



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: April 29, 2020
	REFERENCE:442-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Assessment of business environment and market conditions in prioritized sectors of economy resulted from COVID-19 pandemic in Donetsk, Luhansk, and Zaporizhzhia oblasts ”**

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) Thursday, May 14, 2020** and via email to the address below:

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

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

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

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

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

Messages should **not exceed 8 MB in size**. Offers larger than 8 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and the solicitation documents. Messages larger than 8 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“422-2020-UNDP-UKR-RFP-RPP”** and **“Assessment of business environment and market conditions in prioritized sectors of economy resulted from COVID-19 pandemic in Donetsk, Luhansk, and Zaporizhzhia oblasts.”**

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 29, 2020*

Annex 1

Description of Requirements

Project name:	United Nations Recovery and Peacebuilding Programme
Brief Description of the Required Services	UNDP is looking into the COVID-19 impact on economies at regional and local levels with particular focus on MSMEs most hit by the quarantine in order to target further UN RPP interventions aimed at improvement of business conditions in the prioritized economic sectors in Donetsk, Luhansk and Zaporizhzhia oblasts. For this purpose, the Programme is seeking a legal entity (hereinafter – the Contractor) that will conduct a comprehensive assessment of business environment and market conditions resulted from COVID-19 pandemic in Donetsk, Luhansk, and Zaporizhzhia oblasts.
The overall objective	The objective of the assignment is to engage the Contractor who will be responsible for conducting an overview of the situation caused by the COVID-19 lockdown within the prioritized sectors of economy in Luhansk, Donetsk and Zaporizhzhia oblasts focused on business environment and market conditions relevant for MSMEs' operations and development.
Person to Supervise the Work/Performance of the Service Provider	Business Development 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	July 2020
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro

	<input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on 7th of May 2020 at 11 am via Skype Conference. 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: 442-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	UN RPP will pay the negotiated amount in 3 tranches as per delivery of the outputs outlined above. The payments will be paid upon the full completion and acceptance of contractual obligations whereupon the Programme Coordinator of UN RPP signs the certification of acceptance. <ul style="list-style-type: none"> – 10% of total contract amount upon completion of Output 1 – 40% of total contract amount upon completion of Output 2 50% of total contract amount upon completion of Outputs 3 and 4 Payment terms: Not later than thirty (30) days as of meeting the following conditions: <ul style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Contractor.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Mobilization Specialist, RPP
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</u>

	<u>the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 21%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 29%</p> <p><input checked="" type="checkbox"/> Personnel and invited experts/consultants 50%</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Contractor</p> <p><input type="checkbox"/> One or more Contractors, depending on the following factors:</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p><input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3)</p> <p><input checked="" type="checkbox"/> Contract for services template (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ¹	<p><i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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 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 and a short overview of how the Contractor meets the qualifications, experience, and skills requirements;<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"/> At least one similar entity's studies related to market/economic impact assessment on the national level;;<input checked="" type="checkbox"/> At least 1 example of economic research and/or assessment of MSME sector activity on the regional level in at least two selected regions.<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. -Organization/company officially registered in Ukraine for at least 3 years; 2. Proven track record on conducting market/impact assessment on the national level with/or the assessment of labor market trends (at least one similar entity’s study related to market/impact assessment, that describes the methodology, the geographical scope of work, assessment approach, findings, recommendations, etc.); 3. Proven track record on conducting economic research and/or assessment of MSME sector activity on the regional level in at least two selected regions. 4. Presentation of at least 2 references from past customers regarding implementation of likely tasks. <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 422-2020-UNDP-UKR-RFP-RPP dated 4/29/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here

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 3 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		
Delivery of outputs 3-4		
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	3 month	1		
1.2	Experts	3 month	3		
1.3					
...	...				
2	Activities				
2.1	Monthly digest report	document	3		
2.2	Inception report on planned activities	document	1		
2.3	Interim report with MSME sector overview	document	1		
2.4	Final report	document	1		
2.5	Executive Summary	document	1		
2.6	PowerPoint presentation	event			
...	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 name: UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component

Project description: Assessment of business environment and market conditions in prioritized sectors of economy resulted from COVID-19 pandemic in Donetsk, Luhansk, and Zaporizhzhia oblasts

Country/place of implementation: Government-controlled areas of Luhansk and Donetsk oblasts, particular districts and cities of Zaporizhzhia oblast next to Azov sea coastline, Ukraine

Possible business trips (if applicable): Business trips within the government-controlled areas of Luhansk and Donetsk oblasts, particular districts and cities of Zaporizhzhia oblast

Starting date of the assignment: May 2020

Duration of the assignment or end date (if applicable): 3 months

Name and position of project manager: Volodymyr Lyashchenko, Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN RPP

I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on economy, social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

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 discussed above 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. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs.

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. It is a unifying interventions framework for 12 projects funded by 12 international partners and is worth over 80 million USD.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance, support economic recovery and promote reconciliation in the crisis-affected communities of Donetsk, Luhansk, and Zaporizhzhia regions of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced economic recovery and development.

This endeavor will be achieved through the pursuit of the following specific objectives:

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.
5. To support the implementation of the European Investment Bank's Early Recovery Programme.

The ongoing COVID-19 crisis is challenging people, households and businesses in unprecedented ways. While containing the pandemic and protecting people is the top priority, disrupted supply chains, containment measures that are limiting economic and social interactions and falling demand put people's jobs and income-generation opportunities at risk. According to ILO, the economic and labour crisis created by the COVID-19 pandemic could increase global unemployment by almost 25 million people (7.4 million people in middle-income countries) and the overall losses in labour income might reach USD 3.4 trillion (USD 14.8 billion in middle-income countries). According to Ukraine's leading investment bank, national GDP will decline by 4% if the countrywide lockdown lasts up to three months and by 9% if it lasts longer. The crisis especially affects MSMEs that have significantly lower reserves and resilience than large business. Ukrainian Chamber of Commerce and Industry reported that up to 700 000 enterprises, which give employment to 3,5 – 4 million people, have already stopped their business activity due to the lockdown. These figures constitute some 25% of all businesses and labour workers active in Ukraine.

UNDP is looking into the COVID-19 impact on economies at regional and local levels with particular focus on MSMEs most hit by the quarantine in order to target further UN RPP interventions aimed at improvement of business conditions in the prioritized economic sectors in Donetsk, Luhansk and Zaporizhzhia oblasts. For this purpose, the Programme is seeking a **legal entity (hereinafter – the Contractor)** that will conduct a comprehensive assessment of business environment and market conditions resulted from COVID-19 pandemic in Donetsk, Luhansk, and Zaporizhzhia oblasts.

II. SCOPE OF WORK AND EXPECTED OUTPUTS

The objective of the assignment is to engage the Contractor who will be responsible for conducting an overview of the situation caused by the COVID-19 lockdown within the prioritized sectors of economy in Luhansk, Donetsk and Zaporizhzhia oblasts focused on business environment and market conditions relevant for MSMEs' operations and development.

The Contractor shall perform the following tasks:

Output 1. Initial stage

- Prepare a detailed working plan with a schedule of planned activities (including desk research stages, field visits, meetings, etc.) to carry out the assignment and submit for UN RPP approval;
- Describe the methodology for the assessment including an overview of the tools to be used during each stage of this assignment. A mixed-methodology approach is expected, combining but not limited to collecting observational data, descriptive and analytical research and forecasting. Methodology and tools should be approved by UN RPP;
- Present and establish channels of data collection and communication with stakeholders and peers, both in person (if quarantine is lifted before or during the launch of the assessment) and (multi-channel phone line, Skype, social networks, unified email, etc.) and submit the Inception report for the approval by UN RPP (the document should follow the next requirements: *single spacing, Myriad Pro, size 11, Ukrainian and English language*).

Estimated implementation period: up to 15 calendar days after the Contract start date.

Output 2. MSME sector overview and forecast

- Conduct a rapid comparative assessment of the overall economic situation before and during the COVID-19 outbreak in the targeted oblasts with the focus on MSMEs, also reflecting relevant national indicators;
- Analyse changes in regulatory policies, nationwide and local restrictions relevant for micro, small and medium business caused by COVID-19 pandemic;
- Assess (by survey or other appropriate sociological tool) the COVID-19 influence on MSMEs in the prioritized economic sectors in three targeted oblasts covering but not limited to following items:
 - o number of MSMEs affected, suspended operations, went out of business;
 - o businesses that reviewed their HR policies, undertaken headcount reductions;
 - o MSMEs' current and expected losses;
 - o contingency plans;
 - o financial or other resources required to renew business activity if suspended;
 - o willingness to evolve and adapt to changing environment;
 - o ability to switch to remote business models (number of businesses that managed to digitalize their business activities, to switch to e-commerce and remote operations, their current operational setup, willingness and ability to develop online segment after the lockdown, success stories, etc.);
 - o awareness on governmental business-support initiatives, etc.

The assessment should be limited to MSMEs (registered entities and private entrepreneurs with up to 250 employees and annual sales below 50 million EUR) in the following sectors of economy in Donetsk, Luhansk and Zaporizhzhia oblasts:

- a) Industry and engineering services
- b) Textiles & Clothing
- c) Hospitality
- d) Ceramics
- e) Food Processing
- f) Poultry and Egg
- g) Dairy and Beef
- h) Grain and Oilseed
- i) Fruit and Vegetables

Representative sample should be formed of at least 350 respondents in each targeted oblast;

- Determine and provide detailed description of the impact of COVID-19 on MSMEs in the prioritized value chains, identify the less/more vulnerable ones, compile key challenges, existing and potential risks and opportunities for MSMEs;
- Forecast dynamics in MSMEs environment in each sector based on following assumptions:
 - i. COVID-19 restrictions for the business and citizens last for 1-3 more months in Ukraine and three targeted oblasts;
 - ii. Quarantine and current level of limitations relevant for the micro, small and medium business last till the end of 2020.

- Propose short- and mid-term solutions applicable for each scenario to ensure sustaining and revitalization of entrepreneurs in the prioritized value chains. Describe risk mitigation measures and coping mechanisms in case the risks occurred;
- Based on the findings prepare and submit the Interim report (*the document should follow the next requirements: up to 60 pages without annexes, single spacing, Myriad Pro, size 11, Ukrainian and English language*). Links to data sources should be duly indicated throughout the document. Interim report shall be shared with national and regional stakeholders and experts in the field for review and validation.

Estimated implementation period: up to 75 calendar days after the Contract start date.

Output 3. Monthly digests

- Conduct the monthly express assessment/monitoring exercise of the evolution of the economic situation at the regional and national level (the territories of Donetsk, Luhansk, and Zaporizhzhia oblasts) caused by COVID-19 outbreak, including the economic changes that impact MSMEs' operations, the implication/cancellation of regulatory policies on national and regional levels, changes in legislation related to the pandemic outbreak, etc.;
- The assessment should be presented in the format of a monthly digest report and the total number of reports to be submitted to UN RPP should constitute three;
- Monthly digest reports should follow the next requirements: *5-10 pages single spacing, Myriad Pro, size 11, Ukrainian and English language*).

Estimated implementation period: monthly, up to 90 calendar days after the Contract start date.

Output 4. Presentation of the results:

After the approval of Interim report by UN RPP and aggregation of feedback from relevant stakeholders, the Contractor is required to provide:

- Final report based on Interim report with all the comments and suggestions incorporated. The structure of the report should be the following:
 - Background
 - Description of the methodology used
 - Data limitations
 - Findings and recommendations
 - General conclusion
 - Key data sources

The document should follow the next requirements: up to 80 pages, single spacing, Myriad Pro, size 11, Ukrainian and English language.

- Executive summary (*up to 20 pages, single spacing, Myriad Pro, size 11, Ukrainian and English language*).
- The MS PowerPoint presentation (*up to 20 slides, Ukrainian and English language*) on the main findings and recommendations resulted from the assignment;
- Present the approved Final report to UN RPP at the half a day face-to-face presentation session on the territories of Donetsk, Luhansk or Zaporizhzhia oblast (*location is to be determined later on*). The presentation can be done in an online format in case of the implication of government restrictions on conducting public events.

Costs of conference services related to the arrangement of presentations will be covered by UN RPP.

Estimated implementation period: monthly, up to 90 calendar days after the Contract start date.

All reports should be transmitted to UN RPP electronically (formats of: *.docx, *.xlsx, *.pptx, *.pdf) on the electronic source or in the form of electronic communication with the attached final product on Ukrainian and English language.

III. MONITORING & REPORTING REQUIREMENTS

The assigned Contractor should comply with the system of monitoring, evaluation and quality control introduced by the Programme, and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The Inception report and Final report should follow the pre-set template agreed with the Programme that includes both substantial and financial parts and shall be shared with the respective official.

As a quality assurance measure, the Programme reserves the right to initiate spot-checks during the meetings, to conduct interviews with participants and receive feedback on the quality of the assigned Contractor's work. The assigned Contractor should facilitate the process by presenting the Programme with all necessary contacts of the interlocutors and should refrain from influencing the impartiality of the assessment procedures.

UN RPP has a right to request brief reports on the progress of the assignment during any stage of implementation.

IV. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Preference will be given to applicants with the following:

- Organization/company officially registered in Ukraine for at least 3 years;
- Proven track record on conducting market/economic impact assessment on the national level (at least one similar study related to market/economic impact assessment, that describes the methodology, the geographical scope of work, assessment approach, findings, recommendations, etc.);
- Proven track record on conducting economic research and/or assessment of MSME sector activity on the regional level in at least two selected regions (at least one example of assessment report).

The Contractor must have a team of at least 4 professionals.

Team Leader/Programme Manager:

- At least Master's (or equivalent) degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 3 years of professional experience in project management and team management,
- Minimum 3 years of experience and implementation of at least 3 projects/programmes related to market/economic impact assessment;
- Excellent reporting skills (reference to at least 1 open source report should be provided);
- Excellent knowledge of Ukrainian, Russian and English.

Programme Specialists:

- At least Master's degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 3 years of professional experience in the field of market/economic impact assessment;
- Excellent reporting skills (reference to at least 1 open source report per specialist should be provided);
- Excellent knowledge of Ukrainian and Russian. Working level of English.

V. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

Proposals should include:

- ☒ A letter of interest/letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;
- ☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
- ☒ Personal CVs of the Project Team, including information about past experience in similar projects/assignments;
- ☒ 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 applicant;

- ☒ At least one similar entity's studies related to market/economic impact assessment on the national level;
- ☒ At least 1 example of economic research and/or assessment of MSME sector activity on the regional level in at least two selected regions.

VI. PAYMENT SCHEDULE

UN RPP will pay the negotiated amount in 3 tranches as per delivery of the outputs outlined above. The payments will be paid upon the full completion and acceptance of contractual obligations whereupon the Programme Coordinator of UN RPP signs the certification of acceptance.

- 10% of total contract amount upon completion of Output 1
- 40% of total contract amount upon completion of Output 2
- 50% of total contract amount upon completion of Outputs 3 and 4.

Minimum evaluation criteria

(The entities that are compliant with minimum evaluation criteria will be passed to technical evaluation)

1. Organization/company officially registered in Ukraine for at least 3 years;
2. Proven track record on conducting market/economic impact assessment on the national level;
3. Proven track record on conducting economic research and/or assessment of MSME sector activity on the regional level in at least two selected regions.

Technical criteria:

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	21%	150
Proposed Methodology, Approach and Implementation Plan	29%	200
Personnel	50%	350
Total	100%	700

Forms of assessment of technical proposals are given in the next two pages. The maximum score that may be received for each assessment criterion indicates the relative significance or part of such a criterion in the overall assessment process.

Assessment of technical proposal Form 1		Maximum score	Company / Other organization		
			A	B	C
Expertise of entity					
1.1	Organization/company officially registered in Ukraine (minimum 3 years – 40 points, 4 years or more – 50 points).	50			
1.2	Experience in conducting market/economic impact assessment on the national level: 1 study – 40 points, 2 and more studies and more – 50 points.	50			
1.3	Experience of conducting economic research and/or assessment of MSME sector activity on the regional level in at least two selected regions: 1 study – 40 points; 2 and more studies – 50 points.	50			
Overall score on Form 1		150			

Assessment of technical proposal Form 2		Maximum score	Company / Other organization		
			A	B	C
Proposed Methodology, Approach and Implementation Plan					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work? - the Technical Proposal generally meets the objectives and scope of work - 45 points; - the Technical Proposal corresponds well to the task, but workload overstated / understated - 75 points;	100			



	<ul style="list-style-type: none"> - the Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 100 points 				
2.2	<p>How well developed, reasonable and reliable is the methodology of implementation of Services?</p> <ul style="list-style-type: none"> - the methodology was developed with an incomplete understanding of current realities and compliance with the tasks – up to 45 points; - the methodology logically describes a sequence of works – up to 75 points; - The methodology includes thorough criteria that demonstrate its feasibility – up to 100 points 	100			
Overall score on Form 2		200			

Assessment of technical proposal		Maximum score	Company / Other organization		
Form 3			A	B	C
Personnel					
	Team Leader/Programme Manager				
3.1	Experience in project management and team management (3 years – 35 points, 4 years and more – 40 points).	40			
3.2	Implementation of projects/programmes related to market/economic impact assessment: <ul style="list-style-type: none">- total experience (3 years – 20 points, 4 years and more – 25 points);- number of projects/programmes related to market/economic impact assessment (3 projects/programmes – 20 points, 4 projects/programmes and more – 25 points).	50			
3.3	Higher education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master’s (or equivalent) – 35 points, PhD or higher – 40 points).	40			
3.4	Excellent reporting skills (reference to at least 1 open source report – 35 points, 2 and more – 40 points)	40			
3.5	Language command (Ukrainian, Russian, and working level of English) – 25 points, Ukrainian, Russian and excellent level of English – 30 points).	30			
Interim score according to criteria 3.1–3.5		200			
	Other Experts – Programme Specialists				
	Specialist 1:				
3.6	Professional experience in the field of market/economic impact assessment (3 years – 15 points, 4 or more – 20 points).	20			

3.7	Excellent reporting skills (reference to at least 1 open source report – 7 points, 2 and more – 10 points)	10			
3.8	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master's (or equivalent) – 7 points, PhD or higher – 10 points).	10			
3.9	Language command: - Ukrainian, Russian – 8 points; - English (working level) – 2 points.	10			
	Interim score according to criteria 3.6–3.9	50			
	Other Experts – Specialist 2:				
3.10	Professional experience in the field of market/economic impact assessment (3 years – 15 points, 4 or more – 20 points).	20			
3.11	Excellent reporting skills (reference to at least 1 open source report – 7 points, 2 and more – 10 points)	10			
3.12	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master's (or equivalent) – 7 points, PhD or higher – 10 points).	10			
3.13	Language command: - Ukrainian, Russian – 8 points; - English (working level) – 2 points.	10			
	Interim score according to criteria 3.10–3.13	50			
	Other Experts – Specialist 3:				
3.14	Professional experience in the field of market/economic impact assessment (3 years – 15 points, 4 or more – 20 points).	20			
3.15	Excellent reporting skills (reference to at least 1 open source report – 7 points, 2 and more – 10 points)	10			
3.16	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master's (or equivalent) Bachelor's degree or equivalent – 7 points, PhD or higher Master's or higher – 10 points).	10			
3.17	Language command: - Ukrainian, Russian – 8 points; - English (working level) – 2 points.	10			
	Interim score according to criteria 3.14–3.17	50			
Overall score on Form 3		350			

Annex 4

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p>  <p><i>Empowered lives. Resilient nations.</i></p>		<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p>  <p><i>Empowered lives. Resilient nations.</i></p>	
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: