



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: April 10, 2020
	REFERENCE:188-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Community Security and Social Cohesion Capacities Building for Improved Strategic Planning and Targeted Budgeting”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Friday, April 24, 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: **“188-2020-UNDP-UKR-RFP-RPP”** and **“Community Security and Social Cohesion Capacities Building for Improved Strategic Planning and Targeted Budgeting.”**

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 10, 2020*

Annex 1

Description of Requirements

Project name:	United Nations Recovery and Peacebuilding Programme
Brief Description of the Required Services	UNDP is looking for the Contractor which will provide qualified expertise in developing and piloting methodology for CSSC capacities assessment and building, in particular: a) supporting participatory CSSC capacity assessment, risk analysis and the piloting of strategic solutions on community security, social cohesion and civil protection; b) strengthening local self-governing and service providers' capacities to plan the development/improvement of security, civil protection and other service delivery strategically and promote horizontal relations among services providers, civil society and local authorities; c) supporting the design and development of strategies (including budgets) for improved services to citizens, including the most vulnerable groups.
The overall objective	<p>Overall goal of this assignment is building community's capacities on participatory strategic planning and targeted budgeting in the field of Community Security and Civil Protection. The assignment will be: i) supporting community mobilization, ii) improving strategic planning, and iii) stimulating targeted budgeting, in 4 pilot target communities of Luhansk and Donetsk oblasts GCA: Troitsk Amalgamated Territorial Hromada (hereinafter -ATH), Novoaidar, Soledar ATH, Siversk ATH (Donetsk oblast).</p> <p>It is expected that Contractor will use the resources of CSWG as an open dialogue platform for most of intervention activities in each of the target communities.</p>
Person to Supervise the Work/Performance of the Service Provider	Community Mobilization Specialist, RPP
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	May 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	<input checked="" type="checkbox"/> Required

involved in completing the services	<input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 16th of April 2020 at 11 am via Skype Conference.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 188-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:</p> <ol style="list-style-type: none"> 1. Delivery of output 1 – 20% of the total payment 2. Delivery of outputs 2-3 – 20% of the total payment 3. Delivery of output 4 – 20% of the total payment 4. Delivery of output 5- – 20% of the total payment 5. Delivery of output 6 – 20% of the total payment. <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ol style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Contractor.
Person(s) to review/inspect/ approve outputs/completed	Community Mobilization Specialist, RPP

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Services
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 25% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 30% 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 services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) ¹	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.rpp.ua@undp.org</i> 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	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);<input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;<input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);<input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar projects / assignments and competitive advantages of the applicant company;<input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity;<input checked="" type="checkbox"/> Brief description of the methodology, list of potential data sources and analysis approach;<input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past experience in similar projects / assignments;<input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the bidder.<input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).
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<p>Other Information Related to the RFP</p>	<p><u>Administrative Requirements:</u></p> <p>Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> ✓ Offers must be submitted within the stipulated deadline ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration ✓ Offers must comply with general administrative requirements: <ol style="list-style-type: none"> 1. An officially registered organization (commercial, nonprofit, nongovernmental, public) for at least 3 years; 2. Proven experience in conducting research, producing assessment tools and methodologies (at least 3 products shall be provided). 3. Proven experience in the development/co-development of manuals, guides, books, other knowledge products (incl. innovative ICT solutions) in the field of community security and social cohesion (at least 3 products shall be provided). 4. Proven experience in implementing community-based projects supporting cooperation/coordination of community mobilization stakeholders (local authorities, CSOs, law-enforcement bodies, social services etc.), participatory problem analysis and strategic planning in the field of community security and/or social cohesion (at least 3 projects); 5. Experience in developing programmes and organizing trainings, strategic sessions, interactive workshops, conferences (open space and dialogue format) in the field related to community security and social cohesion (at least 5 years); 6. Presentation of at least 2 references from past customers regarding implementation of likely tasks; 7. Experience with assignments in the East of Ukraine (Donetsk and Luhansk oblasts, including communities situated close to contact line) <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.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 188-2020-UNDP-UKR-RFP-RPP dated 4/10/2020, 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

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

Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Track Record performed within the last 5 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

Must include:

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);**
- 2. Brief description of the methodology, list of potential data sources and analysis approach;**
- 3. A timeline detailing how the required results will be achieved/completed within the required timeline**
- 4. At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the bidder.**

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Team Leader, Specialists);***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader and Specialists as well as contact details for referees;***
- c) Written confirmation from each team member that they are available for the entire duration of the contract.***
- 1) Team Leader**
 - 2) Experts**

Financial Proposal

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Delivery of output 1		
Delivery of outputs 2-3		
Delivery of outputs 4		
Delivery of outputs 5		
Delivery of outputs 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	8 month	1		
1.2	Experts	8 month	3		
1.3					
...	...				
2	Administration Costs (if necessary)				
2.1	Assessment of CSSC capacities				
2.2	Training sessions	event	8		
2.3	Strategic session	event	4		
2.4	Preparation of Strategic Programme document				
2.5	Support to planning and budgeting processes in target communities				
...	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs (tickets)	Travel for 1 person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
3.4	...				
4	Other costs (if any - to define clearly activities/costs)				
4.1					
4.2	...				
	Total (please indicate currency)				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

**** Dear partners!**

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

TERMS OF REFERENCE

Project title: United Nations Recovery and Peacebuilding Programme

Description of the assignment: Community Security and Social Cohesion Capacities Building for Improved Strategic Planning and Targeted Budgeting

Country/place of implementation: Ukraine, Donetsk and Luhansk oblasts, GCA

Possible business trips: travels to Donetsk and Luhansk oblasts, GCA

Starting date of the assignment: April 2020

Duration of the assignment or end date (if applicable): 8 months, November 2020

Supervisor's functional post: 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 UN 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 several partnering UN agencies (UN Women, FAO, UNFPA).

The UN RPP was designed to respond to, and mitigate the causes and effects of the conflict. 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 Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying interventions framework for 12 projects funded by 12 international partners.

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

Component III of the UN 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. Particularly, genuine engagement of citizens to take active part in the development of their communities as part of the project's strategy requires evidence based and community rooted capacity building of citizens' groups and Community Security Working Groups to effectively initiate, plan and implement human rights based community development and community security strategies and projects.

CSSC approach is being implemented through Community Security and Social Cohesion Working Groups (hereinafter - CSWGs) as open dialogue platforms which are inclusive and representative of the respected communities. The CSSC Mobilization Methodology involves the use of participatory methods and involving a

wide range of stakeholders to look for and implement community-based solutions for community security, civil protection, and social cohesion.

In this respect the UN RPP is looking for the Contractor which will provide qualified expertise in developing and piloting methodology for CSSC capacities assessment and building, in particular: a) supporting participatory CSSC capacity assessment, risk analysis and the piloting of strategic solutions on community security, social cohesion and civil protection; b) strengthening local self-governing and service providers' capacities to plan the development/improvement of security, civil protection and other service delivery strategically and promote horizontal relations among services providers, civil society and local authorities; c) supporting the design and development of strategies (including budgets) for improved services to citizens, including the most vulnerable groups.

II. MAIN GOALS AND OBJECTIVES

Overall goal of this assignment is building community's capacities on participatory strategic planning and targeted budgeting in the field of Community Security and Civil Protection. The assignment will be: i) supporting community mobilization, ii) improving strategic planning, and iii) stimulating targeted budgeting, in 4 pilot target communities of Luhansk and Donetsk oblasts GCA: Troitsk Amalgamated Territorial Hromada (hereinafter -ATH), Novoaidar, Soledar ATH, Siversk ATH (Donetsk oblast).

It is expected that Contractor will use the resources of CSWG as an open dialogue platform for most of intervention activities in each of the target communities.

Specifically, Contractor will implement the following tasks:

1. To make the assessment in each of target communities on participatory planning and budgeting capacities in the field of Community Security and Civil Protection and the role of key stakeholders (local authorities, civil society, security services providers, social services, private sector etc.) in these processes. Assessment methodology developed should be based on complex systematic approach, realism and simplicity and be agreed with the UN RPP prior to piloting. The assessment results together with recommendations developed should be presented to public and discussed at Community Security Working Groups meetings, Local Development Forums, other dialogue platforms acting in the community.
2. To develop training programmes (based on the assessment) and ensure capacity building of CSSCWG members in each of 4 target communities on:
 - a) human rights-based approach, integrative approach to Community Security and Social Cohesion;
 - b) local development strategies, programmes and plans in relation to community security and civil protection: know how;
 - c) fundraising from local, oblast and state budgets to fund community security and social cohesion initiatives.
3. To provide support and assistance to the process of Strategic Planning and Targeted Budgeting (conflict and gender sensitive, meeting security needs of the most vulnerable groups) in each of 4 target communities. Particularly:
 - 3.1. Prepare and hold at least 1 full day Strategic session (Open Space/Dialogue format) on Community Security in 4 target communities aimed at key stakeholders' shared vision elaboration;
 - 3.2. Based on the strategic shared vision elaborated support the development of community-based Strategic Programme document (at least in a 5-7 year perspective) on Community Security and Civil Protection (or amendment to the existing wider Development Strategy), which meets security needs of the most vulnerable groups;
 - 3.3. Support the development of a Community Security Programme (for 2-3 years) and Plan (for 2021) in the framework of Strategy implementation in each of target communities which meet the needs

of the most vulnerable groups in the community and include allocation of assets of local budgets on respective needs.

3.4. Provide support, consultancy and assistance in organizing public discussions on the documents developed;

3.5. Provide support and assistance to CSWG in submitting (a) Strategic Programme document on Community Security and Civil Protection developed; (b) Community Security Programme and (c) Plan together with budget allocation proposals for adoption by local councils.

4. To create knowledge product on lessons learnt, results achieved and experience generalized (Ukrainian language, 60 pages A4 format minimum, including cases and examples from the practices implemented in target communities). The concept and content for the knowledge product should be agreed with the UN RPP responsible representative.

All the activities should be implemented through the existing Community Security and Social Cohesion Working Groups and support Community Mobilization process in each of the target communities.

III. SCOPE OF WORK AND EXPECTED OUTPUTS

Within the period from April to November 2020, Contractor must implement the following activities approved by the UN RPP:

Stage 1:

- Assessment methodology on participatory planning and budgeting capacities in the field of Community Security and Civil Protection is developed and agreed with the UN RPP representative

Estimated implementation period: 1 week

- The assessment on participatory planning and budgeting capacities is held in each of target communities. The assessment results together with recommendations are presented and discussed in each of 4 target communities including through the acting Community Security and Social Cohesion Working Groups, Local Development Forums, other dialogue platforms acting in the community. The assessment report including both key findings on each community individually and generalized report is prepared and agreed with the UN RPP (Ukrainian language, *.docs format, at least 10 pages, Times New Roman, 12 pt., lines space – 1,15, Annexes are followed as necessary)

Estimated implementation period: 4 weeks

Stage 2:

- The training programme on CSWG members capacities development is worked out based on the assessment results, agreed with the UN RPP representative and necessarily includes modules on:
 - a) human rights-based approach, integrative approach to Community Security and Social Cohesion;
 - b) local development strategies, programmes and plans in relation to community security and civil protection: know how;
 - c) fundraising from local, oblast and state budgets to fund community security and social cohesion initiatives.

Estimated implementation period: 1 week

- At least 2 relevant training sessions/workshops for respected representatives in each of the 4 target communities are delivered. Training sessions meet the needs defined by the assessment and are complementary to the activities implemented by UNDP community mobilization officers in the target communities.

Estimated implementation period: 4 weeks

Stage 3:

Support and assistance to the process of Strategic Planning and Targeted Budgeting (conflict and gender sensitive, meeting security needs of the most vulnerable groups) in each of 4 target communities is provided. All the activities at this stage in all the target communities should be discussed and agreed with the respected UN RPP representative. In particular:

- At least 1 full day Strategic session (Open Space/Dialogue format) on Community Security in 4 target communities aimed at co-creation of stakeholders' (local authorities, community leaders, NGOs and initiative groups, presenting interests of the most vulnerable, security and civil protection services providers etc.) shared vision on Community Security assets, issues and priorities is prepared and held. The results of strategic sessions are reported to UNDP representatives and to community via media (incl. social media), CSWGs, local development forums, websites of local authorities and local self-government bodies.

Estimated implementation period: 2 weeks

- The community based Strategic Programme document (at least in a 5-7-year perspective) on Community Security and Civil Protection (or amendment to the existing wider Development Strategy) based on developed shared strategic vision;

Estimated implementation period: 4 weeks

- Community Security Programmes (for 2-3 years) and Plans (for 2021) in the framework of Strategy implementation which meet the needs of the most vulnerable groups in the community and include allocation of assets of local budgets on respective needs are developed in each of target communities.

Estimated implementation period: 4 weeks

- Public discussions on developed documents are organized in each of target communities with support, consultancy and assistance of Contractor. Community Security Strategies, Programmes and plans are revised and finalized based on results of public discussion;

Estimated implementation period: 2 weeks

- Strategic Programme document on Community Security and Civil Protection (a) Community Security Programme (b) and Plan together with budget allocation proposals (c) developed are submitted for adoption by local councils. Support and assistance to the whole process including presentation at Local Councils' Deputies Sessions is provided.
- Estimated implementation period: 4 weeks

Please pay attention: Adoption by local councils of the developed Programme documents (i) and amount of budget funds allocated on community security plans implementation (ii) are the key success indicators of this assignment.

Stage 4:

- Knowledge product on lessons learnt, results achieved and experience generalized (Ukrainian language, 60 pages A4 format minimum, including cases and examples from the practices implemented in target communities) is developed, designed and agreed with the UN RPP. Concept, content and design of the knowledge product should be agreed with the UN RPP responsible representative.

Estimated implementation period: 2 weeks

RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:

General recommendations

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

Recommendations on the Implementer's team composition:

To optimize time of the assignment, composition of project team should include, in addition to Team Leader, Experts' Group (at least 3 experts) meeting the requirements indicated in Chapter V of this ToR. CV of Team Leader and all members of Experts' Group shall be submitted in proposal. Experts' Group could include both staff of the applicants' organization and invited professionals.

Recommendations as to modes of beneficiary participation:

Contractor should use the potential and implement its activities through the meetings of Community Security Working Groups supported by the Program. List of contacts for CSWG of the target communities and logistic support will be provided by UNDP.

GENERAL OPERATIONS

1. Coordination with other UN partner agencies (members of the UN Recovery and Peacebuilding Programme) to provide for effective interaction where possible. UNDP will provide the list of the partners.
2. Ensuring the reference to the UN Recovery and Peacebuilding Programme (UN RPP) and the Danish Ministry of Foreign Affairs (DMFA) in all the products created under the Contract.

IV. REQUIREMENTS FOR MONITORING/REPORTING

Contractor organization will work under overall guidance of Community Security and Social Cohesion specialist (Component Lead) and report to Community Mobilization Specialist (direct supervisor). Payments will be made in four stages according to the proposed payment schedule below.

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).

For all work completed, Contractor shall submit to the UNDP a Final Report, which includes a brief description of the work performed, results and further recommendations.

All reports and studies 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 Contractor about the data transmission of products to the UNDP. The studies/research should be written in Ukrainian.

The proposed schedule of services and payments

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

No output	Output description	Anticipated date of completion
1.	Inception Report which includes: - Detailed action plan and schedule on the assignment implementation;	1 week after the start of the assignment

	- Methodology of the assessment on participatory strategic planning and targeted budgeting capacities in each of target communities.	
2.	Interim Report 1 is agreed and submitted to the UN RPP, which includes: - assessment report on participatory strategic planning and targeted budgeting capacities (incl. recommendations) - training programme based on the assessment is developed and agreed with the UN RPP	6 weeks after the start of the assignment
3.	Interim Report 2 is agreed and submitted to the UN RPP, which includes: - Brief report on the training programme implementation - Brief report on insights from the strategic sessions held	12 weeks after the start of the assignment
4.	Interim report 3 on progress of public discussions and strategies/programmes/plans on community security and civil protection adoption by local authorities in each of target communities is submitted to the UN RPP	22 weeks after the start of the assignment
5.	Knowledge product (first draft) based on lessons learnt, results achieved, and experience generalized is developed and agreed with the UN RPP	24 weeks after the start of the assignment
6.	Final Report that includes a brief description of all the work done and results obtained as well as possible recommendations on further steps of capacity development in each of target communities; and finalized knowledge product	28 weeks after the start of the assignment

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

Delivery of output 1 – 20% of the total payment

Delivery of outputs 2-3 – 20% of the total payment

Delivery of output 4 – 20% of the total payment

Delivery of output 5 – 20% of the total payment

Delivery of output 6 – 20% of the total payment

V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

1. An officially registered organization (commercial, nonprofit, nongovernmental, public) for at least 3 years;
2. Proven experience in conducting research, producing assessment tools and methodologies (at least 3 products shall be provided).
3. Proven experience in the development/co-development of manuals, guides, books, other knowledge products (incl. innovative ICT solutions) in the field of community security and social cohesion (at least 3 products shall be provided).
4. Proven experience in implementing community-based projects supporting cooperation/coordination of community mobilization stakeholders (local authorities, CSOs, law-enforcement bodies, social services

etc.), participatory problem analysis and strategic planning in the field of community security and/or social cohesion (at least 3 projects).

5. Experience in developing programmes and organizing trainings, strategic sessions, interactive workshops, conferences (open space and dialogue format) in the field related to community security and social cohesion (at least 5 years)
6. Presentation of at least 2 references from past customers regarding implementation of likely tasks.
7. Experience with assignments in the East of Ukraine (Donetsk and Luhansk oblasts, including communities situated close to contact line)

Project team will include a Team leader and Experts' Group (at least 3 experts) with the necessary competencies and qualifications. It may vary depending on the proposed methodology but should cover and correspond to all of the indicated qualification requirements for the group, in particular:

- **Team Leader** – At least Specialist's or Master's degree in the field related to: "Sociology", "Social Work", "Law", "Political sciences", at least 3 years of experience of project management, coordination of teams, networks of partners, experts' groups in the field related to community security and/or social cohesion; at least 3 years of experience in organization and implementation of research, developing of methodologies, assessment tools and manuals on community security and/or social cohesion; fluency in Ukrainian and Russian; English proficiency (working level) would be an asset.
- **Experts' Group:**
 - Expert 1 – on Community Security and Social Cohesion Capacity Assessment:** At least Specialist's or Master's degree in the field related to the tasks planned to perform; experience in organization and implementation of research, developing the assessment tools, methodologies on community security and/or social cohesion (at least 3 products); fluency in Ukrainian and Russian.
 - Expert 2 – on Training/Group Facilitation:** At least Specialist's or Master's degree in the field related to the tasks planned to perform; Experience in training programmes on CSSC capacities development and implementation with specific accent on human rights based approach, integrative approach to community security and social cohesion or any related field; fundraising from local, oblast and state budgets to fund community security and social cohesion initiatives (as will be evaluated below), at least 5 events conducted; experience in the field of consultancy, facilitation of the joint events for community mobilization stakeholders, strategic and/or planning sessions facilitation, proven networking skills (at least 3 years); fluency in Ukrainian and Russian.
 - **Expert 3 – on Strategic Planning, Programming and Budgeting** - At least Specialist's or Master's degree in the field related to the tasks planned to perform; experience in supporting participatory problem analysis, strengthening conflict and gender sensitive planning capacities of the communities, and piloting the strategic solutions for improved community security, incl. promoting rights and interests of vulnerable groups (at least 3 years); Experience in producing policy materials for varied stakeholders, preferably in the field of community security and civil protection (at least 3 products); Fluency in Ukrainian and Russian.

VI. EVALUATION CRITERIA

Evaluation and comparison of proposals

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

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

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

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

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

Evaluation and comparison of proposals

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

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

Technical Evaluation Forms:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel and invited experts/consultants

Evaluation of technical proposals <u>Form 1</u>		Maximum score	Company / Other organization		
			A	B	C
Experience of the company / organization submitting the proposal					
1.1	Proven experience in conducting research, producing assessment tools and methodologies (3 assessment tools and/or methodologies, research reports - 20 points, 4-5 assessment tools and/or methodologies, research reports – 30 points, more than 5 assessment tools and/or methodologies, research reports – 40 points).	40			
1.2	Proven experience in development/co-development of manuals, guides, books, other knowledge products (incl. innovative ICT solutions) in the field of community security and social cohesion (3 knowledge products - 20 points, 4-5 knowledge products – 30 points, more than 5 knowledge products – 40 points).	40			

1.3	Proven experience in implementing community based projects supporting cooperation/coordination of community mobilization stakeholders (local authorities, CSOs, law-enforcement bodies, social services etc.), participatory problem analysis and strategic planning in the field of community security and/or social cohesion (3 projects - 25 points, 4-6 projects – 30 points, more than 6 projects – 40 points).	40			
1.4	Experience in developing programmes and organizing strategic sessions, interactive workshops, conferences (open space and dialogue format) in the field related to community security and social cohesion (5 years - 20 points, 6-7 years – 25 points, more than 7 years – 30 points)	30			
1.5	Presentation of references from former customers regarding implementation of likely tasks: 2 references – 5 points; more than 2 references – 5 – 10 points	10			
1.6	Experience with assignments in East of Ukraine: <ul style="list-style-type: none"> • Experience in Donetsk Oblast - 5 points; • Experience in Luhansk Oblast - 5 points; • Experience of work in the communities situated close to contact line – 5 points 	15			
Total score for Form 1		175			

Evaluation of the Technical Proposal <u>Form 2</u>		Maximum score	Company/other organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does submitted technical offer sufficiently meet the objective and scope of work? The Technical Proposal generally meets the objectives and scope of work but has some inconsistencies in the algorithm logic – 70 points; The Technical proposal meets all the objectives of the assignment, is logically structured but the scope of work is not relevant to the achievements planned/is not sufficient to cover all the target groups and needs to be adjusted – 90 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 120 points	120			
2.2	How well-elaborated is proposed plan of work and suggested timeline? The work plan is developed but has some inconsistencies or gaps – 40 points;	70			

	The weekly work plan is well developed but does not propose the risks mitigation measures – 55 points The weekly workplan is well developed; it is realistic and meets the assignment timeframe and proposes the risks mitigation measures – 70 points.				
2.3	How well developed, reasonable and reliable is methodology of implementation of Services? The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 60 points; The methodology logically describes a sequence of works – 80 points; The methodology includes thorough criteria that demonstrate its feasibility – 125 points	125			
	Total score on Form 2	315			



Evaluation of the Technical Proposal <u>Form 3</u>		Maximum score	Company/other organization		
			A	B	C
Personnel					
3	Team Leader				
3.1	Specialist’s or Master’s degree in the field of: "Sociology", "Social Work”, “Law”, “Political sciences” or any related field - 7 points, "PhD" or above - 10 points)	10			
3.2	Experience in project management, coordination of teams, networks of partners, experts’ groups in the field related to community security and/or social cohesion (3 years -15 points; 4-5 years 20 points; 6 years or above – 25 points);	25			
3.3	Experience in organization of research, developing of the reports, methodologies, policies, strategic plans and programmes, knowledge products and manuals on community security and/or social cohesion (3 years - 15 points, 4-5 years – 25 points; 6 years or above – 30 points)	30			
3.4	Language command (Ukrainian, Russian) – 3 points; Ukrainian, Russian and English (working level) – 5 points).	5			
	Interim score by criteria 3.1 – 3.4	70			
4	Experts’ Group				
.	Expert 1 – on Community Security and Social Cohesion Capacity Assessment				
4.1	Specialist’s or Master’s degree in the field related to the tasks planned to perform – 3 points, "PhD" or above - 5 points	5			

4.2	Experience in organization and implementation of research, developing assessment tools, methodologies on community security and/or social cohesion (at least 3 products – 10 points, 4-5 products – 15 points; 6 products and more – 20 points)	20			
4.3	Fluency in Ukrainian and Russian (both oral and written) – 5 points	5			
	Interim score by criteria 4.1 – 4.3	30			
	Expert 2 – on Training/Group Facilitation				
4.4	At least Specialist's or Master's degree in the field related to the tasks planned to perform - 3 points, "PhD" or above - 5 points;	5			
4.5	Experience in training programmes on CSSC capacities development and implementation (with specific accent on human rights based approach, integrative approach to community security and social cohesion or related field; fundraising from local, oblast and state budgets) - at least 5 events conducted – 10 points; 6-7 events conducted – 15 points; 8 and more events conducted) – 20 points;	20			
4.6	Experience in the field of facilitation of the joint events for community mobilization stakeholders, strategic and/or planning sessions facilitation, proven networking skills - at least 3 years – 10 points; more than 3 years – 20 points	20			
4.7	Fluency in Ukrainian and Russian (both written and oral) – 5 points.	5			
	Interim score by criteria 4.4 – 4.7	50			
	Expert 3 – on Strategic Planning, Programming and Budgeting				
4.8	At least Specialist's or Master's degree in the field related to the tasks planned to perform – 3 points, "PhD" or above - 5 points;	5			
4.9	Experience in supporting participatory problem analysis, strengthening conflict and gender sensitive planning capacities of the communities, and piloting the strategic solutions for improved community security, incl. promoting rights and interests of vulnerable groups (at least 3 years -10 points, 4-5 years – 15 points, 6 years and more – 20 points);	20			
4.10	Experience in producing policy materials for varied stakeholders, preferably in the field of community security and civil protection (at least 3 products – 15 points, 4-5 products – 20 points; 6 products and more – 30 points);	30			

4.11	Fluency in Ukrainian and Russian (both written and oral) – 5 points.	5			
	Interim score by criteria 4.8 – 4.11	60			
	Total score on Form 3	210			

Annex 4

Model Contract

Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та		 <i>Empowered lives. Resilient nations.</i>		Contract for Goods and/or Services Between the United Nations Development Programme and		 <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:				9. Total Contract Amount:							
9а. Передплата: Не застосовується				9а. 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.: + 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:				15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address:							

МФО ЄДРПОУ	MFO EDRPOU
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. 7. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine. 7. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
Від імені Підрядника / For the Contractor	Від імені ПРООН / For UNDP
Підпис / Signature:	Підпис / Signature:
Ім'я / Name:	Ім'я / Name:
Посада / Title:	Посада / Title:
Дата / Date:	Дата / Date: