



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: April 22, 2020
	REFERENCE: 187-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Capacity building of civil society organizations and Community Security Working Groups on local development programmes, projects and strategies monitoring in relation to community security, access to justice and social cohesion”**.

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, May 06, 2020** and via email to the address below:

**United Nations Development Programme**  
***tenders.ua@undp.org***  
***Procurement Unit***

Your Proposal must be expressed in the **English or Ukrainian or Russian**, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

**NB. The Offeror shall create 2 archive files (\*.zip format only!): one should include *technical proposal*, another one should include *financial proposal* and be encrypted with password. Both files should be attached to the email letter.**

During evaluation process only technically compliant companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.

Messages should **not exceed 8 MB in size**. Offers larger than 8 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and

the solicitation documents. Messages larger than 8 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“187-2020-UNDP-UKR-RFP-RPP”** and **“Capacity building of civil society organizations and Community Security Working Groups on local development programmes, projects and strategies monitoring in relation to community security, access to justice and social cohesion**

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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 22, 2020*

*Vadym Gladkyi*



## Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UN RPP seeks to hire a qualified company (Contractor) which will develop and present the methodology on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component in the target communities of Donetsk and Luhansk oblasts, and build capacities of CSOs and CSWGs in this field.
The overall objective	Undertake a comprehensive process for improving civil society participation in public expenditure monitoring and local programmes impact measurement processes in relation to community security, access to justice and social cohesion in target communities of Donetsk and Luhansk oblasts. Moreover, CSOs' efforts to analyze proposed local government programmes and budgets should be translated into their capacity to share their findings and concerns with the local governments and the public at large in order to advocate for budgetary changes. It is meant to enhance public awareness of key budget issues and lead to the reallocation of local budget resources to better reflect public priorities and concerns in the field of community security, access to justice and social cohesion.
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Component Lead
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	May 2020
Target completion date	October 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

	<p>Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a></p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> UAH</p>
Value Added Tax on Price Proposal	<p><input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable</p> <p><input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input type="checkbox"/> 30 days</p> <p><input type="checkbox"/> 60 days</p> <p><input checked="" type="checkbox"/> 90 days</p> <p><input type="checkbox"/> 120 days</p> <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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 27th 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: <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a> and <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p> <p>Attn: Procurement Unit</p> <p>Subject: <b>187-2020-UNDP-UKR-RFP-RPP</b> – 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"> <li>• 10% - upon submission and approval of report according to Deliverable 1;</li> <li>• 25% - upon submission and approval of report according to Deliverable 2 and 3;</li> <li>• 25% - upon submission and approval of report according to Deliverable 4;</li> <li>• 25% - upon submission and approval of report according to Deliverable 5;</li> <li>• 15% - upon submission and approval of report according to Deliverable 6.</li> </ul> <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ol style="list-style-type: none"> <li>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs;</li> <li>b) Receipt of invoice from the Contractor.</li> </ol>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Mobilization Officer
	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p>

Type of Contract to be Signed	<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	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 25% <b><u>Financial Proposal (30%)</u></b> 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: <a href="https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.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.

<sup>1</sup> 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"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</li> <li><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;</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</li> <li><input checked="" type="checkbox"/> Brief description of the assignment implementation methodology.</li> <li><input checked="" type="checkbox"/> legal entity's profile / portfolio (date of creation, size, number of staff/consultants, description of key staff/consultants)</li> <li><input checked="" type="checkbox"/> A list and short summary of previous experience in conducting capacity-building events for CSOs and / or local governments in Eastern Ukraine</li> <li><input checked="" type="checkbox"/> A list and short summary of analytics / institution capacity assessment / sociological surveys / methodological recommendations</li> <li><input checked="" type="checkbox"/> CVs of the intended team leader and experts which clearly indicate their education, experience, language skills and residency, as well as confirmation of their availability if selected for this project</li> <li><input checked="" type="checkbox"/> Minimum 2 references from previous customers regarding implementation of likely tasks.</li> <li><input checked="" type="checkbox"/> <b>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).</b></li> </ul>
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Other Information Related to the RFP	<p><b><u>Administrative Requirements:</u></b></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"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration</li> <li>✓ Offers must comply with general administrative requirements:</li> </ul> <p><b><i>An organization submitting a proposal:</i></b></p> <ul style="list-style-type: none"> <li>✓ Officially registered legal entity in Ukraine (commercial or non-profit);</li> <li>✓ Proven experience of conducting capacity-building events for CSOs and / or local governments in Eastern Ukraine, with preference for recent work in target communities;</li> <li>✓ Proven track record of analytics / institution capacity assessment / sociological surveys / methodological recommendations (executed not earlier than 2016);</li> <li>✓ Relevant technical expertise in local capacity strengthening, community mobilization, public-CSOs partnership development, local development projects and strategies in relation to community security, access to justice and social cohesion or other related fields;</li> <li>✓ Experience in managing complex contracts and/or cooperative agreements funded by the UNDP and/or other donors and demonstrated delivery of strong results in Contractor’s role (at least 1 project);</li> <li>✓ Be able to create an implementation team with at least the following requirements:</li> </ul> <p><b><i>Team Leader</i></b></p> <ul style="list-style-type: none"> <li>✓ Master’s degree (or higher) in the fields of: “Economy”, “Sociology”, “Political sciences” or similar;</li> <li>✓ Minimum of 10 years of cumulative experience with progressively increasing responsibilities managing development projects;</li> <li>✓ Experience in the developing of the methodologies and manuals (at least 3 methodologies or manuals as an author and / or co-author);</li> <li>✓ Demonstrated approach to integrated, community-driven programming and corporate social responsibility (hereinafter – CSR) component in the Contractor’s activities. Ability to demonstrate integrity by adhering to the UN’s values and ethical standards;</li> <li>✓ Proven experience of conducting capacity-building efforts in the target communities;</li> <li>✓ Fluency in Ukrainian and Russian; English proficiency (working level).</li> </ul> <p><b><i>Expert</i></b></p> <ul style="list-style-type: none"> <li>✓ Master’s degree (or higher) in the fields of: “Economy”, “Political sciences” or similar;</li> <li>✓ Experience in the developing of the methodologies and manuals on community security and law-enforcement (as authors and / or co-authors);</li> </ul>
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	<ul style="list-style-type: none"><li>✓ At least 2 years of experience in the field of consultancy, facilitation of the joint events for local governments and CSOs;</li><li>✓ Fluency in Ukrainian and Russian; English proficiency (working level).</li></ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; For the information, please contact <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a></p>
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Vadym Gladkyi



**Annex 2****FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[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 187-2020-UNDP-UKR-RFP-RPP dated 4/22/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

<b>BRIEF COMPANY PROFILE</b>	
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

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> 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 Action Plan and Methodology Development, Stakeholders' Capacity Building, and Supporting the Process of Local Programs and Budgets Monitoring.**

**C. Qualifications of Key Personnel**

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

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

## Financial Proposal

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

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

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

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

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

### A. Cost Breakdown per Deliverables\*

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

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

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount, currency, excl. VAT</b>
Deliverable 1		
Deliverable 2 and 3		
Deliverable 4		
Deliverable 5		
Deliverable 6		
<b>Total</b> (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.

<i><b>Nº</b></i>	<i><b>Activity/Costs</b></i>	<i><b>Unit</b></i>	<i><b>Number</b></i>	<i><b>Cost per unit, currency</b></i>	<i><b>Amount, currency excl. VAT</b></i>
<b>1</b>	<b>Personnel</b>				
1.1	Team Leader	1 month of work			
1.2	Expert's group Expert	1 month of work			
1.3	Expert's group Expert	1 month of work			
1.4	Other (if any - to define clearly activities/costs)				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Travel costs	Travel for one person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
<b>4</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
4.1	...				
4.2	...				
	<b>Total</b> (please indicate currency)				

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

*[Designation]*

*[Date]*

**\*\* Dear partners!**

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

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

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

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "2000000000000".

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

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

**\*\* Уважаемые партнеры!**

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 187-2020-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 НДС-ной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

- в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;
- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);
- в графе 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняется на всех этапах поставки услуг.
- в графе 4 и 5 — единица измерения услуг;
- в графе 6 — количество (объем) поставки услуг;
- в графе 7 — цена поставки единицы услуги без учета НДС;
- в графе 8 — указывается код ставки НДС 903;
- в графе 9 — код льготы согласно Справочнику других налоговых льгот налоговых льгот, утвержденному ГФС по состоянию на дату составления НН — «14060523».
- в графе 10 — объем поставки без учета НДС (сумма аванса). Детально — в материалах «Налоговая накладная — 2017: порядок заполнения» и «Новая налоговая накладная в образцах».

Что касается налогового кредита с НДС по покупкам материалов для выполнения соответствующих строительных работ, то здесь правила его компенсации, предусмотренные п. 198.5 НКУ, не действуют. Ведь согласно п. 198.5 НКУ на операции по поставке товаров и услуг, освобождение от налогообложения НДС которых предусмотрено п. 197.11 НКУ, правила начисления налоговых обязательств не распространяются.

Это значит, что в ходе использования материалов, которые покупались с НДС, для выполнения данных работ налоговый кредит компенсировать не нужно, соответственно не нужно и начислять для этого налоговые обязательства.

Исходя из вышесказанного, просим Вас формировать Ваши тендерные заявки/счета на оплату без НДС учитывая положения украинского законодательства, изложенного в перечисленных нормативных актах.

В случае возникновения дополнительных вопросов просим Вас обращаться в отделения Государственной Фискальной Службы Украины по месту регистрации Вашего предприятия для получения дополнительной консультации в рамках статьи 52 Налогового Кодекса Украины.





## Terms of References

**Project title:** Recovery and Peacebuilding Programme

**Description of the assignment:** Capacity building of civil society organizations and Community Security Working Groups on local development programmes, projects and strategies monitoring in relation to community security, access to justice and social cohesion.

**Country / place of implementation:** Ukraine / 6 target communities (Druzhkivka, Slovyansk, Myrnohrad, Kreminna, Novoaidar, Bilovodsk) of Donetsk and Lugansk oblasts (Government controlled areas).

**Possible business trips:** travels to Donetsk and Luhansk oblasts (Druzhkivka, Slovyansk, Myrnohrad, Kreminna, Novoaidar, Bilovodsk), GCA - 3 visits in each target community (for conducting training events and offline consultations), 1 visit in each oblast (for conducting round tables; the exact target communities for this trips in each oblasts are to be discussed with Contractor) and 1 final visit for project results presentation (the exact target community for this trip is to be discussed with Contractor), i.e. 21 trips in total.

**Starting date of the assignment:** May 2020

**Duration of the assignment or end date** (if applicable): October, 2020

**Name and position of the Supervisor:** Rustam Pulatov, Community Security and Social Cohesion Component Lead.

### I. CONTEXT

#### 1. Background Information on the Project:

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law.

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

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Denmark/SIDA-SDC funded project "Good governance and citizens engagement for justice, security, environmental protection and social cohesion in eastern Ukraine" is designed to contribute to resolving key issues of weak rule of law and rights to justice, physical and environmental insecurity and the breakdown of trust in

institutions which are prevailing in Donetsk and Luhansk oblasts and which constrain or limit social cohesion and peacebuilding in these two conflict-affected regions, as well as their overall longer-term development.

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

As it is indicated in Project document (Activity 2.1.4) it will develop civil society organizations (hereinafter – CSOs) and Community Security Working Groups’ (hereinafter – CSWGs) competence to monitor the fulfilment of local development projects and strategies in relation to community security, access to justice and social cohesion. Training will be organized and delivered by the Project to raise skills, knowledge and abilities of CSOs in understanding the strategic planning process and designing and using user-friendly yet sound monitoring and evaluation frameworks.

For this purpose, UN RPP seeks to hire a qualified company (Contractor) which will develop and present the methodology on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component in the target communities of Donetsk and Luhansk oblasts, and build capacities of CSOs and CSWGs in this field.

It is expected that in the process of methodology development the Contractor will take into consideration the previous experience of UNDP in developing methodologies, reports and assessments which might be relevant for this assignment. This includes but is not limited to the following products:

- *Modelling efficient financial activity of the local self-governance bodies in ATCs under decentralization reform*, Tetiana Ovcharenko, external expert advisor on local finance and budget decentralization ([link 1, https://tinyurl.com/uc9ct2g](https://tinyurl.com/uc9ct2g)).
- *Developing strategies of a territorial community with instruments of civic participation*, Association for Supporting and Developing Apartment Building Co-Owner Associations and Civil Self-Assembly Organizations ([link 2, https://tinyurl.com/wgy4vm4](https://tinyurl.com/wgy4vm4)).
- *Youth policy in amalgamated territorial communities*, UNDP with partnership Ministry of Youth and Sports ([link 3, https://tinyurl.com/v4c6v6k](https://tinyurl.com/v4c6v6k)).

## II. Main objectives of the assignment

The main objective of the assignment is to undertake a comprehensive process for improving civil society participation in public expenditure monitoring and local programmes impact measurement processes in relation to community security, access to justice and social cohesion in target communities of Donetsk and Luhansk oblasts. Moreover, CSOs’ efforts to analyze proposed local government programmes and budgets should be translated into their capacity to share their findings and concerns with the local governments and the public at large in order to advocate for budgetary changes. It is meant to enhance public awareness of key budget issues and lead to the reallocation of local budget resources to better reflect public priorities and concerns in the field of community security, access to justice and social cohesion.

The Contractor should provide an integrated vision of the proposed interrelated components in local capacity strengthening and community mobilization. Areas of intervention proposed by Contractor should be tailored to the needs of the participating target communities (Druzhkivka, Slovyansk, Myrnohrad, Kreminna, Novaidar, Bilovodsk).

The key intentions of this assignment are the following:

- To enhance the level of awareness about principles of public policy making and “budget literacy” amongst CSOs and active participants of the CSWG in the target communities of Donetsk and Luhansk oblasts;
- To encourage discussion within target communities to develop shared understanding of measuring public sector performance against planned objectives in relation to community security, access to justice and social cohesion;
- To increase analytical capacity amongst CSOs and active participants of the CSWGs to undertake budget analysis (“social audit”) as a result of increased legitimacy derived from public participation;
- To increase public influence over decisions on resource allocation for activities connected with community security, access to justice and social cohesion in the target communities of Donetsk and Luhansk oblasts;

- To strengthen CSOs and CSWGs collaboration with local governments and help them build linkages for effective citizen-led advocacy for community security, access to justice and social cohesion in the target communities of Donetsk and Luhansk oblasts.

This Contractor's technical proposal has to be designed for CSOs and active participants of the CSWGs to effectively track local government expenditures, impact and implementation of development projects in the field of community security, access to justice and social cohesion. It should be achieved by developing a methodology on how civil society can monitor and influence policies through monitoring and advocacy of local government budgets.

It also aims to increase synergies between CSOs and CSWGs at the local level for a stronger collective voice on pro-security and social cohesion resource allocation and utilization.

In this regard the Contractor is expected to provide:

- Building Capacity in Programmes and Budgets Analysis and Awareness amongst CSOs. The concrete tasks are: to develop methodology for local budgets and programmes monitoring with respect to community security, access to justice and social cohesion; to equip local CSOs and CSWG activists with the methodology to conduct tracking of local government expenditures, impact measurement and analysis of implementation of development projects in the field of community security, access to justice and social cohesion in their hromadas; to produce simple, user-friendly tools for budget advocacy that are accessible to grassroots groups in target communities.
- CSOs' Proactive Engagement with Local Governments: The concrete tasks are: to promote the potential benefits of budget work to local government officials in the target communities in Donetsk and Luhansk oblasts; to establish collaborative relationships with CSOs, to ensure that opportunities are created that draw on the capacities and expertise of others; to present the community-based monitoring programme to the stakeholders; to advance grassroots participation in local budget monitoring and impact measurement in the field of community security, access to justice and social cohesion. Some local governments in the target communities may feel threatened or affronted by CSOs conducting local budget monitoring. Where this is the case, there must be a strategy for involving officials in planning and capacity building work. The local government officials should be assured that the process is meant to promote positive change and enhance the relationship between citizens and the local authorities.

### **III. Description of Responsibilities / Scope of work**

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

- Develop and agree with responsible UN RPP representatives a methodology for CSOs and CSWG activists on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component;
- Develop:
  - a) program and training materials for the workshop "Monitoring Know-how: how to track and evaluate local programs and budgets with reference to community security, access to justice and social cohesion component" for CSOs and CSWG activists in the target communities of Donetsk and Luhansk oblasts;
  - b) format, program, materials and draft guidebook for the presentation of the monitoring methodology to the representatives of the local governments in the target communities of Donetsk and Luhansk oblasts;
  - c) program and training materials for "Local programs and budgets monitoring: Innovation in partnerships in the field of community security, access to justice and social cohesion component" workshop for CSOs, CSWG activists, and representatives of the local governments in the target communities of Donetsk and Luhansk oblasts.
- Conduct:
  - d) Workshop "Monitoring Know-how: how to track and evaluate local programs and budgets with reference to community security, access to justice and social cohesion component" for CSOs and CSWG activists in the target communities of Donetsk and Luhansk oblasts (1 two-day workshop in each hromada, up to 20 participants in each hromada {3 hromadas in Donetsk oblast and 3 hromadas in Luhansk oblast} = 6

workshops {12 days total, up to 120 participants total}). Participants will be selected from among the representatives of local civil society activists interested in community security, access to justice and social cohesion issues. The list of participants has to be approved by UNDP. The participants will be selected through the call for applications and informed about the dates of the trainings in due time in order to assure their participation and availability for all trainings, consultations and the final conference. All selection procedures and the subsequent communication with selected participants will be conducted by Contractor;

- e) Presentation of the monitoring methodology to the representatives of the local governments, CSOs representatives, CSWG activists and the general public in the target communities of Donetsk and Luhansk oblasts (1 one-day presentation in each region = 2 presentations {2 days total});
- f) “Local programs and budgets monitoring: Innovation in partnerships in the field of community security, access to justice and social cohesion component” workshop for CSOs, CSWG activists, and representatives of the local governments in the target communities of Donetsk and Luhansk oblasts (1 one-day workshop in each hromada {3 hromadas in Donetsk oblast and 3 hromadas in Luhansk oblast} = 6 workshops {6 days total, up to 120 civil society activists + up to 5 representatives of the local governments x 6 = up to 150 participants total}).
- Prepare the plan and programme and conduct at least 6 one-day follow up sessions (per 1 in each hromada {6 days total, up to 150 participants total}) on the practical application of the monitoring methodology for CSOs, CSWG activists, and representatives of the local governments in the target communities of Donetsk and Luhansk oblasts.
- Support the process of local programs and budgets monitoring with reference to community security, access to justice and social cohesion component made by CSOs and CSWG activists in target communities through on-line and off-line consultations (at least 2 hours per week per hromada during 10 weeks = 20 x 6 = 120 hours total), awareness raising activities and partnership development (the methodology must be proposed by Contractor).

As a result of this support, participants should master local budgets and programmes monitoring tools, prepare the profile-based analysis of local budgets and programmes in relation to community security, access to justice and social cohesion issues, and develop a plan to advocate for local budgetary changes in the field of community security, access to justice and social cohesion issues.

Therefore, the Contractor will be responsible for:

### **Stage 1: Action Plan and Methodology Development**

- Develop the action plan for activities and agree it with UNDP;
- Develop and conduct research aimed at identifying the main challenges faced by CSO and CSWG activists with respect to evaluation of local programmes and local finances in relation to community security, access to justice and social cohesion component in target communities of Donetsk and Luhansk oblasts (GCA). These challenges should be taken into account by the Contractor while elaborating a methodology on local programs and budgets monitoring in order to develop easy-to-use and understandable tool;
- Prepare the report (at least 7-10 pages, Ukrainian language, and includes recommendations and analytical information) based on the research outlining the role of citizen involvement as a factor influencing local government financial decisions in relation to community security, access to justice and social cohesion issues;
- Develop a methodology (guidebook) on local programs and budgets monitoring for CSOs activists with reference to community security, access to justice and social cohesion component. The methodology developed should be agreed with UNDP representative.

### **Stage 2: Stakeholders’ Capacity Building**

- Develop and conduct 6 Workshops “Monitoring Know-how: how to track and evaluate local programs and budgets with reference to community security, access to justice and social cohesion component” for CSOs and CSWG activists in the target communities of Donetsk and Luhansk oblasts;
- Develop and conduct 2 Presentations of the monitoring methodology to the representatives of the local governments in the target communities of Donetsk and Luhansk oblasts;
- Develop and conduct 6 Workshops “Local programs and budgets monitoring: Innovation in partnerships in the field of community security, access to justice and social cohesion component” for CSOs and CSWG

activists, and representatives of the local governments in the target communities of Donetsk and Luhansk oblasts.

### Stage 3. Supporting the Process of Local Programs And Budgets Monitoring

- Prepare and conduct at least 6 follow up sessions on the practical application of the monitoring methodology for CSOs and CSWG activists, and representatives of the local governments in the target communities of Donetsk and Luhansk oblasts;
- Prepare and conduct online and offline consultations for CSOs and CSWG activists (participants of the Workshop “Monitoring Know-how: how to track and evaluate local programs and budgets with reference to community security, access to justice and social cohesion component”) (no less than 2 in each of target communities {no less than 12 consultations total}), awareness raising activities and partnership development.
- Prepare and conduct at least 1 joint (Donetsk and Luhansk oblasts) follow-up event (1 day in Donetsk oblast (the exact community is to be discussed with Contractor) with relevant stakeholders (CSOs, CSWG activists, local governments) to promote the project.
- Prepare and present a knowledge product - toolkit on application of the local programs and budgets monitoring in the field of community security, access to justice and social cohesion component emphasizing the role of collaborative involvement of CSOs, CSWG activists, and representatives of the local governments in the monitoring process and the subsequent budget changes.

**Please pay attention: the cost of arranging the workshops, joint follow-up meetings (in case of offline events), renting premises, organizing for coffee breaks and reimbursement of travel expenses should be included into the financial proposal.**

#### 4. Deliverables

The timeframe is spanning about 6 months, from May 2020 to October 2020. The requested services will be provided according to the agreed work plan and paid in lump sums according to the following schedule:

Deliverables	Outputs description	Deadlines
Deliverable #1	Action plan for all activities of assignment developed and approved by UNDP.	By the end of 2 <sup>nd</sup> week of the assignment.
Deliverable #2	Research and research report aimed at identifying the state of the art in respect to local programs and budgets monitoring with reference to community security, access to justice and social cohesion component in target communities of Donetsk and Luhansk oblasts (GCA).	By the end of 7 <sup>th</sup> week of the assignment.
Deliverable #3	The first draft of the Methodology (guidebook) on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component (developed and agreed by UNDP).	By the end of 11 <sup>th</sup> week of the assignment.
Deliverable #4	Workshops “Monitoring Know-how: how to track and evaluate local programs and budgets with reference to community security, access to justice and social cohesion component” for CSOs and CSWG activists in the target communities of Donetsk and Luhansk oblasts; Presentations of the monitoring methodology to the representatives of the local governments, CSOs representatives, CSWG activists and the general public in the target communities of Donetsk and Luhansk oblasts.	By the end of 15 <sup>th</sup> week of the assignment.

Deliverable #5	Final version of the Methodology (guidebook) on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component (developed and agreed by UNDP); Workshops “Local programs and budgets monitoring: Innovation in partnerships in the field of community security, access to justice and social cohesion component” for CSOs, CSWG activists, and representatives of the local governments in the target communities of Donetsk and Luhansk oblasts.	By the end of 20 <sup>th</sup> week of the assignment
Deliverable #6	Follow up sessions on the practical application of the monitoring methodology for CSOs, CSWG activists, and representatives of the local governments in the target communities of Donetsk and Luhansk oblasts; Supporting process of methodology application in each of 6 target communities provided; Joint follow-up event with relevant stakeholders (CSOs, CSWG activists, local authorities) to promote the project.	By the end of 25 <sup>th</sup> week of the assignment

### 5. Proposed payment schedule

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

- 10% - upon submission and approval of report according to Deliverable 1;
- 25% - upon submission and approval of report according to Deliverable 2 and 3;
- 25% - upon submission and approval of report according to Deliverable 4;
- 25% - upon submission and approval of report according to Deliverable 5;
- 15% - upon submission and approval of report according to Deliverable 6.

The payments will be paid out upon the full completion and acceptance of deliverables in accordance with certificate of payments provided by the Community Mobilization Officer.

### Monitoring and Progress Controls

The company (Contractor) will work under supervision and directly report to the Community Mobilization Officer on a monthly basis through meetings \ calls \ mails. The Contractor should clearly and concisely identify the work that has been carried out during this period, list major accomplishments, and difficulties / problems encountered during the process.

All reports and materials shall be prepared and transmitted electronically (Formats of: \*.docx, \*.xlsx, \*.pptx, \*.pdf, etc.) to the electronic device or in the form of electronic communication with the final product. The materials/reports should be prepared in Ukrainian. No reports or documents should be published or distributed to third part without approval of UNDP.

### V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

1. Officially registered legal entity in Ukraine;
2. Proven experience of conducting capacity-building events for CSOs and / or local governments in Eastern Ukraine, with preference for recent work in target communities;
3. Proven track record of analytics / institution capacity assessment / sociological surveys / methodological recommendations (executed not earlier than 2016);
4. Relevant technical expertise in local capacity strengthening, community mobilization, public-CSOs partnership development, local development projects and strategies in relation to community security, access to justice and social cohesion or other related fields;
5. Experience in managing complex contracts and/or cooperative agreements funded by the UNDP and/or other donors and demonstrated delivery of strong results in Contractor’s role (at least 1 project);
6. Presentation of 2 references from previous customers regarding implementation of likely tasks;
7. Availability of human resources that will ensure due quality and timely implementation of the contract:

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

- **Team Leader:**

- Master's degree (or higher) in the fields of: "Economy", "Sociology", "Political sciences" or similar;
- Minimum of 10 years of cumulative experience with progressively increasing responsibilities managing development projects;
- Experience in the developing of the methodologies and manuals (at least 3 methodologies or manuals as an author and / or co-author);
- Demonstrated approach to integrated, community-driven programming and corporate social responsibility (hereinafter – CSR) component in the Contractor's activities. Ability to demonstrate integrity by adhering to the UN's values and ethical standards;
- Proven experience of conducting capacity-building efforts in the target communities;
- Fluency in Ukrainian and Russian; English proficiency (working level).

• **Experts' Group Expert:**

- Master's degree (or higher) in the fields of: "Economy", "Political sciences" or similar;
- Experience in the developing of the methodologies and manuals on community security and law-enforcement (as authors and / or co-authors);
- At least 2 years of experience in the field of consultancy, facilitation of the joint events for local governments and CSOs;
- Fluency in Ukrainian and Russian; English proficiency (working level).

### **Documents to be Included when Submitting the Proposals**

Applicants shall submit the following documents:

1	Profile / Portfolio of the legal entity and CVs of key project executors (Team Lead and members of Expert Group) including information about previous experience in similar projects / assignments.
2	Technical Proposal: Proposed work plan with detailed list of key activities and technical approach / methodology. Applicants should also include a tentative agenda for all workshop activities planned under this assignment.
3	List of similar works previously performed by Contractor.
4	Financial proposal using UNDP template.
5	At least 2 positive references from previous customers regarding implementation of likely tasks.

### **Financial Proposal**

Lump sum contract.

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, according to the abovementioned schedule. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including number of anticipated working hours, logistical expenses, etc).

The Contractor will be responsible for all administrative expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

## **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 legal entity that submits proposal	30%	210				
2	Proposed work plan, methodology and approach	45%	315				
3	Staff and invited experts / consultants	25%	175				
	Total score	100%	700				
	Remarks						

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

Technical Evaluation Forms:

- Form 1. Experience of the company / organization submitting the proposal
- Form 2. Proposed work plan, methodology and approach
- Form 3. Personnel and invited experts/consultants

### Technical Evaluation Criteria

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



1.1	Experience of conducting capacity-building events for CSOs and / or local governments in Eastern Ukraine, with preference for recent work in target communities (no experience in Eastern Ukraine - 10; proven experience in Eastern Ukraine, but not in target communities - 15; proven experience of recent work in target communities - 20 points)	20			
1.2	Proven track record of analytics / sociological surveys / institution capacity assessment / methodological recommendations (3 related projects - 40 points, 4-5 related projects - 45 points, more than 5 related projects - 50 points).	50			
1.3	Relevant technical expertise in local capacity strengthening, community mobilization, public-CSOs partnership development, local development projects and strategies in relation to community security, access to justice and social cohesion or other related fields (1 related work - 70 points, 2-4 related works - 90 points, more than 4 related works - 100 points)	100			
1.4	Experience in managing complex contracts and/or cooperative agreements funded by the UNDP and/or other donors and demonstrated delivery of strong results in Contractor's role (1 project - 10; 3 projects - 15; more than 3 projects - 20 points)	20			
1.5	Presentation of 2 references from previous customers regarding implementation of similar tasks (2 references – 0 points; 3 references – 10 points; more than 3 references – 20 points)	20			
		210			

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	<p>Does the submitted technical offer sufficiently meet the objective and scope of work?</p> <p>The Technical Proposal generally meets the objectives and scope of work - 25 points;</p> <p>The Technical Proposal corresponds well to the task, but workload overstated / understated - 50 points;</p> <p>The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 70 points</p>	70			
2.2	<p>How well developed, reasonable and reliable is the methodology of implementation of Services?</p> <p>The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – up to 50 points;</p> <p>The methodology logically describes a sequence of works – up to 80 points;</p> <p>The methodology includes thorough criteria that demonstrate its feasibility – up to 120 points</p>	120			
2.3	<p>How well developed and reliable is the approach to the organization of services to the project Outputs;</p> <p>The developed approach contains separate inconsistencies - 40 points;</p> <p>Good approach, but low reliability on realism - 70 points;</p> <p>The organization has shown perfect approach which fully complies with reality - 125 points</p>	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					
	Team Leader				
3.1	Master's degree (or higher) in the fields of: "Economy", "Sociology", "Political sciences" or similar ("Specialist / Master" - 5 points, "PhD" or above - 10 points)	10			
3.2	Minimum of 5 years of cumulative experience with progressively increasing responsibilities managing development projects (5 years - 5 points, 10 years - 15 points, more than 10 years - 20 points)	20			
3.3	Experience in the developing of the methodologies and manuals as an author and / or co-author (3 methodologies / manuals - 10 points, 4-6 methodologies / manuals - 20 points; 7 methodologies / manuals and more - 30 points)	30			
3.4	Demonstrated approach to integrated, community-driven programming and CSR component in the Contractor's activities. Ability to demonstrate integrity by adhering to the UN's values and ethical standards (0 pts. – no development philosophy supported by the Contractor; 5 pts. – strong CSR component in the Contractor's activities; 10 – strong CSR component in the Contractor's activities and participation in Global Compact initiative)	10			
3.5	Proven experience of conducting capacity-building efforts in the target communities (3 pts. – no experience in Eastern Ukraine; 7 pts. – experience in Eastern Ukraine, but not in target communities; 10 – experience of recent work in target communities)	10			
3.6	Fluency in Ukrainian and Russian; English proficiency (medium - 5 points; above average - 7 points; fluent - 10)	10			
	Interim score by criteria 3.1 – 3.6	90			
	Expert's Group				

4.1	Master's degree (or higher) in the fields of: "Economy", "Political sciences" or similar ("Specialist / Master" - 10 points, "PhD" or above - 20 points)	20			
4.2	Experience in the developing of the methodologies and manuals as authors and / or co-authors (3 methodologies / manuals - 20 points, 4-6 methodologies / manuals - 25 points; 7 methodologies / manuals and more - 30 points)	30			
4.3	At least 1 year of experience in the field of consultancy, facilitation of the joint events for local governments and CSOs (1-3 years - 10 points, 4-6 years - 15 points, 7 years and more - 25 points)	25			
4.4	Fluency Ukrainian and Russian - 2 points, English proficiency (medium - 4 points; above average - 6 points; fluent - 10)	10			
	Interim score by criteria 4.1 – 4.4	85			
	Total score on Form 3	175			

## Model Contract

<p><b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</b></p>  <p><i>Empowered lives. Resilient nations.</i></p>	<p><b>Contract for Goods and/or Services Between the United Nations Development Programme and</b></p>  <p><i>Empowered lives. Resilient nations.</i></p>
<b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна	<b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Ukraine
<b>2. ПРООН</b> <input type="checkbox"/> <b>Запит цін</b> <input checked="" type="checkbox"/> <b>Запит пропозиції</b> <input type="checkbox"/> <b>Запрошення на участь у конкурсі</b> <input type="checkbox"/> <b>укладення прямих договорів</b> Номер та дата:	<b>2. UNDP</b> <input type="checkbox"/> <b>Request for Quotation</b> <input checked="" type="checkbox"/> <b>Request for Proposal</b> <input type="checkbox"/> <b>Invitation to Bid</b> <input type="checkbox"/> <b>direct contracting</b>  Number and Date:
<b>3. Посилання на номер договору (напр., номер присудження договору):</b>	<b>3. Contract Reference (e.g. Contract Award Number):</b>
<b>4. Довгострокова угода:</b> Ні	<b>4. Long Term Agreement:</b> No
<b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги	<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services
<b>6. Тип Послуг:</b>	<b>6. Type of Services:</b>
<b>7. Дата початку Договору:</b>	<b>7. Contract Starting Date:</b>
<b>8. Дата завершення Договору:</b>	<b>8. Contract Ending Date:</b>
<b>9. Загальна сума Договору:</b>	<b>9. Total Contract Amount:</b>
<b>9a. Передплата:</b> Не застосовується	<b>9a. Advance Payment:</b> Not applicable
<b>10. Загальна вартість Товарів та/або Послуг:</b> <input type="checkbox"/> <b>менше 50 000 дол. США (лише Послуги)</b> – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> <b>менше 50 000 дол. США (Товари або Товари та Послуги)</b> – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> <b>50 000 дол. США або більше (Товари та/або Послуги)</b> – застосовуються Загальні умови ПРООН для договорів	<b>10. Total Value of Goods and/or Services:</b> <input type="checkbox"/> <b>below US\$50,000 (Services only)</b> – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> <b>below US\$50,000 (Goods or Goods and Services)</b> – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> <b>equal to or above US\$50,000 (Goods and/or Services)</b> – UNDP General Terms and Conditions for Contracts apply
<b>11. Метод оплати:</b> <input checked="" type="checkbox"/> <b>тверда (фіксована) ціна</b> <input type="checkbox"/> <b>відшкодування витрат</b>	<b>11. Payment Method:</b> <input checked="" type="checkbox"/> <b>fixed price</b> <input type="checkbox"/> <b>cost reimbursement</b>
<b>12. Назва(Ім'я) Підприємця:</b>	<b>12. Contractor's Name:</b>
<b>13. Ім'я контактної особи Підприємця:</b>  Посада: керівник Адреса: Номер телефону: Факс: Email:	<b>13. Contractor's Contact Person's Name:</b>  Title Address: Telephone number: Fax: Email:
<b>14. Ім'я контактної особи ПРООН:</b>  Посада: Адреса: Тел.: +380 508002879 Email:	<b>14. UNDP Contact Person's Name:</b>  Title: Address: Telephone number Email:
<b>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі:</b> Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: МФО EDRPOU

Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:

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.

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.

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.

**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

**Від імені Підрядника / For the Contractor**

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

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.

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.

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.

**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.

**Від імені ПРООН / For UNDP**

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date: