



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: May 7, 2020
	REFERENCE: 201-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Assessment on community-based reintegration of ex-combatants, case study of several communities in conflict-affected and non-conflict affected 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 AM (Kyiv time) Thursday, May 21, 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: **“201-2020-UNDP-UKR-RFP-RPP” and Assessment on community-based reintegration of ex-combatants, case study of several communities in conflict-affected and non-conflict affected 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
May 07, 2020**

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Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UN RPP seeks qualified company (Contractor) to conduct research on community-based reintegration of ex-combatants.
The overall objective	To assess the process of reintegration into community, with regard to return to different roles in civil life (civilian identity in private, professional spheres, or newly acquired/renewed identify) from perspectives of ex-combatants, their families/spouses, service providers and community.
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion specialist (Component Lead); Social Cohesion Specialist; Community Mobilization Officer
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	June 2020
Target completion date	September 2020
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 13th of May 2020, at 3 pm via Skype. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.ua@undp.org and procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit</p> <p>Subject: 201-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> • 25% - upon submission according to Deliverable 1; • 25% - upon submissions according to Deliverable 2 and Deliverable 3; • 30% - upon submissions according to Deliverable 4, Deliverable 5, Deliverable 6; • 20% - upon submissions according to Deliverable 7 and Deliverable 8. <p>UN RPP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and agreed by UN RPP. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Component Lead signs the certification of acceptance.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Mobilization Officer
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
	Technical Proposal (70%)

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 25% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 30% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) ¹	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.ua@undp.org</i> <i>procurement.rpp.ua@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Documents to be submitted in proposal	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided; <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any); <input checked="" type="checkbox"/> Brief description of the assignment assessment methodology; <input checked="" type="checkbox"/> Organization's profile / portfolio (date of creation, size, number of staff/consultants, description of key staff/consultants); <input checked="" type="checkbox"/> Assessment timeline; <input checked="" type="checkbox"/> Suggestion for Final Report and presentation structure; <input checked="" type="checkbox"/> Sample report(s) of previously conducted research/surveys/assessments on related topic and in related science field (not more than 2 years old sample); <input checked="" type="checkbox"/> At least one reference from former client, indicating contact details (reference not more than 2 years old); <input checked="" type="checkbox"/> A list and brief summary which reflecting experience on working with international organizations, i.e. UN, international NGOs etc., at least one implemented and reported project in past 2 years; <input checked="" type="checkbox"/> Suggested composition of Assessment Team; <input checked="" type="checkbox"/> CV of proposed Team Lead to the Assessment Team, highlighting experience in similar projects and relevant education; <input checked="" type="checkbox"/> CVs of proposed Assessment team members (at three CVs highlighting relevant experience and education); <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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Other Information Related to the RFP

Administrative Requirements:

Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:

- ✓ 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:

An organization submitting a proposal:

- ✓ Officially registered entity, for Ukrainian bidders’ registration should be in Government controlled areas of Ukraine;
- ✓ Proven experience of conducting practice-oriented qualitative research in social sciences, two projects in the last two years; similar research experience in social work will be a strong advantage and should be reflected in the application;
- ✓ Proven experience in development of analytical reports and presentations in similar research field, at least one similar analytical report in last 2 years
- ✓ Proven experience on working with international organizations, i.e. UN, international NGOs etc., at least one implemented and reported project in past 2 years;
- ✓ Proven experience in research/assessment/surveys with target group of ex-combatants - will be considered as a strong asset and should be reflected in the application;
- ✓ Availability/possibility to hire a consultant to guide an assessment process in the topic of ex-combatants’ reintegration process - will be considered as a strong asset and should be reflected in the application;
- ✓ Be able to create an implementation team with at least the following requirements:

Team Leader

- ✓ At least Master’s degree (or higher) in the fields of social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology;
- ✓ • At least two years of experience in qualitative research in the field of social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology;
- ✓ Fluency in Ukrainian and proficiency in English (working knowledge).

Assessment team member (Assessment team - at least three persons)

- ✓ At least Masters’ degree in a field of data science, behavioural sciences namely sociology, social work, psychology, anthropology;
- ✓ Team members that will be in charge of FGDs and IDIs should have proven experience in moderation/facilitation FGDs and IDIs, at least one year;

	<p>✓ • Experience with target group of ex-combatants among assessment team members - will be considered as a strong asset and should be reflected in the application.</p> <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.ua@undp.org</p>
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Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 201-2020-UNDP-UKR-RFP-RPP dated 5/7/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Latest Audited Financial Statement or Financial results (2015 -2016)	Copies of income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 2 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, 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. Technical proposal detailing the proposed work plan, with assessment timeline;**
- 3. A details and timeline detailing how the FGD and IDI is planned to be executed, and expected Knowledge Product composition and contents.**

C. Qualifications of Key Personnel

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

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

Financial Proposal

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

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

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

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

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

A. Cost Breakdown per Deliverables*

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

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

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Deliverable 1		
Deliverable 2 and 3		
Deliverable 4, 5 and 6		
Deliverable 7 and 8		
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.

<i>Nº</i>	<i>Activity/Costs</i>	<i>Unit</i>	<i>Number</i>	<i>Cost per unit, currency</i>	<i>Amount, currency excl. VAT</i>
1	Personnel				
1.1	Team Leader	1 month of work			
1.2	FGDs moderator #1	1 month of work			
1.3	IDI facilitator	1 month of work			
1.4	...				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs				
3.2	Accommodation				
3.3	Daily Allowance				
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.) "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!**

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг производится в рамках выполнения проекта международной технической помощи.

Согласно положений Налогового Кодекса Украины (п. 197.11) предусмотрено освобождение от налогообложения НДС операций, которые финансируются за счет материально-технической помощи.

Порядок получения права на освобождение от налогообложения операций, которые производятся в рамках проектов международной технической помощи регламентируется постановлением Кабинета Министров Украины от 15 февраля 2002 года №153.

В случае наличия права на применение этой НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

- в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;
- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);
- в графа 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 REFERENCE

Project title: United Nations Recovery and Peacebuilding Programme (UN RPP)

Assignment Title: Assessment on community-based reintegration of ex-combatants, case study of several communities in conflict-affected and non-conflict affected oblasts

Country/place of implementation: rural/urban communities in each of the following oblasts: Donetsk and Luhansk oblasts (Government Controlled Areas), Zhytomyr Oblast, Dnipropetrovsk Oblast

Starting date of the assignment: May 2020

Duration of assignment: up to 4 months

Name and position of Project Manager: Community Security and Social Cohesion Component Lead

I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognising 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, the World Bank and the European Union conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

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 and established partnerships and started in 2015 through **the United Nations Recovery and Peacebuilding Programme (UN RPP)**, a multi-donor funded framework programme jointly implemented by four UN partnering agencies (UNDP, UN Women, FAO, UNFPA) in cooperation with the Government of Ukraine.

The UN RPP is being implemented by four United Nations agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organisation of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB) and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland & the UK.

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the key stabilisation, peacebuilding, economic and governance priority needs in eastern Ukraine following the start of the conflict. 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.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralisation Reform

Component III: Community Security and Social Cohesion (CSSC).

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying interventions framework for 13 projects funded by 12 international partners.

The management of the following assignment is entrusted to the UNDP (within the UN RPP).

While the conflict is still ongoing, there are nearly 370,000 demobilized men and women (those who received veteran of ATO/JFO certificate), who are in need of support in their return to civilian life. Reintegration is the process by which ex-combatants acquire civilian status and gain sustainable employment and income. It is essentially a social and economic process with an open time frame, primarily taking place in communities at a local level. Reintegration of ex-combatants into society is made difficult by the fact that ex-combatants and their families are frequently left without livelihoods or support networks during the challenging transition to civilian identity. Even though reintegration support is a part of the general development of a country and national responsibility and often necessitates long-term external assistance, the task of long-term reintegration often stays with receiving community, that is a key to positive reintegration of ex-combatants. Globally, reintegration of ex-combatants is being approached by UNDP from the perspective of the Disarmament, Demobilisation, and Reintegration (DDR) (a range of actions with political, military, security, humanitarian and socio-economic dimensions).

Support to reintegration can be done on a personal level and at a community level and combining both. However, here there is a lack of understanding of communities' resources, accessibility and availability of reintegration support. The UN RPP seeks a qualified company (the Contractor) to conduct an assessment of current processes related to community-based reintegration of ex-combatants.

II. MAIN GOALS AND OBJECTIVES

The UN RPP will commission this assessment on community-based reintegration of ex-combatants and gauge how ex-combatants, their families, and communities can be supported most effectively with reintegration benefits and opportunities, responding to specific needs of different groups at a local level. Understanding better the process of community-based reintegration from different perspectives – ex-combatants', their families'/spouses', and from community's perspective will help identify targeting mechanisms for ex-combatants, support community-specific reintegration interventions, alleviate potential conflicts in community.

The Contractor is expected to research the current state of affairs as related to short-term reinsertion and long-term reintegration to civilian life with regard to psychological experience and different types of role participation through case studies of communities in several oblasts of Ukraine.

Therefore, **overall objective of the assignment** is to assess the process of reintegration into community, with regard to return to different roles in civil life (civilian identity in private, professional spheres, or newly acquired/renewed identity) from perspectives of ex-combatants, their families/spouses, service providers and community.

The results will be used by the UN RPP to support community level solutions for ex-combatants and their families. The results are expected to ignite a bottom-up discussion on the meaning and application of community-based reintegration of ex-combatants in Ukraine. Additionally, recommendations and discussion derived from the research will guide other actors (i.e. social services, SCOs, development organisations, local authorities, national policymakers) to design community specific interventions and form a basis for proper full-scale reintegration assessment.

In order to achieve abovementioned objective, the Contractor will perform the following tasks:

- Conduct a **desk review**; desk review will serve as ex-combatant' socio-demographic profile and as information about available reintegration benefits and opportunities at a community level;
- Assess reintegration process through **focus group discussions** and **in-depth interviews** with three major target groups: ex-combatants, their family members/spouses and community members (incl. authorities and service providers);
- Produce a **knowledge product** (i.e. Final report, presentation, and a Scale for assessment of reintegration process). In general, knowledge product will draw a picture of all case studies, analysis and discussion, provide recommendations on practical implications of the findings, and recommendations for further research;
- Participate in a consultation meeting with national policymakers in order to communicate the process of assessment and communicate anticipated assessment results.

In this research, 'ex-combatants' means persons (veterans of ATO/JFO, demobilised) who had been directly involved in the execution of military operations in the east of Ukraine and who hold a veteran's certificate, including members of volunteers' battalions. Family members include spouses, partners,

children, relatives with whom veterans shared a household. In this assessment, ‘reintegration’ means both a process of reinsertion (up to one year after demobilisation) and a process of a long-term reintegration.

Research questions for given assessment:

- 1) What is a community-based reintegration experience that **ex-combatants** have **during various periods**, during namely preparation to demobilisation, demobilisation, transition to social/medical/other services and readjustment to different types of role participation in a community?
- 2) What is a community reintegration experience that **ex-combatant’s family members/spouses** have during **various periods**, namely during preparation to demobilisation, demobilisation, transition to social/medical/other services and readjustment to different types of role participation in a community?
- 3) What are the **perceptions at local community** of how ex-combatants are undergoing the process of community reintegration?

III. SCOPE OF WORK AND EXPECTED OUTCOMES

Below is the Contractor’s scope of work and recommendations for data collection methods.

1. Design assessment methodology

The methodology should correspond to the assessment background, objective, research questions, and below-mentioned tasks; the Contractor should agree a feasible and appropriate methodology for assessment with the UN RPP.

This is a qualitative assessment, a **case study** using a mixed-method strategy. The Contractor will work with case studies of rural and urban communities in the following oblasts: Donetsk Oblast GCA, Luhansk Oblast GCA, Zhytomyr Oblast, Dnipropetrovsk Oblast.

In this assessment, it is recommended to use the following strategy for data collection:

- **Conduct desk review**

Desk review will include a collection of pre-existing statistical data and data analysis. Data for the desk review will be collected from the following sources:

- existing local, regional, or national data, or data from similar research projects
- data from open sources
- data obtained through formal requests to local authorities and government institutions and others

If necessary, the UN RPP will support the Contractor with cover letters/supporting letters to enable the data collection process.

The minimum information that should be included in the desk review:

- Number of ex-combatants (those who have a veteran's certificate), sex and age disaggregation of ex-combatants, socio-demographic context
- Overview of existing services at the local level, i.e. social and other services, integration programmes, CSOs projects, NGOs supporting ex-combatants, and accessibility of abovementioned services
- The Contractor and the UN RPP representative will agree on additional information that should be included in the desk review.

- **Conduct focus group discussions (hereinafter – the 'FGDs')**

General recommendations:

- Conduct at least 12 FGDs (at least 3 FGDs in each community)
- FGDs should be audio recorded with the consent of focus group participants. The consent form has to be agreed with the UN RPP
- There should be recruited 5-10 FGDs participants in each group; the participants should be selected according to representative selection method approved by the UN RPP
- Focus group participants should be diverse and should be formed according to a socio-demographic representation of a community, reflected in the desk review
- The team of moderators should consist of at least one moderator, and where appropriate, one note-taker/observer or a second moderator (representative of ex-combatants); some of the FGDs should include a UN RPP representative for purpose of monitoring; brief reports covering all FGDs conducted in one community should be shared with the UN RPP representative
- Conduct brief trainings for FGDs second moderators, representatives from ex-combatant's community on moderating FGDs
- Develop questions' route for group discussions with consultations from ex-combatants' community, NGOs, etc.

Recommendations for the questions for group discussions with ex-combatants and with ex-combatant's family members/spouses:

- 1) What is a community reintegration experience that ex-combatants have during various periods, namely during a preparation to demobilisation, demobilisation, transition to social/medical/other services and readjustment to different types of role participation in a community?
 - 1a) What personal experience of reintegration in terms of psychological functioning and types of role participation did ex-combatants, and their family members/spouses have?
 - 1b) What support from social and medical services, CSOs and peers did ex-combatants, and their family members/spouses need during each period of community reintegration process?
- 2) What is the community reintegration experience that ex-combatant's family members/spouses have during various periods, namely during preparation to demobilisation, demobilisation, transition to social and medical services and readjustment to different types of role participation in a community?

For reference, types of civil role participations, that may be discussed during FGDs:

- Social: engaging with friends and family members;
- Work: engaging in paid and unpaid employment;
- Education: engaging in learning activities;
- Parental: caring for and supervising the raising of children;
- Spouse/significant other: engaging in a long-term relationship;
- Spiritual/religious: engaging in activities that address spiritual needs;
- Leisure: engaging in preferred avocational activities, sports, recreational activities;
- Domestic life: engaging in activities to maintain the home and live in a noninstitutional residence within the community;
- Civic: engaging in activities focused on the betterment of society and the responsibilities of citizens;
- Self-care: engaging in activities to maintain societal standards of grooming and to maintain health;
- Economic life: engaging in simple and complex economic transactions and having command over economic resources, engagement into business activities.

Recommendations for questions for group discussions with community members:

- 1) What are the perceptions of how ex-combatants undergo the process of community reintegration?
- 2) What are the perceptions of how ex-combatants' family members/spouses are coping with a process of return to civilian life?

- **Conduct in-depth interviews (hereinafter – the 'IDIs');** the interviews might be designed based on insights derived from FGDs and will dive deep into personal experiences of reintegration.

General recommendations for IDI design:

- Conduct at least 15 IDIs in each community; however, exact methodologically justified number of IDIs will be defined by the Contractor as part of the Methodology design
- Selection method of IDIs will be based on insights derived from FGDs and will dive deep into transition to civilian identity.

These are some recommendations for a selection of applicable research methods. The final research design will be suggested by the Contractor in accordance with the assessment's objectives. Final research design should be approved by the UN RPP representatives. The final research design will include risks connected to limited personal interaction due to COVID-19 worldwide outbreak.

2. Approve research methods with the UN RPP representative, and conduct the following tasks:

2.1. Conduct pilot FGDs and IDI; the Contractor should conduct at least one pilot IDI and one pilot FGD

2.2. Adjust research methods accordingly after pilot IDIs and FGDs

2.3. Approve adjusted methods with the UN RPP representative and validate its content and format with ex-combatants' representatives and/or company's consultant. If necessary, the UN RPP will support such validation through partner NGOs led by/working for ex-combatants.

The Contractor will suggest the best option for and combination of FGDs and IDIs to obtain feasible results in each community.

3. Produce a knowledge product based on assessment results

The knowledge product should include the following:

- Final Report – text version of research process, results and recommendations; more details on the Final report composition are below.
- Presentation
- Scale for assessment of community-based reintegration process.

3.1 Suggest a structure for the Final report and Presentation and approve it with the UN RPP representative.

3.2. Develop the **knowledge product** (Final report, Presentation and Reintegration Scale)

In general, the knowledge product will draw a picture of all case studies, analysis and discussion, provide recommendations **on practical implications of the findings, and recommendations for further research.**

Minimum requirements for each part of the knowledge product:

- Final Report should be up to 50 pages, two-sided, in *.docx format, including visuals (data visualisation, photos, etc.) **Recommendations for the Final Report (knowledge product) report structure:**

- Background description, up to 1 page
- Methodology used, up to 1 page
- Desk review section (this should include also data visualisation), up to 10 pages
- Case studies overview (for each case study), up to 5 pages per each case
- Analysis of insights from FGDs and IDIs (this should include also data visualisation), maximum 10 pages
- Discussion of insights from FGDs and IDIs, up to 5 pages
- General recommendations for practical implications (for government services; local authorities services; civil society organisations, other community stakeholders), up to 2 pages
- Community specific recommendations for practical implications (for government services; local authorities services; civil society organisations, other stakeholders), up to 5 pages
- Recommendations for further research, up to 1 page
- References (list of data sources used).

- Presentation in *.pptx format should have up to 30 slides, that should reflect the structure of Final report incl. methodology design, case studies overview, analysis and discussion and recommendations

- Reintegration scale should be developed based on findings and should be Ukrainian context sensitive and applicable in other communities in Ukraine. Reintegration scale will help standardizing an assessment of reintegration process for practitioners. Contactors' representative will participate in a presentation and review meeting with national policy makers (e.g. relevant ministries and deputies) to present results and Draft version of the Reintegration scale. The meeting will be arranged by the UN RPP.

IV. REQUIREMENTS FOR MONITORING/REPORTING

The Contractor will work under the overall guidance of Community Security and Social Cohesion specialist (Component Lead) and Social Cohesion Specialist, and report to Community Mobilization Officer (direct supervisor). Team lead for the assessment will contact the UN RPP direct supervisor on a bi-weekly basis. Payments will be made in four stages according to the proposed payment schedule below.

The Contractor will provide the necessary human resources to conduct an assessment successfully. From the side of the Contractor, the assessment will be managed by a designated Team Leader, who will be in regular direct contact with the UN RPP representatives. Subsequent products of the assessment on various stages (questionnaires, FGDs guides, etc.) will be reviewed by the UN RPP representatives as per **'Deliverables and project implementation schedule'** table. The UN RPP representatives will approve deliverables and the start of work on the next deliverables. Team leader for the assessment team will be contacting the UN RPP representative on behalf of the Contractor at least biweekly. The Contractor should ensure the quality control of collected data. Majority of focus groups will be conducted with a participation of representatives from ex-combatants' community as focus group moderators. The UN RPP will support the Contracting company to adhere to the participatory approach of this assessment.

Additionally, the UN RPP will provide specific support with the following:

- cover letters for data collection via formal request
- ex-combatants/their families/spouses to validate the results.

In conducting this assessment, the Contractor should adhere to research ethics, transparency, cost-effectiveness, collaboration with beneficiaries, participatory approach, confidentiality. In conducting this assignment, the Contractor should take into consideration the experience of the UN RPP in support of reintegration of ex-combatants and community-based reintegration research. The UN RPP will provide the necessary guidance.

The Contractor should ensure the reference to the UN RPP and the Kingdom of the Netherlands in all the products created under the Contract. Regarding visibility practicalities, The Contractor will be consulted by the Communications Department at the UN RPP.

The Team Leader for the assignment will be responsible for the coordination of assessment process, logistics and communication and regular follow up meetings with the UN RPP representative; the Team Leader will be responsible for ensuring smooth assessment process, that all deliverables are completed on-time and are of the highest quality, adherence to research ethics and the UN RPP working standards.

The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by the UN RPP. The Contractor should provide the necessary information, methodologies, interim reports, reports in line with the abovementioned schedule or as soon as possible (within a reasonable time). For all work completed, the Contractor shall submit to UN RPP a knowledge product, which includes Final report and Presentation, and Reintegration scale.

All documents transmitted electronically (formats of: *.docx, *.xlsx, *.pptx, *.pdf) on electronic source or in the form of electronic communication. Documents should be written in Ukrainian. Each document should be written in Arial font, 12 font size, 1,5 line and paragraph spacing.

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

Nº	Task Description	Delivery date
1	Draft Methodology of assessment, approved by the UN RPP representative	Up to 2 weeks after the start of the assignment
2	2a FGDs guides and IDIs questionnaires developed, shared to the UN RPP representatives 2b Pilot FGD and IDI interview plan and timeline (including field visits) developed, shared to the UN RPP representatives 2c Desk review plan, and request for the UN RPP support with official request developed, shared to the UN RPP representatives	Up to 3 weeks after the start of the assignment
3	3a Final Methodology of assessment, approved by the UN RPP representative 3b Final FGDs guides and IDIs questionnaires <i>A review meeting with Team Lead to approve adjusted Final Methodology of assessment</i>	Up to 4 weeks after the start of assignment
4	FGDs and IDIs are conducted The number of FGDs and IDIs in target communities is agreed with the Contractor in Final Methodology	Up to 11 weeks after the start of assignment
5	5a An overview of insight's from FGDs with initial recommendations and practice implications 5b An overview of insight's from IDI interviews with initial recommendations and practice implications	Up to 12 weeks after the start of assignment
6	6a Suggestion for Final Report and Presentation structures 6b Suggestion for Reintegration scale	Up to 10 weeks after the start of the assignment

	<i>A review meeting with Team Lead to approve knowledge product suggestions</i>	
7	7a Knowledge product and Presentation, and Reintegration scale – approved by the UN RPP representative and be shared to the UN RPP representatives, and approved by the UN RPP representatives 7b All the primary data (incl. FGD and IDIs interviews minutes, *.xlsx files with quantitative data should be provided to the UN RPP)	Up to 16 weeks after the start of the assignment
8	Participate in review meeting with policy makers on assessment progress	Between 4 to 16 weeks after the assessment start

Proposed payments schedule:

UNDP will pay the negotiated amount in 4 tranches as per delivery of outputs outlined above. Below is a description of the % of the total budget will be paid after receipt of the following deliverables:

Deliverable 1 – 25% of agreed payment

Deliverable 2 and 3 – 25% of agreed payment

Deliverable 4, 5 and 6 – 30% of agreed payment

Deliverable 7 and 8 – 20% of agreed payment

The UN RPP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and agreed by the UN RPP. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Component Lead signs the certification of acceptance.

V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

For Company:

- Officially registered entity, for Ukrainian bidders' registration should be in Government controlled areas of Ukraine;
- Proven experience of conducting practice-oriented qualitative research in social sciences, two projects in the last two years; similar research experience in social work will be a strong advantage and should be reflected in the application;
- Proven experience in development of analytical reports and presentations in similar research field, at least one similar analytical report in last two years;
- Proven experience on working with international organisations, i.e. UN, international NGOs etc., at least one implemented and reported project in past two years;
- Proven experience in research/assessment/surveys with target group of ex-combatants will be considered as a strong asset and should be reflected in the application;
- Availability/possibility to hire a consultant to guide an assessment process in the topic of ex-combatants' reintegration process will be considered as a strong asset and should be reflected in the application.

For Team leader:

- At least Master's degree (or higher) in the fields of social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology;
- At least two years of experience in qualitative research in the field of social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology;
- Fluency in Ukrainian and proficiency in English (working knowledge).

For assessment team:

- At least three persons, who have relevant education of at least Masters' degree in a field of data science, behavioural sciences namely sociology, social work, psychology, anthropology;
- Team members that will be in charge of FGDs and IDIs should have proven experience in moderation/facilitation FGDs and IDIs, at least one year;
- Experience with target group of ex-combatants among assessment team members will be considered as a strong asset and should be reflected in the application.

Documents to be included when submitting the Proposals:

- Assessment methodology, at least one option
- Assessment timeline
- Suggestion for Final Report and presentation structure
- Sample report(s) of previously conducted research/surveys/assessments on related topic and in related science field (not more than two years old sample); sample report(s) should be sent in Ukrainian, reporting in English will be considered as a strong asset.
- At least one reference from former client, indicating contact details (not more than two years old)
- Suggested composition of Assessment Team
- CV of proposed Team Lead to the Assessment Team, highlighting experience in similar projects and relevant education
- CVs of proposed Assessment team members (at three CVs highlighting relevant experience and education).

Financial proposal

Please pay attention: the cost of arranging the FGDs, IDIs, including rent, all the travel costs, accommodation and possible catering for interviewees and FGDs participants, technical support, printing and other possible expenses related to the assessment should be included in the Financial Proposal.

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 above. 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 and 3		
Delivery of outputs 4, 5 and 6		
Delivery of outputs 7 and 8		
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. The UN RPP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	1 month of work			
1.2	FGDs moderator #1	1 month of work			
1.3	IDI facilitator	1 month of work			
...	...				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
...					
3	Travel and Lodging				
3.1	Daily Allowance	Day			
...	...				
4	Other costs (if any - to define clearly activities/costs)				
4.1	...				
...	...				
	Total (please indicate currency)				

VI. EVALUATION CRITERIA

A two-stage procedure is utilised in evaluating proposals:

- During the First Stage, technical part of proposal is evaluated against the criteria outlined in given Terms of Reference;
- During the Second Stage, financial part of proposal is evaluated against minimum offer baseline. For the Second Stage evaluation, only those proposals will be eligible that will score not less than 70% during First Stage technical evaluation.

Only after completing evaluation of all proposals' technical part, financial proposals will be opened and compared. Price proposals will be opened only for those submissions that scored minimum 70% (490 points out of possible 700 points possible for technical proposal). The lowest price financial proposal (out of technically compliant) will be selected as a baseline and will be assigned a maximum number of possible points for financial part. All other financial proposals will be assigned points respectively. The winning proposal will have highest cumulative score (the lowest price out of the highest technically evaluated proposals).

Evaluation and comparison of proposals

Summarised evaluation form of the technical proposal		Share of evaluation	Maximum score	Company / Other organisation			
1	Experience and proven track record	25%	175				
2	Proposed methodology, timeline, Final Report and Presentation structure	45%	315				
3	Assessment team composition	30%	210				
	Total score	100%	700				
	Remarks						

Technical Evaluation Forms:

Form 1: Experience and proven track record

Form 2: Proposed methodology, timeline, Final Report and Presentation structures

Form 3: Assessment team composition

Technical Evaluation Criteria

Evaluation of technical proposals Form 1 Experience and proven track record		Max. score	Company / Other organisation			
1	Proven experience in conducting similar practice-oriented research/surveys/assessments in related sphere(s) – at least two projects in qualitative research in last two years More than 5 similar projects - 70 points 3-4 similar projects - 60 points 2 similar projects - 55 points	70				

2	Proven experience in development of analytical reports, at least one similar analytical report in last two years More than 5 reports in past two years - 50 points 3-5 reports in past two years - 40 points, 2 reports in past two years - 35 points	50				
3	Proven experience on working with international organisations, i.e. UN, international NGOs etc. - at least one implemented and reported project in past 2 years More than 5 implemented and reported projects in past two years - 35 points 3-4 implemented and reported projects in past two years – 30 points 2 implemented projects in past two years – 25 points 1 implemented and reported project in past two years - 20 points	35				
4	Proven experience in conducting research/survey/assessment on the topic of ex-combatants (yes - 10; no - 0)	10				
5	Available expertise, in house or outsource (i.e. consultant to guide an assessment process in the topic of ex-combatants' reintegration process) on ex-combatants (yes – 10; no – 0)	10				
Total score		175				
Remarks						

Evaluation of technical proposals Form 2		Maximum score	Company / Other organisation			
Proposed methodology, timeline, Final Report and Presentation structure						
1	How well developed in suggested methodology according to the assessment's objective, research questions, scope of work and recommendations for the methodology in given ToR? The methodology explains well how data will be collected and analysed, it is coherent with the assessment's objective, recommended research methods are justified, and are feasible to use within	125				

	<p>given timeline, methodology suggests realistic numbers for each research method – 125 points</p> <p>The methodology explains how data will be collected and analysed, how assessment will be built logically, and how it reflects objective of the assessment – 115 points</p> <p>The methodology explains how data will be collected and analysed, how assessment will be built logically, however it lacks feasibility - 100 points</p> <p>The methodology explains how information will be obtained and analysed, but lacks consistency and understanding assessment's objective – 90 points</p>					
2	<p>Does the submitted suggestion for Final Report and Presentation structures sufficiently meet methodological recommendations, also the context, objectives, tasks, and required scope of work?</p> <p>Proposed structure of Final report and Presentation reflect suggested chosen methodology, is tailor made for the assessment's purpose, provides sections on recommendations for practice and research; it will be possible to have report in English - 100 points</p> <p>Proposed structure of Final report reflects suggested chosen methodology, is tailor made for the assessment's purpose, provides sections on recommendations for practice and research - 95 points</p> <p>Proposed structure of Final report structure reflects good approach to reporting; however, it lacks understanding of Assessments objective and tasks - 90 points</p> <p>Proposed structure of Final report structure does not reflect good approach to reporting; however, it lacks understanding of Assessments objective and tasks - 80 points</p>	100				
4	<p>How well-developed is proposed timeline of the assessment?</p> <p>The timeline is realistic, corresponds to the required by the assessment duration, and the timeline is</p>	90				



	supported by evidence of resources available in a company – 90 points					
	The timeline is realistic, corresponds to the required by the assessment's duration – 80 points					
	The timeline corresponds to the required assessment's duration, but lacks realistic approach – 70 points					
	Total score	315				
	Remarks					

Evaluation of technical proposals Form 3		Maximum score	Company / Other organisation			
Assessment team composition						
1	Team Leader has relevant education, at least Master's degree in the field of: social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology Team Leader has PhD or above - 40 points Team Leader has Masters' degree - 30 points	40				
2	Team Leader has relevant experience of at least two years for conducting successfully given assignment Team leader has five of more years of experience in qualitative research in the field of social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology – 40 points Team leader has 3-4 years of experience in qualitative research in the field of social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology – 30 points Team leader has two years of experience in qualitative research in the field of social sciences, human rights, political sciences, behavioural	40				

	sciences namely sociology, social work, psychology, anthropology – 20 points					
3	Presented assessment team composition has available at least three persons with relevant education of at least Masters' degree in a field of data science, behavioural sciences namely sociology, social work, psychology, anthropology There are five and more persons with relevant education - 70 There are four persons with relevant education – 60 points There are three persons with relevant education – 50 points	70				
4	Assessment team members have proven experience in moderation/facilitation FGDs and IDIs, each member for at least one year Assessment team members have proven experience in moderation/facilitation FGDs and IDIs, for three years and more - 60 points Assessment team members have proven experience in moderation/facilitation FGDs and IDIs, for two years - 50 points Assessment team members have proven experience in moderation/facilitation FGDs and IDIs, for one year - 40 points	60				
Total score		210				
Remarks						

VG

Model Contract

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

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: