1 year of working with IT, innovations, technologies, etc.

All facilitators and all experts should be fluent in Ukrainian; working knowledge of English would be an asset.

Staff availability (hired for the Assignment needs specifically or available in the company) should be demonstrated in suggested Task Force composition; the Task Force composition should be included in organization profile. In case one person on the Task Force has experience and expertise in more than one spheres (such as working with youth, IT, innovations, technologies, marketing and communications) and a person will be engaged for conducting different tasks, this should be justified in an application.

Information and documents to be included when submitting the proposals:

<input checked="" type="checkbox"/>	Organization's profile (date of creation, area of competence, number of staff/consultants, description of key staff/consultants, suggested Task Force composition, website, address and contacts)
<input checked="" type="checkbox"/>	Suggested Methodology of working with youth on innovative solutions and suggested Approach for Youth engagement, and Preliminary Work Plan
<input checked="" type="checkbox"/>	A list and short summary of previous relevant experience in youth driven projects, project targeting youth, projects developed in spheres of innovations, IT, etc. (with the focus on youth and innovations, and solutions/product development)
<input checked="" type="checkbox"/>	CVs of Team Leader, and CV of intended Task Force members, which clearly indicate their relevant to the assignment experience and skills, as well as certification of their availability if selected for this project; breakdown by the activities implemented by each of the Task Force members in the frame of the deliverables expected
<input checked="" type="checkbox"/>	At least 3 positive references from previous beneficiaries/customers/partners regarding implementation of likely tasks.
<input checked="" type="checkbox"/>	Financial proposal

Financial proposal

Please pay attention: Possibility to implement most relevant to the community and feasible project ideas into products will be also covered by the UNDP (within UN RPP) and sponsors engaged (through participation in the UN RPP organized hackathons and ideathons). These costs should NOT be included into the financial proposal.

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 2,3		
Delivery of outputs 4,5		
Delivery of output 6		
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 (within UN RPP) 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	1 month of work			
1.2	Facilitator #1	1 month of work			
1.3	Facilitator #2	1 month of work			
1.4	Expert #1 in spheres of IT, innovations, technologies	1 month of work			
1.5	Expert #2 in spheres of IT, innovations, technologies	1 month of work			
1.6	Expert in marketing and communications	1 month of work			
...	...				
2	Administration Costs (if necessary)				
2.1	Communications (telephone/Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3	Travel and Lodging				
3.1	Daily Allowance	Day			
...	...				
4	Other costs (if any - to define clearly activities/costs)				
4.1	Branding and design				
...	...				
	Total (please indicate currency)				

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 on the basis of its responsiveness to the Terms of Reference (ToR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

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

Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Share of evaluation	Maximum score	Company / Other organization			
1	Experience of the company / organization that submits proposal	25%	175				
2	Proposed work plan, methodology and approach	45%	315				
3	Staff and invited experts / consultants	30%	210				
	Total score	100%	700				
	Remarks						

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 company / organization submitting the proposal

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel and invited experts/consultants

Technical proposal includes the following criteria and corresponding points:

Evaluation of technical proposals <u>Form 1</u>	Maximum score	Company / Other organization		
		A	B	C
Experience of the company / organization submitting the proposal				

1.1	<p>1.1.1 Proven experience in working with youth There is a substantial experience in working with youth for at least 1 year 3 years and more – 40 points There is good experience of working with youth, less than 2 years – 35 points There is experience of working with youth for 1 year – 30 points</p>	40			
	<p>1.1.2 Proven experience in working in creative, education, technology or innovation spheres for at least 1 year There is a substantial experience of working in creative, education, technology or innovation spheres for 3 years and more – 40 points There is good experience of working in creative, education, technology or innovation spheres for 2 years – 35 points There is experience of working in creative, education, technology or innovation spheres for 1 year – 30 points</p>	40			
	<p>1.1.3 Proven experience in an active collaboration with education, science and research institutions for at least 1 year There is a substantial experience in an active collaboration with education, science and research institutions for 3 years and more, with proven collaborative projects – 10 points There is good experience in an active collaboration with education, science and research institutions for 2 years – 7 points There is good experience in an active collaboration with education, science and research institutions for 1 year – 5 points</p>	10			
1.2	<p>Proven experience in development of specific solutions and/or products. In this case, product may include IT solution, improvement of existing services, hardware, software solution, etc., at least 2 developed products/solutions in past 2 years) There is a substantial experience in product/solution development – more than 5 developed products/solutions in past two years or less – 40 points There is good experience in product/solution development – from 4 to 3 developed product in past two years – 35 points There is an experience of 2 product/solution development in past 2 years – 30 points</p>	40			
1.3	<p>Proven experience in facilitating trainings, hackathons, workshops, pitching events etc. targeting youth as main audience and participants (at least 5 events in past 2 years)</p>	20			

	There is a substantial experience in facilitating trainings, hackathons, workshops, pitching events for/with youth – more than 5 events in past 2 years – 20 points There is good experience in facilitating trainings, hackathons, workshops, pitching events for/with youth – 5 events in past two years – 10 points				
1.4	At least 2 success stories of implementation of solutions designed/developed into IT products, technical products, improvement of existing product, service, etc. 5 stories and more – 15 points 4 stories – 10 points 3 stories – 7 points 2 stories – 5 points	15			
1.5	Proven experience in working with international organizations representing different spheres (humanitarian, development, IT companies, tech-companies, etc.), successfully implementing project(s) and reporting, at least 1 project There are two or more implemented projects – 10 points There is one implemented project – 5 points	10			
Total score for Form 1		175			

Evaluation of the Technical Proposal <u>Form 2</u>		Maximum score	Company/other organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted Methodology of working with youth sufficiently meet the objective and scope of work, and staff requirements? The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 70 points The Technical Proposal corresponds well to the task, but workload overstated / understated – 60 points The Technical Proposal generally meets the objectives and scope of work, but needs more work – 55 points	70			
2.2	How well suggested Approach for Youth engagement is developed? The Approach include thorough criteria that demonstrate its feasibility, and understanding of target group and context – 120 points The Methodology and Approach logically describe a sequence of works – 100 points	120			



	The Methodology and Approach was developed with an incomplete understanding of current realities and compliance with the tasks – 95 points				
2.3	How well developed and reliable is preliminary work plan? The organization has shown perfect approach to work plan which fully complies with reality – up to 125 points Good work plan, but low reliability on realism – 110 points The developed work plan contains separate inconsistencies - 95 points	125			
	Total score on Form 2	315			

Evaluation of the Technical Proposal <u>Form 3</u>		Maximum score	Company/other organization		
			A	B	C
Staff and invited experts / consultants					
	Team Leader				
3.1	Relevant education (at least Bachelors) Masters’ or above in IT, Management, Business, Finance or related field - 30 points Bachelors in IT, Management, Business, Finance or related field - 25 points	30			
3.2	Experience of project management and leadership, coordination of teams, networks of partners, etc. (minimum 2 projects during at least 3 years) 3 and more projects within timeframe of previous 3 years – 30 points 2 projects within timeframe of previous 3 years – 25 points	30			
3.3	Experience in working with youth (coordinating projects targeting youth, holding a role of youth worker, etc.) (at least 1 year) Experience in working with youth for 3 years or more – 15 points Experience in working with youth for 2 years – 10 points Experience in working with youth for 1 year – 5 points	15			
3.4	Experience in coordinating/organizing events in the field related to youth work and/or innovations in sphere of tech, IT, etc. (3-5 events within timeframe of previous 2 years) 9 events or above within timeframe of previous 2 years – 15 points 6-8 events within timeframe of previous 2 years - 10 points 3-5 events within timeframe of previous 2 years - 5 points	15			

	Interim score by criteria 3.1 – 3.4	90			
	Task Force				
4.1	Facilitators				
	<p>4.1.1 Leading facilitators have at least 2 years of experience in working with youth</p> <p>Leading facilitators have substantial experience for more than 5 years – 20 points</p> <p>Leading facilitators have experience for 4-3 years – 15 points</p> <p>Leading facilitators have experience for 2 years – 13 points</p>	20			
	<p>4.1.2 Leading facilitators have at least 2 years of experience in event management, (i.e. experience in the ideathons, hackathons, pitching events’, etc.)</p> <p>Leading facilitators have experience for 4-3 years or more – 10 points</p> <p>Leading facilitators have experience for 2 years – 7 points</p>	10			
4.2	Experts				
	<p>4.2.1 Leading experts in spheres of IT, innovations, technologies should have at least 2 years of experience in creative, education, technology or innovation spheres</p> <p>Leading experts have substantial experience for more than 5 years – 20 points</p> <p>Leading experts have experience for 4-3 years – 15 points</p> <p>Leading experts have experience for 2 years – 10 points</p>	20			
	<p>4.2.2 Leading experts in spheres of IT, innovations, technologies should have at least 2 years of experience in product development, solutions development</p> <p>Leading experts have substantial experience for more than 5 years – 20 points</p> <p>Leading experts have experience for 4-3 years – 15 points</p> <p>Leading experts have experience for 2 years – 10 points</p>	20			
4.3	Expert(s) on marketing and communications				
	4.3.1 Leading communication expert(s) has least 2 years of experience in marketing and communications	15			

	<p>Leading communication expert(s) has substantial experience for more than 5 years – 15 points</p> <p>Leading communication expert(s) has experience for 4-3 years – 12 points</p> <p>Leading communication expert(s) has experience for 2 years – 10 points</p>				
	<p>4.3.2 Leading communication expert(s) has at least 1 year of experience in sphere of working with youth</p> <p>Leading communication expert(s) has substantial experience for more than 5 years – 10 points</p> <p>Leading communication expert(s) has experience for 4-2 years – 7 points</p> <p>Leading communication expert(s) has experience for 1 year – 5 points</p>	10			
	<p>4.3.3 Communication/marketing expert(s) should have experience of at least 1 year of working with IT, innovations, technologies, etc.</p> <p>Leading communication expert(s) has substantial experience for more than 5 years – 10 points</p> <p>Leading communication expert(s) has experience for 4-2 years – 7 points</p> <p>Leading communication expert(s) has experience for 1 year – 5 points</p>	10			
	<p>4.3.4 Leading communication expert(s) has experience of developing at least 1 communication strategy</p> <p>There is proven experience in developing 2 and more communication strategy – 15 points</p> <p>There is proven experience in developing 1 communication strategy – 10 points</p>	15			
	Interim score by criteria 4.1 – 4.3	120			
	Total score on Form 3	210			

Model Contract

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

<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. 7. 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>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. 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>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: