



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: April 1, 2020
	REFERENCE: 84-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Preparation, organization and implementation of a number of activities aimed at raising the level of institutional development of public organizations in the East of Ukraine”**.

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) Wednesday, April 15, 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: **“84-2020-UNDP-UKR-RFP-RPP”** and **“Preparation, organization and implementation of a number of activities aimed at raising the level of institutional development of public organizations in the East of Ukraine”** .

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
April 01, 2020

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Annex 1

Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UNDP is looking for an experienced non-governmental organization with a potential, qualified specialists who will be able to develop and strengthen the civil society in the eastern Ukraine, using unique development methods and tools.
The overall objective	To implement a set of measures aimed at institutional development of public organizations conducting their activities in the territories of Donetsk, Zaporizhzhia, Luhansk oblasts controlled by the government of Ukraine, encouraging them to be active and developed.
Person to Supervise the Work/Performance of the Service Provider	Civil Society Engagement and Capacity Development Specialist
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	December 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 (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

	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:	<p>Pre-Bidding Conference will be held on 07th of April 2020 at 3 pm (Kyiv time) 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: procurement.ua@undp.org and procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit</p> <p>Subject: 84-2020-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"> • 20% - upon submission and approval of report according to Deliverables 1 and 2; • 20% - upon submission and approval of report according to Deliverables 3 and 4; • 20% - upon submission and approval of report according to Deliverables 5 and 6; • 20% - upon submission and approval of report according to Deliverables 7 and 8; • 20% - upon submission and approval of report according to Deliverables 9 and 10. <p>UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been approved by UNDP.</p> <p>The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the component head signs the certification of acceptance.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Civil Society Engagement and Capacity Development Specialist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>

Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 22%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 48%</p> <p><input checked="" type="checkbox"/> Personnel and invited experts/consultants 30%</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<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> <i>procurement.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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 list and short summary of previous experience in institutional development of NGOs and implementation of similar activities;</p> <p><input checked="" type="checkbox"/> A list and short summary of experience in organizing the major public events and trainings, including development of training programs for institutional development of NGOs;</p> <p><input checked="" type="checkbox"/> A list and short summary of experience in preparing the adult education tutorials;</p> <p><input checked="" type="checkbox"/> CVs of the intended team leader and team members 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"/> Minimum 2 references from previous customers 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 is:</i></p> <ul style="list-style-type: none"> ✓ <u>Officially registered NGO or charitable organization with a corporate status AND which has non-profit status (non-profit codes 032, 036, 038, 039)</u> and carry out activities in Ukraine; ✓ Confirmed experience in institutional development of NGOs (at least 3 years) and have experience in the implementation of similar activities no less than in three projects. ✓ Confirmed experience in organizing the major public events (at least 3 events) and confirmed experience in organizing the trainings (at least 3 years), confirmed experience in development of training programs for institutional development of NGOs (at least 15 training programs) ✓ Confirmed experience in preparing the adult education tutorials (at least 1 project). ✓ Provision of 2 recommendations from the Applicant's partner organizations regarding performance of similar 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"> ✓ At least 5 years of experience in civil society sector; ✓ Experience in training work and training development; ✓ Experience in developing methodologies and tutorials for non-formal adult education; ✓ Fluency in Ukrainian. <p><i>Expert</i></p> <ul style="list-style-type: none"> ✓ At least 3 years of experience in civil society sector; ✓ At least 1 year of experience in consulting, promoting joint activities with the participation of NGOs; ✓ At least 1 years of experience in developing methodologies and tutorials for non-formal adult education; ✓ Experience in organizing at least one event for NGOs; ✓ Fluency in Ukrainian. <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 84-2020-UNDP-UKR-RFP-RPP dated 3/29/2020, 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 (2018 -2019)	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, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

Must include:

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work requested (up to 2 pages);**
- 2. Technical proposal detailing the proposed work plan;**
- 3. A timelines detailing both organization the process of training of the NGO representatives and organization and holding of a two-day Forum for NGOs of the Eastern Ukraine.**

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, Team members);***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader and team members 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 and 2		
Deliverable 3 and 4		
Deliverable 5 and 6		
Deliverable 7 and 8		
Deliverable 9 and 10		
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	Team member	1 month of work			
1.3	Team member	1 month of work			
1.4	Other (if any - to define clearly activities/costs)				
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	Travel for one person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
5	Other costs (if any - to define clearly activities/costs)				
5.1	...				
5.2	...				
	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!**

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 84-2020-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: United Nations Recovery and Peacebuilding Programme.

Description of the assignment: Preparation, organization and implementation of a number of activities aimed at raising the level of institutional development of public organizations in the East of Ukraine.

Country/ place of work: Ukraine, territories of Donetsk, Zaporizhzhya, Luhansk oblasts controlled by the Government of Ukraine.

Duration of the assignment: 9 months (from April to December, 2020)

Name and position of direct supervisor: Rustam Pulatov, Community Security and Social Cohesion Component Lead

I. Project description

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 mentioned above is built on this earlier engagement, established partnerships and started in 2015 through the United Nations Recovery and Peacebuilding Programme, a multi-donor funded framework programme jointly implemented by four UN agencies: United Nations Development Programme (UNDP), UN Women, the United Nations Population Fund (UNFPA), and Food and Agriculture Organization of the United Nations (FAO) in collaboration with the Government of Ukraine. The United Nations Recovery and Peacebuilding Programme was designed to respond to, and mitigate, the causes and effects of the conflict. It is an integral component of the UNDP General Programme in Ukraine and is therefore fully aligned with the United Nations Partnership Framework.

In October 2018, four UN partner agencies (United Nations Development Programme (UNDP), UN Women, United Nations Population Fund (UNFPA), and Food and Agriculture Organization of the United Nations (FAO) joined a project, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk, Luhansk and Zaporizhzhia oblasts in Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled territories. It will contribute to peacebuilding and prevent further escalation of the conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced civil security and social cohesion.

Component III of United Nations Recovery and Peacebuilding Programme "Civil Security and Social Cohesion" aims, among other, at institutional development of civil society, acquisition of new competencies that are relevant to newly established NGOs engaged in the development and implementation of changes in their communities in the eastern region of Ukraine.

In this regard, UNDP is looking for an experienced non-governmental organization with a potential, qualified specialists who will be able to perform the tasks set out in this document with due diligence and in a timely manner.

II. Main Goals and Objectives

The main goal of this assignment is to develop and strengthen the civil society in the eastern Ukraine, using unique development methods and tools.

The objective of the assignment is to implement a set of measures aimed at institutional development of public organizations conducting their activities in the territories of Donetsk, Zaporizhzhia, Luhansk oblasts controlled by the government of Ukraine, encouraging them to be active and developed.

Thus, the main objectives are:

Organizing the process of training the representatives of NGOs, including NGOs of parents of children with autism, in governance, strategic planning, democratic, accountable and transparent governance of the organization, youth leadership, financial sustainability and effective financial management, public accountability. Drawing up a non-formal education tutorial for the public. Organization and holding of a two-day Forum for NGOs of the Eastern Ukraine.

III. Scope of Work and Expected Outcomes

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

- Preparation of programs, selection of trainers for five five-day institutional development schools for NGOs of the Eastern Ukraine (30 participants in each school), (programs and trainers must be approved by UNDP). The training programs must include (but not limited to) such topics: NGO institutional development, project management, fundraising, volunteering in NGO, effective time management, youth leadership, strategic planning, public reports, NGO role in the local community, team capacity development, advocacy activities of NGOs;
- Organization and holding of five five-day institutional development schools (4 schools – in Sviatohirsk city, 1 – in Berdyansk city);
- Development of programs and selection of trainers for eight two-day trainings on organizational development of NGOs of parents of children with autism (programs and trainers must be approved by UNDP);
- Organization and holding of 16 two-day trainings (8 trainings in Kramatorsk city and 8 identical trainings in Sievierodonetsk city) for NGOs of parents of children with autism;
- Organization and holding of a 5-day study visit for representatives of NGO of parents of children with autism from Donetsk and Luhansk oblasts to one of the oblasts of Ukraine;
- Preparation and holding of a two-day Forum for NGOs of the Eastern Ukraine (development of the event program, selection of speakers, presenters, invitees, location selection, logistical support of the event);
- Developing a non-formal education tutorial for civil society practitioners (content, form and design must be approved by UNDP);
- Preparation of reports on the results of the activities;

All events must be held in the territory of Donetsk, Zaporizhzhia, Luhansk oblasts, namely, in Kramatorsk city, Sviatohirsk city, Sievierodonetsk city, Berdyansk city.

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

RECOMMENDATIONS TO SERVICE PROVISION:

General recommendations

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

Recommendations on the Contractor's project team composition:

CV of team leader and members should be provided together with proposal. Expert group could include both representatives of the applicant's NGO, as well as external experts.

Operating activities:

1. Ensuring the reference to United Nations Recovery and Peacebuilding Programme and Governments of Denmark, Sweden, Switzerland in all products created under the Contract.

IV. Requirements for Monitoring / Reporting

The Contractor reports to the Civil Society Engagement and Capacity Development Specialist on the component of civil security and social cohesion of the United Nations Recovery and Peacebuilding Programme, who accepts and approves the above deliverables. Detailed workplan for ensuring achievement of results will be discussed with Contractor in advance before start of assignment execution.

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

All reports shall be submitted to UNDP electronically (formats: * .docx, * .xlsx, * .pptx, * .pdf) on electronic media or in electronic communication form. Reports shall be written in Ukrainian.

The proposed schedule of services and payments is below. The following is a description of the percentage (%) of the total budget that will be paid upon receipt of the following results:

No.	Description of deliverable	Expected end date
1.	Program preparation, selection of trainers for five-day institutional development schools for NGOs (three programs). Programs and trainers were submitted to UNDP for approval.	By April 15, 2020
2.	Preparation of eight programs for two-day institutional development trainings for NGOs of parents of children with autism (selection of trainers for 16 trainings (8 in Donetsk and 8 in Luhansk oblasts). Programs and trainers were submitted to UNDP for approval.	By April 15, 2020
3.	Holding the first five-day institutional development school Organization and holding of a 5-day study visit for representatives of NGO of parents of children with autism from Donetsk and Luhansk oblasts to one of the oblasts of Ukraine	By April 30, 2020
4.	Holding the second five-day institutional development school	By May 15, 2020
5.	Holding a two-day Forum for Institutional Development of NGOs of the Eastern Ukraine	By May 31, 2020
6.	Holding the third institutional development school	By June 15, 2020
7.	Holding the fourth institutional development school	By July 15, 2020
8.	Developing a non-formal education tutorial for NGOs. Content, form and design must be approved by UNDP.	By September 1, 2020
9.	Holding the fifth institutional development school	By September 30, 2020
10.	Conducting 16 two-day institutional development trainings for NGOs of parents of children with autism	By December 30

UNDP will pay the negotiated amount in 5 (five) tranches as per delivery of tasks outlined above.

Upon completion of Deliverable 1 and 2 – 20 % of the negotiated amount

Upon completion of Deliverable 3 and 4 – 20 % of the negotiated amount

Upon completion of Deliverable 5 and 6 – 20 % of the negotiated amount

Upon completion of Deliverable 7 and 8 – 20 % of the negotiated amount

Upon completion of Deliverable 9 and 10 – 20 % of the negotiated amount

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

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

V. Experience and Qualification Requirements

- Officially registered NGO or charitable organization with a corporate status AND which has non-profit status (non-profit codes 032, 036, 038, 039) and carry out activities in Ukraine;
- Confirmed experience in institutional development of NGOs (at least 3 years) and have experience in the implementation of similar activities no less than in three projects.
- Confirmed experience in organizing the major public events (at least 3 events) and confirmed experience in organizing the trainings (at least 3 years), confirmed experience in development of training programs for institutional development of NGOs (at least 15 training programs)
- Confirmed experience in preparing the adult education tutorials (at least 1 project).
- Provision of 2 recommendations from the Applicant's partner organizations regarding performance of similar tasks.
- Availability of human resources that will ensure the proper quality and timely performance of the contract:

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

- Team Leader:
 - ✓ At least 5 years of experience in civil society sector;
 - ✓ Experience in training work and training development;
 - ✓ Experience in developing methodologies and tutorials for non-formal adult education;
 - ✓ Fluency in Ukrainian.
- Team members:
 - ✓ At least 3 years of experience in civil society sector;
 - ✓ At least 1 year of experience in consulting, promoting joint activities with the participation of NGOs;
 - ✓ At least 1 years of experience in developing methodologies and tutorials for non-formal adult education;
 - ✓ Experience in organizing at least one event for NGOs;
 - ✓ Fluency in Ukrainian.
 - ✓

VI. Evaluation Criteria

Evaluation and comparison of proposals

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

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

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

Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Forms	Score Weight	Maximum Score	Company/Organization

1	Experience of the company/organization submitting the proposal	22 %	155				
2	Proposed work plan, general methodology and approach ⁴	48 %	385				
3	Personnel	30 %	210				
	Total Score	100 %	750				
	Notes						

Technical evaluation forms are as follows. 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

Technical Evaluation Form 1		Maximum Score	Company/Organization		
			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Confirmed experience of the organization in the civil society development (25 points – more than 3 years, 15 points – 3 years)	25			
1.2	Confirmed experience in the implementation of similar activities (20 points – more then 3 projects, 10 points – 3 projects)	20			
1.3	Confirmed experience in development of training programs for institutional development of NGOs (25 points – 15 and more training programs developed; 15 points – 15 training programs)	25			
1.4	Confirmed experience in developing adult education tutorials (25 points – the participant has the necessary experience in developing at least three education tutorials; 10 points - the participant has experience in developing at least one education tutorial).	25			
1.5.	Confirmed experience in organizing trainings (15 points - 5 years and more of experience, 10 points - from 4 to 5 years of experience, 5 points - 3 years)	15			
1.6.	Confirmed experience in organizing large events (up to 200 people) (15 points - 5 or more events, 10 points - from 4 to 5 events, 5 points - 3 events)	15			
1.7.	Provision of 2 recommendations from previous partners regarding performance of similar tasks (30 points – more than 2 recommendations; 20 points – 2 recommendations)	30			
	Total score on Form 1	155			

⁴ The proposal has a proposed methodology and work plan, which can be further modified as required by UNDP,

Technical Evaluation Form 2		Maximum Score	Company/Organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted technical offer meet the objective and scope of work? (The Technical Proposal generally meets the objectives and scope of work – 75 points; The Technical Proposal corresponds well to the task, but workload overstated/understated – 100 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 125 points)	125			
2.2	How well developed, reasonable and reliable is the methodology of implementation of services? (The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – up to 70 points; The methodology logically describes a sequence of works – up to 100 points; The methodology includes thorough criteria that demonstrate its feasibility – up to 110 points)	110			
2.3	How well developed and reliable is the task schedule (The proposed task schedule contains some discrepancies – 70 points; but there is a low confidence in its implementation – 80 points; the organization provided a balanced and realistic task schedule – 100 points)	100			
	Total score on Form 2	335			

Technical Evaluation Form 3		Maximum Score	Company/Organization		
			A	B	C
Personnel					
	Team leader				
3.1	Experience in civil society sector (60 points – more than 5 years; 20 points – 5 years)	60			
3.2	Experience in developing methodologies and tutorials for non-formal adult education (30 points – three or more methodologies or tutorials; 20 points – less than 3 methodologies or tutorials)	30			
3.3	Experience in training work (10 points – 5 or more years of training work; 5 – less than 5 years of training work)	10			
	Internal score by criteria 3.1 – 3.3	100			
	Team members				
4.1	Experience in conducting activities for institutional development of NGOs (45 points – more than 5 years; 15 points – 4 years and less)	45			

4. 2	Experience in developing methodologies and tutorials for non-formal adult education (25 points – 3 or more methodologies or tutorials; 15 points – less than 3 methodologies or tutorials)	25			
4. 3	Experience in consulting, promoting joint activities with the participation of NGOs (25 points – at least 3 years of relevant experience; 15 points – experience in episodic work in the specified area)	25			
4. 4	Experience in organizing the major events with and for NGOs (15 points – 3 or more organized events; 5 points – less than 3 organized events)	15			
	Internal score by criteria 4.1 – 4.4	110			
	Total score on Form 3	210			

VII. Financial proposal



Bidders should submit their proposals in the following format.

It is important that all costs related to accommodation, food, supplies for all events, rental of event premises, travel expenses for participants of trainings and the Forum, as well as trainers' fees and their travel expenses will be paid separately by UNDP. These amounts should not be included in the application form.

Taking into account that purchase of services will be carried out within the project of international technical assistance, the price offers/invoices for payment must be presented without VAT.

No.	Deliverables' short description	Price, UAH (excluding VAT)
1.	Program preparation, selection of trainers for five-day institutional development schools for NGOs (three programs). Programs and trainers were submitted to UNDP for approval.	
2.	Preparation of eight programs for two-day institutional development trainings for NGOs of parents of children with autism (selection of trainers for 16 trainings (8 in Donetsk and 8 in Luhansk oblasts) . Programs and trainers were submitted to UNDP for approval.	
3.	Holding the first five-day institutional development school Organization and holding of a 5-day study visit for representatives of NGO of parents of children with autism from Donetsk and Luhansk oblasts to one of the oblasts of Ukraine	
4.	Holding the second five-day institutional development school	
5.	Holding a two-day Forum for Institutional Development of NGOs of the Eastern Ukraine	
6.	Holding the third institutional development school	
7.	Holding the fourth institutional development school	
8.	Developing a non-formal education tutorial for NGOs. Content, form and design must be approved by UNDP.	
9.	Holding the fifth institutional development school	
10.	Conducting 16 two-day institutional development trainings for NGOs of parents of children with autism	
	Total:	

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 та послуги		5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and 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 або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів		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.: +380 508002879 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		15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address:	

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