



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: March 31, 2020
	REFERENCE: 189-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Development of the assessment based environmental strategy and operational programme for the prospective Sartana amalgamated territorial hromada (ATH)”**.

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

Proposals may be submitted on or before **23:59 AM (Kyiv time) Tuesday, April 14, 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: **“189-2020-UNDP-UKR-RFP-RPP” and Development of the assessment based environmental strategy and operational programme for the prospective Sartana amalgamated territorial hromada (ATH) .**

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 31, 2020

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Annex 1

Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UN RPP seeks to hire a qualified company (Contractor) which will develop CSOs and CSWGs' competence to monitor the fulfillment of local development projects and strategies in relation to community security, access to justice and social cohesion by develop the assessment based environmental strategy and operational programme for the prospective Sartana ATH.
The overall objective	<p>To carry out a set of measures aimed at improving the participation of civil society in ecologically balanced planning for the development of the prospective Sartana amalgamated territorial hromada and improving its environmental well-being.</p> <p>Implementation of the planned activities will lead to the redistribution of local budget resources (environmental fund) to better reflect the priorities of the future community development, its environmental problems, as well as provide an opportunity to implement measures aimed at improving the environmental situation.</p>
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Component Lead
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
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<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 03rd of April 2020 at 3 pm via Skype.</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 at the following e-mail:</p> <p>procurement.ua@undp.org Attn: Procurement Unit Subject: 189-2020-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> <ul style="list-style-type: none"> • 10% - upon submission and approval of report according to Deliverable 1 • 35% - upon submission and approval of report according to Deliverable 2 and 3; • 35% - upon submission and approval of report according to Deliverable 4; • 20% - upon submission and approval of report according to Deliverable 5 and 6; <p>UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and agreed by UNDP.</p> <p>The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Component Lead signs the certification of acceptance.</p>

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Mobilization Officer
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 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 25% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: 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 professional services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) ¹	Procurement Unit UNDP Ukraine procurement.ua@undp.org 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.

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.

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"/> Copies of other licenses or certificates (if any);</p> <p><input checked="" type="checkbox"/> Brief description of the assignment implementation methodology.</p> <p><input checked="" type="checkbox"/> Organization's profile / portfolio (date of creation, size, number of staff/consultants, description of key staff/consultants)</p> <p><input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity.</p> <p><input checked="" type="checkbox"/> Environmental impact assessment reports examples</p> <p><input checked="" type="checkbox"/> Environmental strategies for community development examples</p> <p><input checked="" type="checkbox"/> Reports on the environmental assessment of territories examples</p> <p><input checked="" type="checkbox"/> CVs of the intended team leader and experts which clearly indicate their education, experience, language skills and residency, as well as confirmation of their availability if selected for this project</p> <p><input checked="" type="checkbox"/> Presentation of 2 references from previous clients regarding the implementation of similar works.</p> <p><input checked="" type="checkbox"/> Presentation of 2 references from previous customers regarding the 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>
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 is:</i></p> <ul style="list-style-type: none"> ✓ Officially registered organization ✓ Proven experience in the development of ecological strategies, corresponding implementation plans, and monitoring, evaluation plans, ecological programs (at least 2 years). ✓ Proven experience in the preparation of similar environmental documents/work: <ul style="list-style-type: none"> ✓ Prepared environmental impact assessment reports - at least 3 documents ✓ Developed environmental strategies for community development - at least 2 documents ✓ Prepared reports on the environmental assessment of territories - at least 2 - documents ✓ Proven experience of work in the East of Ukraine. ✓ Presentation of 2 references from previous clients regarding the implementation of similar works. ✓ Presentation of 2 references from previous customers regarding the implementation of likely tasks; ✓ Be able to create an implementation team with at least the following requirements: <p><i>Team Leader</i></p> <ul style="list-style-type: none"> ✓ Master's degree (or higher) in the fields of "Ecology", "Economics", "Management", "Sociology", "law" or similar; ✓ At least 1 years of experience in ecological government agencies; ✓ Experience in the developing of the methodologies and manuals on ecology or environment; ✓ Experience in the developing of similar documents; ✓ Fluency in Ukrainian and Russian; English proficiency (working level). <p><i>Expert (in group of Experts)</i></p> <ul style="list-style-type: none"> ✓ Master's degree (or higher) in the fields of "Ecology"; ✓ Experience in the developing of similar documents; ✓ At least 1 year of experience in the development of ecological strategies; ✓ Experience in the developing of the methodologies and manuals on environmental documents; ✓ At least 2 years of experience in government ecological agencies; ✓ Fluency in Ukrainian and Russian. <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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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 189-2020-UNDP-UKR-RFP-RPP dated 3/31/2020, 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 Copies of State registration and Tax registration should be attached

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

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 2 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, contract 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. Technical proposal detailing the proposed work plan;**
- 3. A timeline detailing conducting comprehensive strategic environmental assessment (SEA) of the prospective Sartana ATH, development environmental development strategy for the prospective Sartana ATH and development an environmental development program for 2021 for the prospective Sartana ATH.**

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, Experts);***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader and 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.***

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
Deliverable 1		
Deliverable 2 and 3		
Deliverable 4		
Deliverable 5 and 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				
1.2	Expert				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs				
3.2	Accommodation				
3.3	Daily Allowance				
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.

**** Уважаемые партнеры!**

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 189-2020-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 графе 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняется 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 References

Project title: Recovery and Peacebuilding Programme

Description of the assignment: Development of the assessment based environmental strategy and operational programme for the prospective Sartana amalgamated territorial hromada (ATH).

Country/place of implementation: prospective Sartana amalgamated territorial hromada (including Sartana, Talakivka, Lebedynske, Pavlopil, Chermalyk village councils) (government-controlled areas).

Duration of assignment (if applicable): 8 months (April – November).

Name and position of the Supervisor: Community Security and Social Cohesion Component Lead.

1. 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.

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).

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Denmark/SIDA-SDC funded project "Good governance and citizens engagement for justice, security, environmental protection and social cohesion in eastern Ukraine" is designed to contribute to resolving key issues of weak rule of law and rights to justice, physical and environmental insecurity and the breakdown of trust in institutions which are prevailing in Donetsk and Luhansk oblasts and which constrain or limit social cohesion and peacebuilding in these two conflict-affected regions, as well as their overall longer-term development.

Component III of RPP «Community Security and Social Cohesion» (CSSC) aims to reach some of its goals through enhancing community security; civic mobilization and empowerment of communities; reconciliation and restoration of social cohesion.

As it is indicated in Project document (Activity 4.2.2) it will develop CSOs and CSWGs' competence to monitor the fulfillment of local development projects and strategies in relation to community security, access to justice and social cohesion.

For this purpose, UN RPP seeks a qualified company (Contractor) which will develop the assessment based environmental strategy and operational programme for the prospective Sartana ATH.

II. MAIN GOALS AND OBJECTIVES

The main objective of the task is to carry out a set of measures aimed at improving the participation of civil society in ecologically balanced planning for the development of the prospective Sartana amalgamated territorial hromada and improving its environmental well-being.

Implementation of the planned activities will lead to the redistribution of local budget resources (environmental fund) to better reflect the priorities of the future community development, its environmental problems, as well as provide an opportunity to implement measures aimed at improving the environmental situation.

The Contractor should present a comprehensive vision of the proposed interconnected components in the area of local capacity building and community mobilization. The areas of activity proposed by the Contractor should be adapted to the needs of the pilot hromada involved.

The key intentions of this task are as follows:

- Form a working group from active members of civil society and local authorities;
- Conduct a comprehensive strategic environmental assessment (SEA) of the prospective Sartana ATH;
- Conduct public hearing on the results of the study to develop a common understanding and evaluation of the work carried out;
- Develop an environmental development strategy for the prospective Sartana ATH;
- Conduct public hearing on the strategy to develop a common understanding and evaluation of the work carried out;
- Develop an environmental development program for 2021 for the prospective Sartana ATH;
- Increase public influence in decision-making on the allocation of resources for activities related to environmental security and social cohesion in the hromada;
- Enhance cooperation between CSOs and local authorities and help them to establish links to work effectively on environmental security and social cohesion issues.

This Contractor's Technical Proposal should be designed for active members of civil society to effectively track local government spending, impacts and development projects in the area of environmental security and social cohesion. It should be achieved by developing a methodology for how civil society can have an impact on environmental security, and by effectively using the environmental fund in local government budgets.

It also aims to enhance synergies between CSOs at the local level to provide a stronger collective voice on the allocation and use of resources for environmental security and social cohesion.

In this regard, it is expected that the Contractor will provide:

- Building the environmental potential of the prospective hromada and raising awareness of CSOs. Specific objectives are: developing a methodology and subsequent strategic environmental assessment of the prospective hromada; developing an environmental strategy for the prospective hromada; conducting public hearings with local active members of civil society, local authorities and developing a common approach and vision for the environmental development program of the prospective Sartana ATH ; developing simple, user-friendly tools for using environmental tax revenues in the target hromada.

III. DESCRIPTION OF DUTIES/SCOPE OF WORK

Under the direct supervision of the Community Mobilization Officer, the company (contractor) will be responsible for the following key tasks:

- Develop and agree with responsible UN RPP representatives a methodology for all planned studies and activities.
- Conduct a strategic environmental assessment (SEA) of the prospective Sartana ATH. (The strategic environmental assessment should be carried out by the requirements of the Law of Ukraine "On Strategic Environmental Assessment" (hereinafter - the Law) and taking into account the provisions of the Methodological Recommendations for the implementation of strategic environmental assessment of state planning documents, approved by the Order of the Ministry of Ecology and Natural Resources of Ukraine № 296 of 10.08.2018, as well as the Directive 2001/42 / EU on environmental impact assessment of individual projects and programs).
- Form a working group of competent representatives of local authorities and local active members of civil society (at least 10 persons).
- Develop and agree at the meeting of the working group a complete methodology for the task fulfillment, which includes the following: determination of the SEA scope, preparation of the SEA report, public hearing and consultations, recording of the results of public hearing and consultations.
- Consult with the Department of Ecology and Natural Resources of the Donetsk Regional State Administration, the Main Department of the State Consumer Service in the Donetsk Region and other interested bodies, who will provide comments on the draft strategy and the SEA report.
- Prepare and apply to the authorized bodies to determine the scope of SEA.
- Identify possible factors of anthropogenic and natural changes in the implementation of the Strategy for Environmental Development of the territorial community on the environment components, on health and welfare of the population, assessment of the impact of planned activities on the environment components, assessment of

the danger to public health, socio-economic impacts, waste management, transport, infrastructure development, aesthetic characteristics of the territory, use of landscapes for recreational purposes.

- Adjust the SEA report, which includes:
 - characterization of the current state of the environment and its forecast changes, if the Environmental Development Strategy of hromada is not approved;
 - list of environmental problems of the territory;
 - description of the consequences for the environment in the implementation of the Strategy's objectives, as well as other information provided by the Law on SEA.
- Conduct public hearings (public discussion) of SEA documentation, which will result in the collection of public proposals for SEA from local active members of civil society and local authorities.
- Develop a final draft of SEA documentation, which will consider proposals and recommendations of the interested authorities and local citizens. After that the SEA Report will be submitted to the authorities for consideration and adoption;
- Develop and coordinate at the working group meeting the methodology for writing an Environmental Development Strategy for the prospective Sartana ATH, including:
 - strategic vision, missions and value systems;
 - system of strategic and operational goals;
 - possible development scenarios, selection of priority scenarios;
 - formalization of the Strategy implementation mechanism;
 - action plan for implementation of the Strategy;
 - the system of monitoring of the Strategy implementation;
 - the dates of publication of announcements and public hearings on strategy alignment have been agreed upon.
- Submit a draft strategy to the working group for consideration, including:
 - analytical part - description of the current state of the environment, main trends in the environmental development of the prospective Sartana ATH and monitoring results;
 - SWOT-analysis and characterization of comparative advantages, challenges, and risks of future development;
 - possible development scenarios;
 - strategic vision for the planned period;
 - strategic goals, development priorities of the future community for the respective period;
 - operational objectives, which should ensure that the strategic objectives are achieved;
 - main tasks, stages, and mechanisms of their implementation: institutional, organizational, financial support for the strategy implementation;
 - monitoring and evaluation system of the Environmental Development Strategy implementation of the prospective hromada , including performance indicators of its goals and objectives;
 - conduct public hearings on the strategy with the hromada representatives (local active members of civil society and local authorities).
- Develop an environmental development program for 2021 for prospective Sartana ATH that meets the community needs, recommendations of the Environmental Development Strategy and conclusions of the Strategic Environmental Assessment.
- Conduct a round-table meeting with local authorities and other stakeholders to discuss and prioritize implementation of planned activities that implement the recommendations of the Strategy and the SEA report, assess the technical and financial capacity of the prospective Sartana ATH to implement the set objectives.

Thus, the Contractor will be responsible for:

STEP 1: CONDUCT A STRATEGIC ENVIRONMENTAL ASSESSMENT OF THE PROSPECTIVE SARTANA ATH.

- Develop an action plan as well as a methodology for the task and agree with UNDP.
- Form a working group of competent local authorities and local active members of civil society (at least 10 persons).

The list of participants of working group has to be approved by UNDP.

Agree at the working group meeting on the full methodology of the task fulfillment, which will include the following: determination of the SEA scope, preparation of the SEA report, conducting public discussions and consultations, considering the results of public discussions and consultations.

- Carry out a strategic environmental assessment of the prospective Sartana ATH.
- Consult with the Department of Ecology and Natural Resources of Donetsk Regional State Administration, the Main Department of the State Consumer Service in Donetsk region and other interested bodies, which should be allowed to comment on the draft strategy and the SEA report.
- Prepare and submit to the authorized bodies an application on SEA volume determination.

- Conduct public hearings (public discussion) of SEA documentation, based on the results of which proposals of local authorities and the public for SEA will be collected (1-day in Sartana for at least 75 people - at least 15 people from each village councils - Sartana, Talakivka, Lebedynske, Pavlopil, Chermalyk).
- Develop the final draft of SEA documentation, which will consider the proposals and recommendations of the interested authorities and the public. After that the SEA Report will be submitted to the authorities for consideration and adoption.
- Prepare the SEA Report and submit it for approval to the relevant department.

STEP 2: ELABORATION OF AN ENVIRONMENTAL DEVELOPMENT STRATEGY FOR THE PROSPECTIVE SARTANA ATH.

- Develop an action plan as well as a methodology for the task and agree with UNDP.
- Coordinate the methodology of the task fulfillment at the meeting of the formed working group.
- Together with the representatives of the working group:
 - conduct strategic analysis of the prospective Sartana ATH;
 - formulate a strategic vision, missions and value systems;
 - develop a system of strategic and operational objectives;
 - choose a priority scenario;
 - formalize the mechanism of Environmental Development Strategy implementation;
 - prepare an action plan for implementation of the Environmental Development Strategy;
 - develop a system for monitoring of the Environmental Development Strategy implementation.
- Conduct public hearings and coordination of the Environmental Development Strategy (1-day in Sartana for local authorities and local active members of civil society at least 75 people - at least 15 people from each village councils - Sartana, Talakivka, Lebedynske, Pavlopil, Chermalyk).

STEP 3: DEVELOP ENVIRONMENTAL DEVELOPMENT PROGRAMME FOR 2021 THE PROSPECTIVE SARTANA ATH.

- Based on the Environmental Development Strategy and the Strategic Environmental Assessment Report, develop the Environmental Development Program for 2021.
- Conduct a round table with local authorities and local active members of civil society for present of the Environmental Development Programme for 2021 (1-day in Sartana for at least 25 people - at least 5 people from each village councils - Sartana, Talakivka, Lebedynske, Pavlopil, Chermalyk).

Please note: The financial proposal should include the costs of organizing public hearings, joint follow-up meetings (in case of off-line events), rent of premises, coffee breaks and reimbursement of travel expenses.

IV. REQUIREMENTS FOR MONITORING/REPORTING

The Contractor will report to the Community Security and Social Cohesion Component Lead of the Recovery and Peacebuilding Programme who accepts and approves deliverables specified above. The detailed schedule of works for step 1 and step 2 will be discussed with the Contractor prior to the assignment.

The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by the UNDP and provide the necessary information, reports, and tools according to the preset schedule or as soon as possible (within a reasonable time).

All reports for UNDP shall be transmitted electronically (Formats of * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor about the data transmission of products to the UNDP. The reports should be written in Ukrainian.

The proposed schedule of services and payments

Below is a description of the timeframes for the following outputs:

№	Deliverables / Output description	Anticipated date of completion
1.	The methodology for Deliverables 2 and 3 is developed and approved by UNDP.	Up to 4 weeks after the start of the assignment

2.	Strategic environmental assessment of the Environmental Development Strategy has been conducted and discussed in the hromada. Conduct public hearings (public discussion) of SEA documentation (based upon steps above).	Up to 8 weeks after the start of the assignment
3.	Environmental Development Strategy for the prospective Sartana ATH (first draft) has been developed, agreed in the hromada on a participatory approach. Conduct public hearings and coordination of the Environmental Development Strategy (based upon steps above).	Up to 12 weeks after the start of the assignment
4.	The Environmental Development Strategy (final version) and Strategic environmental assessment have been submitted to approval by the ecological department of Donetsk State Administration.	Up to 23 weeks after the start of the assignment
5.	The Program of ecological development of the prospective Sartana ATH is developed. Conduct a round table with local authorities and local active members of civil society for present of the Environmental Development Programme for 2021 (based upon steps above).	Up to 25 weeks after the start of the assignment
6.	The final report on all the activities undertaken and deliverables achieved has been submitted and approved by UNDP.	Up to 27 weeks after the start of the assignment

V. PROPOSED PAYMENT SCHEDULE

Payments will be made in five stages according to the proposed payment schedule below:

10% - upon submission and approval of report according to Deliverable 1

35% - upon submission and approval of report according to Deliverable 2 and 3;

35% - upon submission and approval of report according to Deliverable 4;

20% - upon submission and approval of report according to Deliverable 5 and 6;

UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and agreed by UNDP.

The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Component Lead signs the certification of acceptance.

VI. EXPERIENCE AND QUALIFICATION REQUIREMENTS

1. Officially registered organization
2. Proven experience in the development of ecological strategies, corresponding implementation plans, and monitoring, evaluation plans, ecological programs (at least 1 years).
3. Proven experience in the preparation of similar environmental documents/work:
 - 3.1. Prepared environmental impact assessment reports - at least 3 documents
 - 3.2. Developed environmental strategies for community development - at least 2 documents
 - 3.3. Prepared reports on the environmental assessment of territories - at least 2 - documents
4. Proven experience of work in the East of Ukraine.
5. Presentation of 2 references from previous clients regarding the implementation of similar works.
6. Presentation of 2 references from previous customers regarding the implementation of likely tasks.
7. Availability of human resources that will ensure due quality and timely implementation of the contract:

The project team will include Team leader and Experts' group (at least 2 members):

- **Team Leader:**

- Master's degree (or higher) in the fields of "Ecology", "Economics", "Management", "Sociology", "law" or similar;
- At least 1 years of experience in ecological government agencies;
- Experience in the developing of the methodologies and manuals on ecology or environment;
- Experience in the developing of similar documents;
- Fluency in Ukrainian and Russian; English proficiency (working level).

- **Experts' Group:**

- Master's degree (or higher) in the fields of "Ecology";
- Experience in the developing of similar documents ;
- At least 1 years of experience in the development of ecological strategies;
- Experience in the developing of the methodologies and manuals on environmental documents;
- At least 2 years of experience in government ecological agencies;
- Fluency in Ukrainian and Russian;

VII. EVALUATION CRITERIA

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with the 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 a minimum 70% score in the technical evaluation, will be reviewed.

The overall evaluation will be completed in accordance with the 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 the 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 / the organization that submits a proposal	30%	210				
2	Proposed work plan, methodology and approach	45%	315				
3	Staff and invited experts / consultants	25%	175				
	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 the 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 Evaluation Criteria

Evaluation of technical proposals Form 1		Maximum score	Company / Other organization		
			A	B	C
Experience					
1.1	Proven experience in the development of analytical documents (environmental development strategy and strategic environmental assessment) (1 year – 15points, 2 years – 30 points, - more than 3 years – 40 points).	40			
1.2	Proven track record of analytics/ecological surveys/institution capacity assessment /methodological recommendations (3 related projects - 40 points, 4-5 related projects – 50 points, more than 5 related projects - 60 points).	60			
1.3	Proven experience in preparing information and analytical materials with a focus on developed environmental strategies for community development (1 related work - 30 points, 2-3 related works - 50 points, more than 3 related works - 70 points) Proven experience in preparing information and analytical materials with a focus on strategic environmental assessment (1 related work - 30 points, 2-3 related works - 50 points, more than 3 related works - 70 points)	70			
1.4	Presentation of 2 references from previous clients regarding the implementation of similar works. Presentation of 2 references from previous customers regarding the implementation of likely tasks (2 references – 0 points, 3 and more references – 20 points)	20			
1.5	Experience with assignments in the East of Ukraine (cumulative): <ul style="list-style-type: none">• Experience in the Donetsk region - 5 points;• Experience in Luhansk region - 5 points;• Experience of work in the communities situated close to contact line – 10 points	20			
		210			



Evaluation of the Technical Proposal	Maximum score	Company/other organization		
Form 2		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 - 25 points; The Technical Proposal corresponds well to the task, but workload overstated/understated - 50 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 70 points	70			
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 50 points; The methodology logically describes a sequence of works – up to 80 points; The methodology includes thorough criteria that demonstrate its feasibility – up to 120 points	120			
2.3	How well developed and reliable is the approach to the organization of services to conduct assessments (Output 1) or to develop recommendations (Output 2); The developed approach contains separate inconsistencies - 40 points; Good approach, but low reliability on realism - 70 points; The organization has shown a perfect approach which fully complies with reality - 125 points	125			
The total score on Form 2		315			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Master’s degree (or higher) in the fields of: “Ecology”, "Economic", "Management", “Sociology”, "law" or similar; (“Specialist / Master” – 10 points, “Ph.D.” or above – 20 points)	20			
3.2	Experience in ecological government agencies 1-2 years – 10 points, 3-4 years – 20 points, 5 years and more – 30 points)	30			
3.3	Experience in the developing of the methodologies and manuals on ecology or environment (1 methodology/manuals – 10 points, 2methodologies/manuals – 20 points; 3 methodologies/manuals and more – 30 points)	30			
3.4	Experience in the developing of similar documents (1-2 years – 5 points, 3-4 years – 10 points)	10			
	Interim score by criteria 3.1 – 3.4	90			
	Expert’s Group				

4.1	Master's degree (or higher) in the fields of: "Ecology" ("Specialist / Master" - 5 points, "PhD" or above - 10 points)	10			
4.2	Experience in the developing of similar documents (1-2 years – 5 points, 3-4 years – 10 points)	10			
4.3	Experience in the development of ecological strategies (1 years - 10 points, 2 years - 15 points, 3 years and more – 20 points)	20			
4.4	Experience in the developing of methodologies and manuals on environmental documents (1 methodologies/manuals - 10 points, 2- methodologies/manuals - 15 points; 3 methodologies/manuals and more - 20 points)	20			
4.5	Experience in government ecological agencies (1 years – 10 points, 2 years – 15 points, 3 years and more – 25 points)	25			
	Interim score by criteria 4.1 – 4.5	85			
	The total score on Form 3	175			

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>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>1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine</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 <i>та</i> послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> 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 <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</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:</p> <p>Посада: керівник Адреса: Номер телефону: Факс: Email:</p>	<p>13. Contractor's Contact Person's Name:</p> <p>Title Address: Telephone number: Fax: Email:</p>
<p>14. Ім'я контактної особи ПРООН:</p> <p>Посада: Адреса: Тел.: +380 508002879 Email:</p>	<p>14. UNDP Contact Person's Name:</p> <p>Title: Address: Telephone number Email:</p>
<p>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ</p>	<p>15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU</p>
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</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. 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. <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>	<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. <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: