



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: May 20, 2020
	REFERENCE: 462-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Preparation, organization, and implementation of a number of activities aimed at strengthening the capacity of representatives of local governments (LGs), civil society organizations (CSOs), local business activists of pilot communities of Local Governance and Decentralization Reform Component of the UN Recovery and Peacebuilding Programme for planning and making local economic development policy”**.

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

Proposals may be submitted on or before **23:59 AM (Kyiv time) Wednesday, June 10, 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: **“462-2020-UNDP-UKR-RFP-RPP” and “Preparation, organization, and implementation of a number of activities aimed at strengthening the capacity of representatives of local governments (LGs), civil society organizations (CSOs), local business activists of pilot communities”** .

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 Kahharov

Mr. Sukhrob Kahharov,
Operations Manager
UNDP Ukraine

May 20, 2020

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Annex 1

Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UN RPP is looking to contract an experienced organization, institution, self-employed individuals with appropriate capabilities, capacity, and specialists who will be able to provide high-quality and duly performed tasks related to development and strengthening the capacity of local governments' employees, representatives of civil society organizations, local business activists of pilot communities for planning and making local economic development policies using innovative approaches, methodologies, and tools for human development.
The overall objective	Implement a set of activities aimed at human development of representatives of local governments, civil society organizations, local business activists of pilot communities of Donetsk and Luhansk oblasts, as well as to encourage them to actively participate in promoting local economic development.
Person to Supervise the Work/Performance of the Service Provider	Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme
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	March 2021
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 <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 27th of May 2020 at 3 pm (Kyiv time) via Skype.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 462-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>UNDP will pay the negotiated amount in five (5) tranches as per the delivery of outputs outlined above.</p> <ul style="list-style-type: none"> ✓ Delivery of outputs 1, 2, 3 and submission of the report on the work completed - 40% of the total payment; ✓ Delivery of output 4 and submission of the report on the work completed - 20% of the total payment; ✓ Delivery of output 5 and submission of the report on the work completed - 20% of the total payment; ✓ Delivery of outputs 6, 7 and submission of the report on the work completed - 10% of the total payment; ✓ Delivery of output 8 and submission of the report on the work completed – 10% of the total payment. <p>UNDP will pay the contracted amounts for the services provided within 30 days after their being approved by UNDP.</p> <p>Payments will be made upon full completion and acceptance of contractual obligations by signing the act of acceptance by the component manager.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Coordinator, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services

	<input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 15% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 55% <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.rpp.ua@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

Documents to be submitted in proposal	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Copy of a certificate/extract from the Unified State Registry of Legal Entities and Private Entrepreneurs; <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any); <input checked="" type="checkbox"/> Copy of the Statute/Charter of the applicant (if any); <input checked="" type="checkbox"/> A letter of interest/offer outlining previous experience in implementing similar programmes and competitive advantages of the applicant company <input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity; <input checked="" type="checkbox"/> Brief description of the assignment implementation with indication approach to the performance of each stage; <input checked="" type="checkbox"/> A list and short summary of previous experience in information, advisory, and training activities aimed at promoting local economic development including human development; <input checked="" type="checkbox"/> A list and short summary of previous experience in organizing large-scale public activities; <input checked="" type="checkbox"/> A list and short summary of previous experience in non-formal adult education activities; <input checked="" type="checkbox"/> A list and short summary of previous experience in preparing manuals on community economic development; <input checked="" type="checkbox"/> CVs of the intended team leader and team member which clearly indicate their education, experience, language skills and residency, as well as confirmation of their availability if selected for this project; <input checked="" type="checkbox"/> At least 2 references on similar projects from previous clients. <input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. <p>!!! Don't provide password unless requested and don't include password to letter with technical proposal part) !!!</p>
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Other Information Related to the RFP	<p><u>Administrative Requirements:</u></p> <p>Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> ✓ Offers must be submitted within the stipulated deadline ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration ✓ Offers must comply with general administrative requirements: <p><i>An organization submitting a proposal:</i></p> <ul style="list-style-type: none"> ✓ The competition may be attended by an officially registered institution, commercial organization, self-employed individual, public or charitable organization, and association of LGs with its status of the legal entity operating within the territory of Ukraine; ✓ Proven experience in information, advisory, and training activities aimed at promoting local economic development including human development (at least 3 years). ✓ Proven experience in organizing large-scale public activities (at least 3 activities). ✓ Proven experience in non-formal adult education activities (at least 3 years). ✓ Proven experience in preparing manuals on community economic development (at least 1 manual). ✓ Presentation of at least 2 references from the Applicant’s partner organizations regarding the implementation of likely assignments. ✓ Availability of human resources ensuring proper quality and timely performance of the contract: <p><i>The project team will include a Team Leader and a Team Member</i></p> <p><i>Team Leader</i></p> <ul style="list-style-type: none"> ✓ At least a Master’s degree in economics, sociology, and public administration; ✓ At least 5 years of experience in promoting local economic development; ✓ At least 4 years of experience in training work; ✓ Experience in developing manuals on local economic development; ✓ Fluency in Ukrainian. <p><i>Team member</i></p> <ul style="list-style-type: none"> ✓ At least a Master’s degree in economics, sociology, pedagogics, journalism, and public administration; ✓ At least 3 years of experience in organizing and conducting non-
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	<p>formal education activities with representatives of local governments;</p> <ul style="list-style-type: none">✓ At least 2 years of experience in conducting large-scale activities with and for representatives of local governments;✓ At least 1 year of experience in advisory work and non-formal education.✓ Fluency in Ukrainian. <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 462-2020-UNDP-UKR-RFP-RPP dated 5/20/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

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

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

Latest Audited Financial Statement or Financial results (2018 -2019)	Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 2 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

Must include:

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work requested (up to 2 pages), previous experience in implementing similar programmes and competitive advantages of the applicant company;**
- 2. Brief description of the assignment implementation with indication approach to the performance of each stage;**
- 3. A work plan with the proposed work schedule indicating the persons responsible for each area of activity;**
- 3. A timelines detailing major activities.**

C. Qualifications of Key Personnel

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

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

Financial Proposal

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

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

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

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

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

A. Cost Breakdown per Deliverables*

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

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

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

No.	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Staff				
1.1	Team Leader	months			
1.2	Team Member	months			
1.3.	Adviser (if necessary – to specify the issues he/she is competent in)	hours			
1.4.	Expert (if necessary – to specify the area and scope of work he/she is responsible for)	hours			
				
2	Costs of implementation				
	Holding the first school of local economic development				
2.1	First five-day session				
2.1.1	Trainers' fee (calculation of item)	hours			
2.1.2	Travel of participants from the place of residence and back (20 persons)	tickets	40		
2.1.3	Meals for participants (20 persons x 10 school days)	day	20		
2.1.4	Rental of premises	hours			
2.1.5	Handouts	pcs			
2.1.6	Accommodation of participants (4 nights x 1 participant x cost of one night stay)	room-night			
2.1.7	Other (if any – to define clearly activities/costs)				
2.2	Second five-day session				
2.2.1	Trainers' fee (calculation of item)	hours			
2.2.2	Travel of participants from the place of residence and back (20 persons)	tickets			
2.2.3	Meals for participants (5 school days: breakfast - cost, lunch- cost, dinner - cost, coffee break - cost =)	persons	20		
2.2.4	Rental of premises	hours			
2.2.5	Handouts	persons			
2.2.6	Accommodation of participants (4 nights x 1 participant x cost of one night stay)				
	Holding the second school of local economic development				
2.3	First five-day session				
2.3.1	...				
2.3.2	...				
2.4	Second five-day session				
2.4.1	...				
2.4.2	...				
	Holding the third school of local economic development				
2.5	First five-day session				
2.5.1				
2.6	Second five-day session				
2.6.1	...				
	Training visits				
2.7	Conducting the first training visit				

2.7.1	Transfer during a school day	km			
2.7.2	Compensation for travel costs of participants	tickets			
2.7.3	Meals for participants (calculation of item)	persons			
2.7.4	Handouts	persons			
2.7.5	Accommodation of participants (4 nights x 1 participant x cost of one night stay =)	persons			
2.7.6	Other (if any – to define clearly activities/costs)				
2.8	Conducting the second training visit				
2.8.1	...				
2.9	Conducting the third training visit				
2.9.1	...				
2.10	Conducting the fourth training visit				
2.10.1	...				
2.11	Development and preparation for printing the manual “Success stories about local economic development of communities of Donetsk and Luhansk oblasts”				
2.11.1	Expert’s fee	hours			
2.11.1	Designer’s services	pages			
2.12	Preparation and holding of a one-day conference in Kramatorsk city				
2.12.1	Rental of premises	hours			
2.12.2	Speakers’ and experts’ fees	hours			
2.12.3	Handouts	persons			
2.12.4	Rental of equipment	hours			
2.12.5	Other (if any – to define clearly activities/costs)				
2.13	Preparation and holding of a one-day conference in Sievierodonetsk city				
2.13.1	...				
2.14	Other (if any – to define clearly activities/costs)				
3	Administrative costs (if necessary)				
3.1					
3.2					
3.3					
3.4	Other (if any – to define clearly activities/costs)				
...					
4	Staff travel and accommodation (if necessary)				
4.1	Travel costs (tickets)	travel of one person			
4.2	Accommodation	room-night			
4.3	Daily allowance	day			
4.4	...				
5	Other (if any – to define clearly activities/costs)				
5.1		unit			
5.2	...				
	Total (please indicate currency)				

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

[Designation]

[Date]

**** Dear partners!**

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

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

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

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

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the abovementioned 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 объявленных в тендере 462-2020-UNDP-UKR-RFQ-RPP производится в рамках выполнения проекта международной технической помощи.

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

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

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

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

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

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

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

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



TERMS OF REFERENCE

Project title: UN Recovery and Peacebuilding Programme.

Description of the assignment: preparation, organization, and implementation of a number of activities aimed at strengthening the capacity of representatives of local governments (LGs), civil society organizations (CSOs), local business activists of pilot communities of Local Governance and Decentralization Reform Component of the UN Recovery and Peacebuilding Programme for planning and making local economic development policies.

Country/place of implementation: Ukraine, Donetsk and Luhansk oblasts, government-controlled areas (GCAs). Pilot communities:

Donetsk oblast: Soledar, Volnovakha, Mariinka, Kurakhove, Verkhnyotoretske, Krasnohorivka, Toretsk, Druzhkivka, Bakhmut, Vuhledar City Councils; Zvanivka, Khlibodarivka, Pervomaiske, Ocheretyne, Velyka Novosilka Village and Settlement Councils.

Luhansk oblast: Shchastia, Hirske, Zolote, Popasna, Kreminna, Rubizhne, Sievierodonetsk City Councils; Bilovodsk, Stanytsia Luhanska, Novoaidar, Krasnorichenske, Bilokurakine, Troitske, Biloluts, Markivka, Milove, Nyzhnioteple, Shyrokyi, Krasna Talivka, Nyzhnia Duvanka, Pryvillia, Kamianka, Lozno-Oleksandrivka Village and Settlement Councils.

Duration of the assignment: 9 months

Name and position of Direct Manager: Natalia Beliukina, Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme.

Name and position of Senior Manager: Olena Rudych, Programme Coordinator, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme.

1. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. 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 Recovery and Peacebuilding Programme (RPP). The 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, in particular SDG 16 (Peace, Justice and Strong institutions).

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 16 projects funded by 10 international partners and is worth about 55 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 and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas. 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 community security and social cohesion.

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 assisting 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 the promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education, and critical public infrastructure to mitigate the direct impacts of the conflict.

For a significant part of local governments, one of the main priorities of the territorial community is to ensure dynamic local economic development. In worldwide practice, the local economic development is considered to be a set of integrated activities aimed at creating or improving a system of social and economic relations to ensure sustainable development of a particular territory's economy. So far, the Ukrainian communities lack the capacity for systematic planning and making policies aimed at attracting necessary resources for the economic development of territorial communities.

Therefore, UNDP is looking to contract an experienced organization, institution, self-employed individuals with appropriate capabilities, capacity, and specialists who will be able to provide high-quality and duly performed tasks set out in this document.

II. Main goal and objectives of the assignment:

The main goal of this assignment is to develop and strengthen the capacity of local governments' employees, representatives of civil society organizations, local business activists of pilot communities for planning and making local economic development policies using innovative approaches, methodologies, and tools for human development.

The objective of the assignment is to implement a set of activities aimed at human development of representatives of local governments, civil society organizations, local business activists of pilot communities of Donetsk and Luhansk oblasts, as well as to encourage them to actively participate in promoting local economic development.

Thus, the main tasks are the following:

Organization of training process for representatives of local governments, civil society organizations, local business activists of pilot communities of Donetsk and Luhansk oblasts to plan local economic development on a participatory basis, study strategic and tactical tools for local economic development, peculiarities of gender sensitivity in local economic development, methods of financing, tools for monitoring, and evaluating strategies and projects for local economic development.

Organization and holding of two at least one-day conferences (1 in Donetsk and 1 in Luhansk oblasts) on sharing best practices of local economic development.

Preparation for printing a collection of success stories about the local economic development of pilot communities of Donetsk and Luhansk oblasts.

III. Scope of work and expected outputs

The Contractor will be responsible for preparing and implementing the following objectives:

- Develop and coordinate with UNDP a detailed plan for implementing objectives of this Terms of Reference;
- Develop programmes, select trainers for three local economic development schools (total duration within one school programme is 10 training days (2 sessions of 5 days each) for 20 participants in each school. The total number of participants to be trained must be at least 60 persons) including (but not limited to) the following subjects of the school training programme:
 - ✓ Local economic development planning on a participatory basis;
 - ✓ Strategic and tactical tools for local economic development;
 - ✓ Gender sensitivity in local economic development;
 - ✓ Methods of financing local economic development;
 - ✓ Tools for monitoring and evaluating strategies and projects for local economic development;
 - ✓ Legal and regulatory framework of local governments' activities for stimulating local economic development;
 - ✓ Tools for promoting business development and support;
 - ✓ Development of human capital and labor market;
 - ✓ Facilitating the organizational development, business and economy of the community;
 - ✓ Project/grant activities contributing to local economic development, etc.
- Coordinate with UNDP the programmes developed and trainers for holding sessions in three local economic development schools;
- Organize and hold (after agreeing with UNDP) three 10-day schools (2 training modules of 5 days each) for local economic development (development of training programme, selection of trainers, speakers, participants on a competitive basis, evaluation of training effectiveness, certification of participants, selection of location, logistic support, etc.);
- Plan, organize, and (after agreeing with UNDP) make 4 thematic training visits to other oblasts of Ukraine for 5 training days each for the employees of local governments, representatives of civil society organizations, local business activists of pilot communities to study successful practices of local economic development. The visits may be focused (but not limited to) on economic and agricultural cooperation, creative industry, examples of public involvement in the development and successful implementation of the community's image and marketing strategy, successful examples of gender sensitivity in local economic development, successful practices in attracting investments, etc. (Development of the programme of visits, selection of trainers, speakers, participants on a competitive basis, evaluation of training effectiveness, certification of participants, selection of locations, logistic support, etc.);
- Prepare and hold two 1-day conferences (1 in Kramatorsk and 1 in Sievierodonetsk) focused on sharing best practices of local economic development (programme development, selection of speakers, presenters, invitees, selection of location, logistic support, etc.);
- Prepare for printing the manual "Success stories about the local economic development of the communities of Donetsk and Luhansk oblasts" (up to 50 A4-sized pages; its contents, form and design to be agreed by UNDP);
- Prepare reports on the results of the activities.

All activities and documents developed must be gender-oriented and illustrated with photos of the appropriate quality taken by the Contractor during the activity for their publishing in print media.

RECOMMENDATIONS TO SERVICE PROVISION

General recommendations:

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

Recommendations on the Contractor's team composition:

CV of Team Leader and all team members shall be submitted in the proposal. The Contractor's team may include both staffs of the applicants' organization or institution and invited professionals.

General operations:

1. Ensuring the reference to the UN Recovery and Peacebuilding Programme funded by the European Union in all the products created under the contract is mandatory and must be agreed with UNDP.

IV. Requirements for monitoring/reporting

The Contractor will report to the Social and Economic Development Specialist of the Local Governance and Decentralization Reform Component of the UN Recovery and Peacebuilding Programme for the above outputs to be

accepted and approved. A detailed work plan for achieving these outputs will be discussed with the Contractor in advance before the start of the assignment.

The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by UNDP and provide the necessary information, reports and tools according to the preset schedule or at the request of UNDP as soon as possible (within a reasonable time).

All reports for UNDP shall be transmitted electronically (formats of: * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication. The reports must be written in Ukrainian.

The proposed schedule of services and payments is given below with a description of the % of the total budget that will be paid after achieving the following outputs:

No.	Output description	Expected date of completion
1.	Preparing a detailed plan for implementing objectives	1 week after the start of the contract
2.	Developing the programme of 10-day school – 2 sessions of 5 days each (the selection of trainers for three local economic development schools, the programme, and the coaching staff are submitted to UNDP for approval.	3 weeks after the start of the contract
3.	Planning 4 thematic training visits to other oblasts of Ukraine for 5 training days each for the employees of local governments, representatives of civil society organizations, local business activists of pilot communities to study successful practices of local economic development. The programme and schedule of training visits are submitted to UNDP for approval.	5 weeks after the start of the contract
4.	Organizing and holding (after agreeing with UNDP) three 10-day schools (2 training modules of 5 days each) for local economic development (development of training programme, selection of trainers, speakers, participants, evaluation of training effectiveness, certification of participants, selection of location, logistic support, etc.)	30 weeks after the start of the contract
5.	Organizing and (after agreeing with UNDP) making 4 thematic training visits to other oblasts of Ukraine for 5 training days each for the employees of local governments, representatives of civil society organizations, local business activists of pilot communities to study successful practices of local economic development (development of the programme of visits, selection of trainers, speakers, participants on a competitive basis, evaluation of training effectiveness, certification of participants, selection of location, logistic support, etc.)	34 weeks after the start of the contract
6.	Preparing the manual “Success stories about local economic development of the communities of Donetsk and Luhansk oblasts” for printing (its contents, form and design to be agreed by UNDP and submitted to UNDP on electronic source in WORD and PDF format)	35 weeks after the start of the contract
7.	Preparing and holding two 1-day conferences (1 in Kramatorsk and 1 in Sievierodonetsk) focused on sharing best practices of local economic development (programme development, selection of speakers, presenters, invitees, selection of location, logistic support, etc.)	38 weeks after the start of the contract
8.	Preparing and submitting to UNDP a narrative report of all the work completed with annexes (training programmes, copies of participants’ lists with signatures, evaluation questionnaires of participants and their analysis, training materials, copies of certificates, CVs of trainers, etc.)	40 weeks after the start of the contract

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

Delivery of outputs 1, 2, 3 and submission of the report on the work completed - 40% of the total payment

Delivery of output 4 and submission of the report on the work completed - 20% of the total payment

Delivery of output 5 and submission of the report on the work completed - 20% of the total payment

Delivery of outputs 6, 7 and submission of the report on the work completed - 10% of the total payment

Delivery of output 8 and submission of the report on the work completed – 10% of the total payment

UNDP will pay the contracted amounts for the services provided within 30 days after their being approved by UNDP.

Payments will be made upon full completion and acceptance of contractual obligations by signing the act of acceptance by the component manager.

V. Experience and qualification requirements

The competition may be attended by an officially registered institution, commercial organization, self-employed individual, public or charitable organization, and association of LGs with its status of the legal entity operating within the territory of Ukraine.

Qualification requirements for the participants of the competition:

- Proven experience in information, advisory, and training activities aimed at promoting local economic development including human development (at least 3 years).
- Proven experience in organizing large-scale public activities (at least 3 activities).
- Proven experience in non-formal adult education activities (at least 3 years).
- Proven experience in preparing manuals on community economic development (at least 1 manual).
- Presentation of at least 2 references from the Applicant's partner organizations regarding the implementation of likely assignments.
- Availability of human resources ensuring proper quality and timely performance of the contract.

The project team will include a Team Leader and a Team Member:

- Team Leader:
 - ✓ At least a Master's degree in economics, sociology, and public administration;
 - ✓ At least 5 years of experience in promoting local economic development;
 - ✓ At least 4 years of experience in training work;
 - ✓ Experience in developing manuals on local economic development;
 - ✓ Fluency in Ukrainian.
- Team Member:
 - ✓ At least a Master's degree in economics, sociology, pedagogics, journalism, and public administration;
 - ✓ At least 3 years of experience in organizing and conducting non-formal education activities with representatives of local governments;
 - ✓ At least 2 years of experience in conducting large-scale activities with and for representatives of local governments;
 - ✓ At least 1 year of experience in advisory work and non-formal education.
 - ✓ Fluency in Ukrainian.

VI. Evaluation criteria

Evaluation and comparison of proposals

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

In the first stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per the below evaluation criteria. In the second stage, the price proposals of all applicants, who have attained a minimum

70% score in the technical evaluation, will be reviewed. The overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 points x lowest price/quoted price.

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

Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Score weight	Maximum score	Company/Other organization			
1	Experience of the company/organization submitting the proposal	15%	105				
2	Proposed work plan, methodology and approach ⁴	55%	385				
3	Staff	30%	210				
	Total score	100%	700				
	Remarks						

Technical evaluation forms are provided below. The maximum points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

Technical evaluation forms:

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

Form 2. Proposed work plan, methodology, and approach

Form 3. Staff

Evaluation of technical proposals		Maximum score	Company/Other organization		
Form 1			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Proven experience of the organization in promoting local economic development (more than 5 years - 25 points; 5 years and less - 15 points)	25			
1.2	Proven experience in information, advisory, and training activities aimed at promoting local economic development including human development (15 or more training programmes organized and conducted - 25 points; less than 15 training programmes - 15 points)	25			
1.3	Proven experience in organizing large-scale public activities (more than 3 activities - 10 points ; 3 activities - 5 points)	10			

⁴ The proposal contains a proposed methodology and work plan, which may be further modified as required by UNDP.

1.3	Proven experience in non-formal adult education activities (more than 3 years -10 points ; 3 years - 5 points)	10			
1.4	Proven experience in developing manuals (3 manuals and more - 15 points; 2 manuals - 10 points; 1 manual - 5 points)	15			
1.5	Presentation of at least 2 references from the previous partners regarding implementation of likely assignments (more than 2 references - 20 points; 2 references - 10 points)	20			
	Total score in Form 1	105			

Evaluation of technical proposals		Maximum score	Company/Other organization		
Form 2			A	B	C
Proposed work plan, methodology and approach					
2.1	Does the submitted technical proposal sufficiently meet the objective and scope of work? (The technical proposal generally meets the objectives and scope of work – 75 points; the technical proposal corresponds well to the objective, but its scope of work is overstated/understated – 100 points; the technical proposal is logical and details the algorithm of the objective corresponding to the scope of work – 125 points)	125			
2.2	How well developed, reasonable and reliable is the methodology of implementation of services? (The methodology was developed with an incomplete understanding of current realities and compliance with the objectives – up to 70 points; the methodology logically describes a sequence of works – up to 100 points; the methodology includes thorough criteria demonstrating its feasibility – up to 130 points)	130			
2.3	How balanced and realistic is the work plan for the implementation of objectives? (The developed schedule contains separate inconsistencies - 70 points; the proposed schedule is well developed, but with low reliability on realism – 100 points; the organization has shown perfect schedule which fully complies with reality – 130 points)	130			
	Total score in Form 2	385			

Evaluation of technical proposals Form 3		Maximum score	Company/Other organization		
			A	B	C
Staff					
	Team Leader				
3.1	Proven experience in promoting local economic development (more than 5 years - 50 points; 5 years - 20 points)	50			

3.2	Master's degree in economics, sociology, public administration (Specialist/Master - 5 points, PhD or above - 10 points)	10			
3.3	Proven experience in developing manuals on local economic development (3 manuals and more - 25 points; less than 3 manuals - 20 points)	25			
3.4	Proven experience in training work (5 or more years - 10 points; 4 years - 5 points)	10			
3.5	Fluency in Ukrainian (fluent in Ukrainian - 5 points)	5			
	Interim score by criteria 3.1 – 3.3	100			
4	Team Member				
4.1	Master's degree in economics, sociology, pedagogics, journalism, and public administration (Specialist/Master - 5 points, PhD or above - 10 points)	20			
4.2	Proven experience in organizing and conducting non-formal education activities with representatives of local governments (more than 3 years - 30 points; 3 years - 15 points)	30			
4.3	Proven experience in advisory work and organizing non-formal adult education activities (more than 3 years - 30 points; 3 years - 15 points)	30			
4.4	Proven experience in conducting large-scale activities with and for representatives of local governments (3 and more years - 20 points; not less than 2 years - 5 points)	20			
4.5.	Fluency in Ukrainian (fluent in Ukrainian - 10 points)	10			
	Interim score by criteria 4.1 – 4.5	110			
	Total score in Form 3	210			

VII. Financial proposal

The applicants must submit their proposals according to the form given below.

It is important that all expenses related to accommodation, meals, handouts for all activities, rental of premises for the activities, travel costs of participants of training events and conferences, as well as trainers' fees and their travel costs should be included in the quotation. When calculating costs of implementing objectives set out in these Terms of Reference, the applicant should take into account that, according to UNDP standards, the participants must be provided with 3-time balanced meals during the whole school day: breakfast, lunch, dinner, and at least 1 coffee break. Each participant must receive necessary handouts for training. The accommodation for participants of training activities is provided in single or double rooms at a level not lower than a three-star hotel. The participants must also receive compensation for their travel costs from the place of residence to the venue and back (tickets for long-distance bus, train - 2nd class coach or sleeping-coach not more than a compartment). When conducting training trips, the participants must be provided with a transfer during the day. All these costs should be included in the application of the participants.

Due to the fact that the procurement of services is carried out within the framework of the international technical assistance project, the quotations/invoices for payment must be provided without VAT.

Cost breakdown by components:

The applicants are requested to provide the cost breakdown with prices for each product based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as for the calculation of price if both parties have agreed to add new outputs to the scope of services.

Financial proposal:



No.	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Staff				
1.1	Team Leader	months			
1.2	Team Member	months			
1.3.	Adviser (if necessary – to specify the issues he/she is competent in)	hours			
1.4.	Expert (if necessary – to specify the area and scope of work he/she is responsible for)	hours			
				
2	Costs of implementation				
	Holding the first school of local economic development				
2.1	First five-day session				
2.1.1	Trainers' fee (calculation of item)	hours			
2.1.2	Travel of participants from the place of residence and back (20 persons)	tickets	40		
2.1.3	Meals for participants (20 persons x 10 school days)	day	20		
2.1.4	Rental of premises	hours			
2.1.5	Handouts	pcs			
2.1.6	Accommodation of participants (4 nights x 1 participant x cost of one night stay)	room-night			
2.1.7	Other (if any – to define clearly activities/costs)				
2.2	Second five-day session				
2.2.1	Trainers' fee (calculation of item)	hours			
2.2.2	Travel of participants from the place of residence and back (20 persons)	tickets			
2.2.3	Meals for participants (5 school days: breakfast - cost, lunch- cost, dinner - cost, coffee break - cost =)	persons	20		
2.2.4	Rental of premises	hours			
2.2.5	Handouts	persons			
2.2.6	Accommodation of participants (4 nights x 1 participant x cost of one night stay)				
	Holding the second school of local economic development				
2.3	First five-day session				
2.3.1	...				
2.3.2	...				
2.4	Second five-day session				
2.4.1	...				
2.4.2	...				
	Holding the third school of local economic development				
2.5	First five-day session				
2.5.1				

2.6	Second five-day session				
2.6.1	...				
	Training visits				
2.7	Conducting the first training visit				
2.7.1	Transfer during a school day	km			
2.7.2	Compensation for travel costs of participants	tickets			
2.7.3	Meals for participants (calculation of item)	persons			
2.7.4	Handouts	persons			
2.7.5	Accommodation of participants (4 nights x 1 participant x cost of one night stay =)	persons			
2.7.6	Other (if any – to define clearly activities/costs)				
2.8	Conducting the second training visit				
2.8.1	...				
2.9	Conducting the third training visit				
2.9.1	...				
2.10	Conducting the fourth training visit				
2.10.1	...				
2.11	Development and preparation for printing the manual “Success stories about local economic development of communities of Donetsk and Luhansk oblasts”				
2.11.1	Expert’s fee	hours			
2.11.1	Designer’s services	pages			
2.12	Preparation and holding of a one-day conference in Kramatorsk city				
2.12.1	Rental of premises	hours			
2.12.2	Speakers’ and experts’ fees	hours			
2.12.3	Handouts	persons			
2.12.4	Rental of equipment	hours			
2.12.5	Other (if any – to define clearly activities/costs)				
2.13	Preparation and holding of a one-day conference in Sievierodonetsk city				
2.13.1	...				
2.14	Other (if any – to define clearly activities/costs)				
3	Administrative costs (if necessary)				
3.1					
3.2					
3.3					
3.4	Other (if any – to define clearly activities/costs)				
...					
4	Staff travel and accommodation (if necessary)				
4.1	Travel costs (tickets)	travel of one person			
4.2	Accommodation	room-night			
4.3	Daily allowance	day			
4.4	...				
5	Other (if any – to define clearly activities/costs)				
5.1		unit			
5.2	...				
	Total (please indicate currency)				

Documents to be submitted in a financial proposal	
<input checked="" type="checkbox"/>	A letter of interest/offer outlining previous experience in implementing similar programmes and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment implementation with indication approach to the performance of each stage.
<input checked="" type="checkbox"/>	Copy of the Statute/Charter of the applicant (if any).
<input checked="" type="checkbox"/>	Copy of a certificate/extract from the Unified State Registry of Legal Entities and Private Entrepreneurs.
<input checked="" type="checkbox"/>	CVs of project team members and potential project contractors involved.
<input checked="" type="checkbox"/>	At least 2 references on similar projects from previous clients.

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: 9а. Передплата: Не застосовується		9. Total Contract Amount: 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.: +380 508002879 Email:		14. UNDP Contact Person's Name: Title: Address: Telephone number Email:	
15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ		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:</p> <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<p>Від імені Підрядника / For the Contractor</p>	<p>Від імені ПРООН / For UNDP</p>
<p>Підпис / Signature:</p>	<p>Підпис / Signature:</p>
<p>Ім'я / Name:</p>	<p>Ім'я / Name:</p>
<p>Посада / Title:</p>	<p>Посада / Title:</p>
<p>Дата / Date:</p>	<p>Дата / Date:</p>