



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: June 1, 2020
	REFERENCE: 483-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Elaboration of Certified Online Training Program for the representatives of local self-government”**.

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) Monday, June 15, 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: **“483-2020-UNDP-UKR-RFP-RPP”** and **“Elaboration of Certified Online Training Program for the representatives of local self-government”** .

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 Kaharov*

**Mr. Sukhrob Kaharov,  
Operations Manager  
UNDP Ukraine**

**June 01, 2020**

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A.D.

## Description of Requirements

<b>Project name:</b>	<b>“Recovery and Peacebuilding Program”</b>
<b>Brief Description of the Required Services</b>	<p>It is expected that the Contractor should perform all the activities on the elaboration of <b>Certified Online Training Program (COTP)</b> within 6 months period.</p> <p>The expected outcomes of the Contractor’s work are as follows:</p> <ul style="list-style-type: none"> <li>- the curriculum and guidance for COTP is developed, based on three main directions: legal, economic and social development of territorial communities under the decentralisation process</li> <li>- the pilot course of COTP for the group of 20 representatives of local self-governments is conducted, knowledge assessment is carried out, and the state standard certificates issued to participants.</li> </ul> <p>The COTP <b>is to have the legal status</b> of the advanced training education followed by the <b>issuance of state standard certificates for public authorities</b>. It is to be practically oriented, and be complemented by knowledge materials and assessment tools, should adopt the best international approaches, and meet the requirements of the modern standards of the Ukrainian national training system for public authorities.</p>
<b>The overall objective</b>	<p>UN RPP is looking for Contractor to to elaborate <b>Certified Online Training Program (COTP)</b> for the representatives of local self-governments in UN RPP target communities<sup>1</sup> of Donetsk and Luhansk oblasts. The aim is to expand capacity to the local governments on a wide variety of relevant themes. This includes service delivery, local economic development, and improved citizen participation.</p> <p>The training program will have to last 100-110 academic hours and introduce the participants to group online learning and facilitation techniques (teach theory and provide practical cases of an extensive range of transparent governance and any types of local services to promote the interests of their local community, including the legal, social, economic development) in a simple, understandable way.</p>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Territorial Amalgamation Specialist, Local Governance and Decentralisation Reform, UN Recovery and Peacebuilding Programme
<b>Frequency of Reporting</b>	According to TOR attached

<sup>1</sup> Programme target communities:

in Donetsk Oblast – Soledar, Siversk. Volnovakha, Mariinka, Kurakhove, Krasnohorivka, Toretsk, Druzhkivka, Dobropillya, Bakhmut, Vuhledar (city councils), Verkhnyotoretske, Zvanivka, Khlibodarivka, Pervomaiske, Ocheretyne (settlement councils);

in Luhansk Oblast – Shchastia, Hirske, Zolote, Popasna, Kreminna, Rubizhne, Sievierodonetsk (city councils), Bilovodsk, Stanytsia Luhanska, Novoaidar, Krasnorichenske, Bilokurakhyne, Troitske, Bilolutsk, Markivka, Milove (settlement councils), Nyzhnyoteple, Shyrokyi, Krasna Talivka, Nyzhnia Duvanka, Pryvillia, Lozno-Oleksandrivka (village councils).

<b>Progress Reporting Requirements</b>	According to TOR attached
<b>Location of work</b>	According to TOR attached
<b>Expected duration of work</b>	According to the proposed timeframe specified in the attached TOR
<b>Target start date</b>	<b>July 2020</b>
<b>Target completion date</b>	<b>December 2020</b>
<b>Travels Expected</b>	According to TOR attached
<b>Special Security Requirements</b>	n/a
<b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>	The Program does not provide premises, equipment, supporting personnel, services or logistic support
<b>Implementation Schedule indicating breakdown and timing of activities/sub-activities</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Currency of Proposal</b>	<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: <a href="http://treasury.un.org">http://treasury.un.org</a> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
<b>Value Added Tax on Price Proposal</b>	<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
<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on:</b>	<b>Pre-Bidding Conference will be held on 05th of June 2020 at 3 pm (Kyiv time) via Skype.</b>  Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a> Attn: Procurement Unit

	<b>Subject: 483-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</b>
<b>Payment Terms</b>	<p>UNDP will pay the negotiated amount in tranches as per the delivery of outputs outlined above.</p> <ul style="list-style-type: none"> <li>• 10% - upon completion of Deliverables 1-4;</li> <li>• 30% - upon completion of Deliverables 5-10;</li> <li>• 45% - upon completion of Deliverables 11-13;</li> <li>• 15% - upon completion of Deliverable 14.</li> </ul> <p>The payments will be processed upon full completion and acceptance of corresponding contractual obligations whereupon Territorial Amalgamation Specialist signs the certification of acceptance.</p>
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	UNDP Territorial Amalgamation Specialist and UNDP Programme Coordinator
<b>Type of Contract to be Signed</b>	<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
<b>Criteria for Contract Award</b>	<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). <b><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></b>
<b>Criteria for the Assessment of Proposal</b>	<p><b><u>Technical Proposal (70%)</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30%</li> <li><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 30%</li> <li><input checked="" type="checkbox"/> Personnel and invited experts/consultants 30%</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<b>UNDP will award the contract to:</b>	<input checked="" type="checkbox"/> <b><u>One and only one Contractor</u></b> <input type="checkbox"/> One or more Contractors, depending on the following factors:

<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
<b>Contact Person for Inquiries (Written inquiries only)<sup>2</sup></b>	<p><i>Procurement Unit</i>  <i>UNDP Ukraine</i>  <i>procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Documents to be submitted in proposal</b>	<input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Copies of a certificate on State Registration and Statute/Charter; <input checked="" type="checkbox"/> <b>Acting permanent license of the Ministry of education and Science of Ukraine to provide services in the field of Public Administration (direction 1501)</b> , copies of other licenses or certificates (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"/> Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule indicating the persons responsible for each area of activity. <input checked="" type="checkbox"/> The preliminary curriculum with timeframes (academic hours per training/module, general duration of the COTP); <input checked="" type="checkbox"/> Two examples of previous experience in carrying out educational/training programs, Two examples of guidance/curriculum/assessment form, two examples of elaboration of learning materials, on-line programs with video and multimedia content; <input checked="" type="checkbox"/> A list and short summary of experience in providing advanced training on specialization "Public Administration"; <input checked="" type="checkbox"/> A list and short summary of experience in in organizing educational activities, short-/long-term training programs for representatives of local authorities and other stakeholders facilitating, elaboration and delivering on-line training and workshops; <input checked="" type="checkbox"/> CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided); <input checked="" type="checkbox"/> CVs of the proposed trainers including information about the experience and competencies (required as per Terms of Reference); <input checked="" type="checkbox"/> Minimum 2 references on similar projects from previous clients. <input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive.!!! Don't provide password unless requested and don't include password to letter with technical proposal part) !!!</b>

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**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 / legal entity submitting a proposal:***

- ✓ Organization (legal entity) officially registered in Ukraine for at least 5 years;
- ✓ **Availability of acting permanent license of the Ministry of education and Science of Ukraine to provide services in the field of Public Administration (direction 1501):**
- ✓ At least 5 years of proven experience in providing advanced training on specialization “Public Administration”;
- ✓ At least 5 years of proven experience in organizing educational activities, short-/long-term training programs for representatives of local authorities and other stakeholders;
- ✓ At least 3 years of proven experience in facilitating and delivering on-line training and workshops;
- ✓ At least 3 years of proven experience of carrying out analytical work, elaboration of assessment forms and questionnaire, guidance and programs development, designing curriculum;
- ✓ At least 5 years of proven experience in the elaboration of learning materials, on-line programs with video and multimedia;
- ✓ Availability of human resources ensuring proper quality and timely performance of the contract:

***Team Leader:***

- ✓ Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications or other relevant fields (equivalent to the educational qualification level Specialist/Master/Candidate of Science/Ph.D.;

	<ul style="list-style-type: none"> <li>✓ At least five years of professional experience in project management and/ team management, in collaboration with the representatives of local governments and higher educational establishments;</li> <li>✓ At least five years of experience in elaborating and implementing projects/programs, long/short term educational courses for local officials;</li> <li>✓ Excellent knowledge of Ukrainian.</li> </ul> <p><b>Key Expert 1 (Project Administrator/Methodist):</b></p> <ul style="list-style-type: none"> <li>✓ Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications, or other relevant fields (equivalent to the educational qualification level Specialist/Master/Candidate of Science/ Ph.D.);</li> <li>✓ At least three years of professional experience in administrative management, developing curricula, creating training agenda, organizing workshops, seminars, training, other events;</li> <li>✓ At least three years of professional experience in preparing different reporting documents, working with a clients' database;</li> <li>✓ Excellent knowledge of Ukrainian.</li> </ul> <p><b>Key Expert 2 (Technical assistant):</b></p> <ul style="list-style-type: none"> <li>✓ Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications or other relevant fields (equivalent to the educational qualification level Specialist/Master/Candidate of Science/ Ph.D.);</li> <li>✓ At least three years of relevant experience in implementing projects/programs, including online courses;</li> <li>✓ At least three years of professional experience in multi-stakeholder national/international projects;</li> <li>✓ Excellent knowledge of Ukrainian.</li> </ul> <p><b>Other information</b> is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 483-2020-UNDP-UKR-RFP-RPP dated 6/1/2020, 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

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

**B. Proposed Methodology for the Completion of Services**

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

**Must include:**

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work requested (up to 4 pages), previous experience in implementing similar programmes and competitive advantages of the applicant company;**
- 2. Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule indicating the persons responsible for each area of activity.;**
- 3. The preliminary curriculum with timeframes (academic hours per training/module, general duration of the COTP).**

**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, Key Experts, Trainers);***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader, Key Experts, Trainers as well as contact details for referees;***
- e) Written confirmation from each team member that they are available for the entire duration of the contract.***

## Financial Proposal

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

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

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

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

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

### A. Cost Breakdown per Deliverables\*

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

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

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount, currency, excl. VAT</b>
Deliverables 1, 2, 3 and 4	10%	
Deliverables 5, 6, 7, 8, 9 and 10	30%	
Deliverables 11, 12 and 13	45%	
Deliverable 14	15%	
<b>Total</b> (please indicate currency)	100%	

*\*This shall be the basis of the payment tranches*

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

<b>Nº</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Cost per unit, currency</b>	<b>The amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Project / Team Leader	1 month of work			
1.2	Key Expert 1 Manager	1 month of work			
1.3	Key Expert 2 Methodist	1 month of work			
1.4	Key Expert 3 Tech assistant	1 month of work			
<b>2</b>	<b>Costs</b>				
2.1	Elaboration of Curriculum	1 document			
2.2	Elaboration of training materials and presentations	1 training with supporting materials			
2.3	Creation of Content	1 hour			
2.4	The pilot COTP for 20 participants-representatives of local self-governments	1 training			
2.5	Other (if any - define activities/costs)				
<b>3</b>	<b>Trainers</b>				
3.1	Trainers fee	1 trainer			
3.2	Other (if any - to define activities/costs)				
<b>4</b>	<b>Travel and Lodging (if necessary)</b>				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
5	Other costs (if any - to define activities/costs)				
5.1	...				
	<b>Total, all-inclusive (please indicate currency)</b>				

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

*[Designation]*

*[Date]*

UG

**\*\* 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 483-2020-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 ГКУ. 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

<b>Project Title:</b>	Recovery and Peacebuilding Programme
<b>Post Title:</b>	Elaboration of Certified Online Training Program for the representatives of local self-government
<b>Starting date of the assignment:</b>	June-November 2020
<b>Duration of the assignment:</b>	Up to 6 months
<b>Duty Station:</b>	Home-based
<b>Expected places of travel:</b>	No
<b>Primary Supervisor's name and functional post:</b>	Territorial Amalgamation Specialist
<b>Secondary Supervisor's name and functional post:</b>	Programme Coordinator (Local Governance and Decentralisation Reform)
<b>Payment arrangements:</b>	Lump-sum (payments linked to deliverables)
<b>Administrative arrangements:</b>	The contractor is responsible for all technical and administrative arrangements. The contractor will have to arrange the workplace and equipment to work for the assignment on his/her own according to the developed and agreed work plan. Reporting and payment milestones are provided in the ToR below
<b>Evaluation method:</b>	Best value for money approach (Cumulative analysis)
<b>Selection method:</b>	Desk review with validation interview

### I. BACKGROUND INFORMATION ON THE PROGRAMME

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 is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with SDGs 5, 11, 12, 15, 16).

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral program-based approach and is implemented using an area-based methodology.

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 Decentralisation Reform

Component 3: Community Security and Social Cohesion.

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 regions of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning, and equal access to services, as well as enhanced 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 decentralisation and administrative reforms to improve governance, local development, and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through 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.

The main goal of Component 2 is to enhance local capacity for gender-responsive decentralisation and administrative reforms to improve local governance, local development, and the delivery of services. Activities are aimed at achieving nationwide decentralisation reform processes; improving access to quality administrative and social services and enhancing Government capacity for participatory strategic planning and transparent implementation. The special attention is paid towards the orientation of newly elected leaders and increasing their knowledge of decentralisation and the legal and institutional framework of local self-government, national policy and legal frameworks on gender equality and women's empowerment.

Currently local self-governments face numerous challenges, such as rapid change of legislative base, remote work in a pandemic, ubiquitous digitalization, etc., which requires switching to innovative online learning methods to keep abreast of recent events and track the latest changes in the decentralization process.

In this context, the role of the UN RPP component for local governance and decentralisation reform is to facilitate the innovative approach to advanced training for the representatives of local governments to assist the new leaders and employees learn the legal, economic and political environments in amalgamated territorial community and to provide them with tools and knowledge to fulfill the powers and competences at their places at the highest possible level.

For this purpose, UN RPP is seeking licensed National Organization (legal entity) (hereinafter – Contractor) to develop the Certified Online Training Program for the representatives of local self-governments with supportive learning and knowledge materials integrated with the abovementioned online training program.

## **II. MAIN OBJECTIVES OF THE ASSIGNMENT**

The overall objective of this assignment is to elaborate **Certified Online Training Program (COTP)** for the representatives of local self-governments in UN RPP target communities<sup>5</sup> of Donetsk and Luhansk oblasts. The aim is to expand capacity to the local governments on a wide variety of relevant themes. This includes service delivery, local economic development, and improved citizen participation. The training program will have to last 100-110 academic hours and introduce the participants to group online learning and facilitation techniques (teach theory and provide practical cases of an extensive range of transparent governance and any types of local services to promote the interests of their local community, including the legal, social, economic development) in a simple, understandable way.

It is expected that the Contractor should perform all the activities on the elaboration of COTP within 6 months. The expected outcomes of the Contractor's work are as follows:

- the curriculum and guidance for COTP is developed, based on three main directions: legal, economic and social development of territorial communities under the decentralisation process
- the pilot course of COTP for the group of 20 representatives of local self-governments is conducted, knowledge assessment is carried out, and the state standard certificates issued to participants.

The COTP is to have the legal status of the advanced training education followed by the issuance of state standard certificates for public authorities. It is to be practically oriented, and be complemented by knowledge materials and assessment tools, should adopt the best international approaches, and meet the requirements of the modern standards of the Ukrainian national training system for public authorities.

### III. SCOPE OF WORK

Under the direct supervision of the Territorial Amalgamation Specialist, the Contractor will be responsible for the following key tasks:

1. Develop the detailed work plan which includes timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the implementation of the objectives of the assignment. To agree on the plan with the UN RPP.
2. Analyze the best world practices of online training programs for the local officials and to prepare the recommendations about the COTP to be developed with the financial support of the UN RPP. The report should be submitted by the UN RPP specialist (up to 20 pages A4 Calibri 11 type size).
3. Develop a curriculum (100-110 academic hours) of COTP that will bring together the following nine training on legal, economic, and social development issues of territorial communities under the decentralisation process:
  - Community development:
    1. Fundamentals of strategic planning for local development using the theory of change.
    2. Planning and implementation of local economic development (territorial marketing, investment attractiveness, resource accounting, and urban planning documentation)
    3. Social Inclusive planning: leaving no one behind
  - Socio-economic development
    4. Organizing the work of an integrated system of public service provision in the community (including the needs of vulnerable groups)

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<sup>5</sup> Programme target communities:

in Donetsk Oblast – Soledar, Siversk. Volnovakha, Mariinka, Kurakhove, Krasnohorivka, Toretsk, Druzhkivka, Dobropillya, Bakhmut, Vuhledar (city councils), Verkhnyotoretske, Zvanivka, Khlibodariivka, Pervomaiske, Ocheretyne (settlement councils);

in Luhansk Oblast – Shchastia, Hirske, Zolote, Popasna, Kreminna, Rubizhne, Sievierodonetsk (city councils), Bilovodsk, Stanytsia Luhanska, Novoaidar, Krasnorichenske, Bilokurakhyne, Troitske, Bilolutsk, Markivka, Milove (settlement councils), Nyzhnyoteple, Shyrokyi, Krasna Talivka, Nyzhnia Duvanka, Pryvillia, Lozno-Oleksandrivka (village councils).

5. Development of territories on the principle of a human rights-based approach and gender equality
6. Fundraising for the implementation of community development projects
7. Participatory policy. Citizens involvement in decision-making. The building of the dialogue between the community and local government
8. Skills training for the representatives of local governments (effective communication, time management, conflict, and stress management)

Fundamentals of amalgamation legislature

9. Practical clauses and issues of territorial amalgamation

The training must be delivered in the Ukrainian language, as well as all presentations and training materials. The draft of the Curriculum of COTP should be agreed with the UN RPP.

4. Select the experienced trainers for participation in the COTP. Resumes, publications and diplomas of the trainers should be provided for the UN RPP for approval.

#### **Competencies of trainers:**

- at least Specialist/Master degree or higher in related fields;
- at least 5 years of training experience in elaborating educational programs and teaching in educational establishments/training centers;
- excellent communication skills, ability to work in a team;
- Excellent public speaking and presentation skills;
- Fluency in verbal and written Ukrainian is required.

Prepared training materials and presentations for each training (9 in total) must be submitted to the UN RPP for approval.

5. Elaborate the draft of (i) **COTP Guidance** (up to 150 pages A4 Calibri 11 type size) which includes a methodological part, all respective annexes, handouts, slides, practical tools/exercises for the group work, pre- and post-training assessment forms, assimilation tests, a comprehensive vocabulary guide, equipment lists, a template of trainers' report and tools to track the progress; and (ii) the **Rules for the participants of the program** (up to 20 pages A4 Calibri 11 type size) with all related documents, rules, explanations as for participation in COTP.
6. Develop the certificates of state standard format and approve it with the UN RPP specialist. A mechanism to enable each participant to receive a state-standard certificate after the completion of the entire course should be developed. The certificate should fully confirm the participants' advanced training qualification.
7. Prepare the content for each training of COTP (9 in total), grounded on existing examples, research and training materials upon the Module issues. Content should be agreed with the UN RPP specialist before the COTP placement and beginning, and also to be transferred to the UN RPP property by the end of the assignment (all materials developed as per that assignment).

#### **Specific requirements for COTP content**

Learning objectives of the COTP should be formulated in a way that helps learners understand how it will help them reach the learning goal. Specific requirements for COTP content must lay in the Contractor's area of responsibility:

- Work out the COTP timeline, general structure and design;
- Content should be structured clearly and conveniently, and broken down into smaller categories (modules, topics, etc);
- Scheduled COTP course is expected to be delivered 4-5 hours per day; 10 minutes breaks should be provided every 1,5 hours;
- An interactive element should be included to the COTP course such as a comment or question feature; images and multimedia; games, quizzes, and assessment tests;
- Content (video, text, infographics, self-assessment tests) must be meaningful, memorable, motivational, measurable;

- The COTP should initially be created in Ukrainian; it should have a simple language, not overburdened with specific and complex terminology. If specific terminology or an abbreviation is used, it should be explained;
- Participants registration section shall include the following mandatory fields: name, e-mail, age, gender, country, oblast, rayon, settlement, job, with all fields except for name and e-mail in the form of drop-down list. The registration system shall be able to extract disaggregated data on registered users (statistics).

### **Technical requirements for COTP**

- Content to be placed at the organizational learning platform;
  - Provide high quality video and audio recording equipment and usage of industry standard software; good voice recording and editing software;
  - Use software such as PowerPoint and HTML5 (or other graphics editing software such as Corel Draw and Picasa) to create presentations or do storyboarding, include graphics and multimedia, videos with special effects to enhance course content.
  - The COTP must run in the most commonly used web browsers (Google Chrome, Internet Explorer, Safari, Mozilla Firefox, Microsoft Edge) and should work across most operating system platforms (iOS, Android, Windows, MacOS) and mobile devices (laptops, tablets, smartphones);
  - The minimum resolution for video files should be Full HD, 1080p -1920-1080;
  - The COTP shouldn't be overloaded with graphical information and should be easy to use;
  - Videos must be formatted into MP4 files, and audio into MP3 files and have Ukrainian subtitles;
  - All photo files used should be provided in common raster file types with high resolution (.jpg, .jpeg, .gif, .png);
  - The design should be in line with UN visibility guidelines (to be provided by the UN);
8. Prepare the online registration of participants and approve it with UN RPP. The registration section shall include the following mandatory fields: name, e-mail, age, gender, country, oblast, rayon, settlement, job, with all fields except for name and e-mail in the form of drop-down list. The section shall be able to extract disaggregated data on registered users (statistics).
  9. Develop and test the information and technical base to provide the participants access to COTP (lectures, group/individual tasks, testing, etc.) The base must contain the COTP materials, presentations, annexes, any other related documents.
  10. Conduct the pilot COTP for 20 participants-representatives of local self-governments (the list of participants to be designated by the UNDP). The descriptive report should be prepared after each training of COTP (9 descriptive reports in total):
    1. Fundamentals of strategic planning for local development using the theory of change.
    2. Planning and implementation of local economic development (territorial marketing, investment attractiveness, resource accounting, and urban planning documentation)
    3. Social Inclusive planning: leaving no one behind
    4. Organizing the work of an integrated system of public service provision in the community (including the needs of vulnerable groups)
    5. Development of territories on the principle of a human rights-based approach and gender equality
    6. Fundraising for the implementation of community development projects
    7. Participatory policy. Citizens involvement in decision-making. The building of the dialogue between the community and local government
    8. Skills training for the representatives of local governments (effective communication, time management, conflict, and stress management)
    9. Practical clauses and issues of territorial amalgamation
  11. Prepare the Report about the pilot COTP with main observations and recommendations on the training process, its successes and challenges, bottlenecks, lessons learned etc. If necessary, the changes should

be made to the Guidance and Rules accordingly. The report should be approved by the UN RPP specialist.

12. Prepare the final versions of the pilot COTP Guidance, Rules for the participants of the COTP, and a Final Report and submit them to the UN RPP Specialist for further approval.

#### **IV. DELIVERABLES AND PAYMENT FOR SERVICES SCHEDULE**

Given the above, the Contractor's responsibilities will be to provide the following deliverables within 25-26 (max) weeks:

##### **Deliverable 1. (3 weeks)**

1. The detailed work plan with a timeframe and a set of indicators reflecting the linkages and sequence of key activities is prepared and agreed with the UN RPP specialist.
2. The report with the analysis of the best world practices of online training programs the recommendations about the COTP prepared and submitted by UN RPP specialist.
3. A curriculum (100-110 academic hours) of COTP is elaborated and agreed with the UN RPP specialist.
4. The list of trainers/experts for participation in the COTP provided for the UN RPP specialist for approval.

*Estimated duration to complete: by the end of 3<sup>rd</sup> week since contract commencement.*

##### **Deliverable 2. (8 weeks)**

5. The draft of COTP Guidance and the Rules for the participants of the program elaborated and submitted to the UN RPP specialist for approval.
6. The training materials and presentations in Ukrainian language for each training prepared and submitted to the UN RPP specialist for approval.
7. The certificate layout for graduates prepared and submitted to the UN RPP specialist.
8. The content for each training module of COTP created, including the specific and technical requirements, and agreed with the UN RPP specialist.
9. The online registration system for the participants is developed and approved by the UN RPP.
10. The information and technical base to provide the participants access to COTP being developed and tested.
11. UNDP disclaimer and logo placement in all training materials/ certificates are approved by the UN RPP specialist.

*Estimated duration to complete: by the end of 11<sup>th</sup> week since contract commencement.*

##### **Deliverable 3. (12 weeks)**

12. The pilot COTP for 20 participants-representatives of local self-governments is conducted.
13. The state standard certificates are issued to the graduates of COTP.
14. The report is provided after each training of COTP (9 descriptive reports in total).
15. The Report about the pilot COTP with main observations and recommendations, changes (if necessary) is prepared and submitted to the UN RPP specialist.

**Estimated duration to complete: by the end of 23<sup>rd</sup> week since contract commencement.**

##### **Deliverable 4. (3 weeks)**

16. Final COTP Guidance, Rules for the participants, and a Final Report submitted to the UN RPP Specialist.

*Estimated duration to complete: by the end of 26<sup>th</sup> week since contract commencement.*

The activity descriptive report for each delivery period is expected to be done and agreed with the UN RPP specialist. The report should include a clear description of task performance indicators, participants' registration lists, photos, copies of publications in the media, and the Internet.

## **V. MONITORING/REPORTING REQUIREMENTS**

The Contractor will directly report to UNDP Territorial Amalgamation Specialist and Programme Coordinator weekly, on an agreed basis. The Contractor will participate in the Project meetings (by Skype) and will share the work progress.

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

All reports and materials UNDP shall be transmitted electronically (Formats of: \*.docx, \*.xlsx, \*.pptx, \*.pdf) on electronic source or in the form of electronic communication. The studies/research/reports should be written in Ukrainian.

## **VI. PROPOSED PAYMENT SCHEDULE**

- 10% - upon completion of Deliverables 1-4;
- 30% - upon completion of Deliverables 5-10;
- 45% - upon completion of Deliverables 11-13;
- 15% - upon completion of Deliverable 14

The payments will be processed upon full completion and acceptance of corresponding contractual obligations whereupon Territorial Amalgamation Specialist signs the certification of acceptance.

## **VII. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS**

### ***An organization submitting a proposal:***

- Organization in form of legal entity officially registered in Ukraine for at least 5 years;
- Availability of an acting permanent license of the Ministry of education and Science of Ukraine to provide educational service in the field of Public Administration (direction 1501);
- At least 5 years of proven experience in providing advanced training on specialization "Public Administration";
- At least 5 years of proven experience in organizing educational activities, short-/long-term training programs for representatives of local authorities and other stakeholders;
- At least 3 years of proven experience in facilitating and delivering on-line training and workshops;
- At least 3 years of proven experience of carrying out analytical work, elaboration of assessment forms and questionnaire, guidance and programs development, designing curriculum (at least 2 examples of guidance/curriculum/assessment form to be provided)
- At least 5 years of proven experience in the elaboration of learning materials, on-line programs with video and multimedia content (at least two examples of similar successful projects implemented to be provided);

### **Staff:**

#### **Project Team Leader**

Project manager

- Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications or other relevant fields (equivalent to the educational qualification level Specialist/Master/Candidate of Science/Ph.D.);
- At least five years of professional experience in project management and/ team management, in collaboration with the representatives of local governments and higher educational establishments;
- At least five years of experience in elaborating and implementing projects/programs, long/short term educational courses for local officials;

- Excellent knowledge of Ukrainian.

### Key Experts 1:

#### Project Administrator/Methodist

- Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications, or other relevant fields (equivalent to the educational qualification level Specialist/Master/Candidate of Science/ Ph.D.
- At least three years of professional experience in administrative management, developing curricula, creating training agenda, organizing workshops, seminars, training, other events;
- At least three years of professional experience in preparing different reporting documents, working with a clients' database;
- Excellent knowledge of Ukrainian.

### Key Experts 2:

#### Technical assistant:

- Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications or other relevant fields (equivalent to the educational qualification level Specialist/Master/Candidate of Science/ Ph.D.)
- At least three years of relevant experience in implementing projects/programs, including online courses;
- At least three years of professional experience in multi-stakeholder national/international projects;
- Excellent knowledge of Ukrainian

## VIII. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Applicants shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	Constituent documents of the Organization (legal entity) (Copy of the Statute/Charter of the applicant)
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	The preliminary curriculum with timeframes (academic hours per training/module, general duration of the COTP)
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the workplan
<input checked="" type="checkbox"/>	Copy of acting License of the Ministry of education and Science of Ukraine to provide educational service in the field of Public Administration (direction 1501)
<input checked="" type="checkbox"/>	Resumes of the key specialists of the Organization (legal entity)
<input checked="" type="checkbox"/>	Two examples of previous experience in carrying out educational/training programs should be attached
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	CVs of the proposed trainers including information about the experience and competencies (required as per that Terms of Reference)
<input checked="" type="checkbox"/>	Minimum 2 references on similar projects from previous clients.

## IX. FINANCIAL PROPOSAL

### ☒ Lump-sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based on output, i.e. upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will

include a breakdown of this lump sum amount (including travel, per diems, and the number of anticipated working days).

The Contractor will be responsible for all administrative expenses associated with undertaking this assignment including office accommodation, printing, stationery, telephone, and electronic communications, web design and video content production, trainers fee, technical and organizational support of the conduction of COTP for 20 participants, report copies incurred in this assignment. The purchase of services will be carried out within the framework of the International technical assistance the invoices for payment should be provided without VAT.

<b>Nº</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Cost per unit, currency</b>	<b>The amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Project / Team Leader	1 month of work			
1.2	Key Expert 1 Manager	1 month of work			
1.3	Key Expert 2 Methodist	1 month of work			
1.4	Key Expert 3 Tech assistant	1 month of work			
<b>2</b>	<b>Costs</b>				
2.1	Elaboration of Curriculum	1 document			
2.2	Elaboration of training materials and presentations	1 training with supporting materials			
2.3	Creation of Content	1 hour			
2.4	The pilot COTP for 20 participants-representatives of local self-governments	1 training			
2.5	Other (if any - define activities/costs)				
<b>3</b>	<b>Trainers</b>				
3.1	Trainers fee	1 trainer			
3.2	Other (if any - to define activities/costs)				
<b>4</b>	<b>Travel and Lodging (if necessary)</b>				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
5	Other costs (if any - to define activities/costs)				
5.1	...				
	<b>Total, all-inclusive (please indicate currency)</b>				

## **X. SELECTION PROCESS**

### **Evaluation and comparison of applications.**

A two-step procedure is applied to evaluate applications, whereupon the evaluation of a technical proposal must be completed before the opening and comparison of price offers. Price offers are opened only on the submitted materials, which exceeded the minimum technical score of 70% (or 490 points) out of possible 700 points in the process of technical proposal evaluation.

At the first stage, the technical proposal is evaluated on being compliant with the Terms of Reference by the Evaluation Criteria stated below.

At the second stage, the price offers of all applicants, who scored at least 70% according to the Terms of Reference, are considered.

The overall score is compiled according to the aggregate analysis scheme, according to which the technical and financial aspects have a pre-determined weight of 70% and 30% of the total score, respectively. The financial offer with the lowest cost (technically compliant) is selected as a base and assigned the maximal number of points possible in the financial part (i.e. 300). All other financial offers will be awarded a score inversely proportional to the price quotations indicated therein, for example, 300 points x lowest price/price offer.

A proposal with the highest score as a sum of points obtained both by technical and financial evaluation respectively will win. The contract will be awarded to the applicant who submitted a winning proposal.

### Minimum evaluation criteria

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

- Organization (legal entity) officially registered in Ukraine for at least 5 years;
- Availability of a acting permanent license of the Ministry of education and Science of Ukraine to provide services in the field of Public Administration (direction 1501);
- At least 5 years of proven experience in providing advanced training on specialization "Public Administration"
- At least 5 years of proven experience in organizing educational activities, short-/long-term training programs for representatives of local authorities and other stakeholders;
- At least 3 years of proven experience in facilitating and delivering on-line training and workshops;
- At least 3 years of proven experience of carrying out analytical work, elaboration of assessment forms and questionnaire, guidance and programs development, designing curriculum;
- At least 5 years of proven experience in the elaboration of learning materials, on-line programs with video and multimedia;

### Evaluation Criteria for Technical Proposals

The general form of technical proposal evaluation		Score Share	Maximal score	Company			
1	The expertise of organization (legal entity)	30%	210				
2	Proposed implementation plan (methodology, structure, content, technical support)	40%	280				
3	Personnel	30%	210				
	Total score	100%	700				

The maximum number of points that can be obtained for each of the criteria indicates the relative importance and weight of points in the overall evaluation process.

The technical proposal evaluation forms are as follows:

Form 1. Experience of the organization

Form 2. Proposed implementation plan (methodology, structure, content, technical support)

Form 3. Personnel: staff and invited experts/ consultants

## Technical Proposal Evaluation Criteria



Technical Proposal Evaluation Form 1		Max Score	Organization		
			A	B	C
Experience of Organization					
1.1	At least 5 years of experience in providing advanced training on specialization "Public Administration" – 45 points max; 5 years– 30 points, 6-7 years – 40 points, more than 7 – 45 points	45			
1.2	At least 5 years of experience elaborating and conducting of short-/long-term training programs for the local governments- 40 points max; 5 years – 30 points, 6-8 years – 35 points, over 8 years – 40 points	40			
1.3	At least 3 years of experience in facilitating and delivering on-line training and workshops -50 points max; 3 years – 40 points, 4-5 years – 45 points, over 5 years – 50 points	50			
1.4	At least 3 years of experience of carrying out analytical work, elaboration of assessment forms and questionnaire, guidance and programs development, designing curriculum (at least 2 similar successful works) - 30 points max; 2 works – 20 points, 3-4 works – 25 points, over 4 works – 30 points	30			
1.5	At least 5 years of experience in the elaboration of learning materials, on-line programs with video and multimedia content (at least 2 similar successful projects implemented) -45 points max; 2 products – 30 points, 3-4 products – 35 points, over 4 products – 45 points	45			
	Total score in Form 1 (1.1-1.5)	210			

Technical Proposal Evaluation Form 2		Max Score	Organization		
			A	B	C
Proposed implementation plan (methodology, structure, content, technical support)					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? - 80 points max; in general, the technical proposal: meets the objectives and scope of work – up to 30 points; meets the objectives well, but the scope of work is overestimated/underestimated – up to 60 points; describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – up to 80 points.	80			
2.2	How well the methodology of COTP is reflected in the technical proposal? Max – 100 points; The developed work plan contains separate inconsistencies – up to 50 points; The work plan is well designed but lowly realistic – up to 70 points; There are perfectly designed work plan and approach, which meets the conditions of reality – up to 100 points.	100			
2.3	How well detailed and realistic is the work plan? Max – 100 points; The developed work plan contains separate inconsistencies – up to 50 points; The work plan is well designed but lowly realistic – up to 70 points; There are perfectly designed work plan and approach, which meets the conditions of reality – up to 100 points.	100			
	Total score in Form 2 (2.1-2.3)	280			

Technical Proposal Evaluation Form 3		Max Score	Company / other organization
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		A	B	C
Staff and invited experts/ consultants				
	<b>Team Leader/Project Manager</b>			
3.1	Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant fields 20 points max; (equivalent to the educational qualification level Specialist/Master – 10 points, Candidate of Science-15 points; Ph.D. – 20 points	20		
3.2	At least five years of professional experience in project management and/ team management, collaboration with the representatives of local governments and higher educational establishments: 25 points max; 5 years- 15; 6-7 years-20; over 7 years – 25 points	25		
3.3	At least five years of experience in elaborating and implementing projects/programmes, long/short term educational courses for local officials: 25 points max; 3 years- 15 4-5 years-20; over 5 years – 25 points	25		
3.4	Language command (Ukrainian): 10 points max; excellent spoken 5 points, excellent written 5 points, excellent spoken and written – 10 points	10		
	Intermediate score by criteria 3.1 – 3.4	80		
	<b>Key Expert 1- Administrator/Methodist</b>			
4.1	Higher education degree in Economics, Social sciences, Management, Psychology, PR, Communications or other relevant fields 15 points max; (equivalent to the educational qualification level Specialist/Master – 8 points, Candidate of Science-12 points; Ph.D. – 15 points	15		
4.2	At least three years of professional experience in administrative management, developing curricula, creating training agenda, organizing workshops, seminars, training, other events, etc: 20 points max, 3 years- 10 points; 4-5 years-15; over 5 years – 20 points	20		
4.3	At least three years of professional experience in preparing different reporting documents, working with a clients' database- 20 points max, 3 years- 10 points; 4-5 years-15; over 5 years – 20 points	20		
4.4	Language command (Ukrainian): 10 points max; excellent spoken 5 points, excellent written 5 points, excellent spoken and written – 10 points	10		
	Intermediate score by criteria 4.1 – 4.4	65		
	<b>Key Expert 2 - Technical assistant:</b>			
5.1	Higher education in the field of Management, PR, Communications, or another relevant related field (equivalent to the educational qualification level) – 15 points max; Specialist/Master – 8 points, Candidate of Science-12 points; Ph.D. – 15 points	15		
5.2	At least three years of relevant experience in implementing projects/programs, including online courses 20 points max, 3 years- 10 points; 4-5 years-15; over 5 years – 20 points;	20		
5.3	At least three years of professional experience in multi-stakeholder national/international projects 20 points max, 3 years- 10 points; 4-5 years-15; over 5 years – 20 points	20		
5.4	Language command (Ukrainian): 10 points max; excellent spoken 5 points, excellent written 5 points, excellent spoken and written – 10 points	10		
	Intermediate score by criteria 5.1 – 5.4	65		
	Total score in Form 3	210		

## Model Contract

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

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

1. Дана лицьова сторінка («Лицьова сторінка»).
2. Загальні умови ПРООН для договорів – Додаток 1
3. Технічне завдання (ТЗ) - Додаток 2
4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.
5. Технічна та Фінансова пропозиції Підрядника від \_\_\_\_\_; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.
6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.

Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.

Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.

**НА ПОСВІДЧЕННЯ ЧОГО**, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче

**Від імені Підрядника / For the Contractor**

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date:

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

1. This face sheet ("Face Sheet").
2. UNDP General Terms and Conditions for Contracts – Annex 1
3. Terms of Reference (TOR) – Annex 2
4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3
5. The Contractor's Technical Proposal and Financial Proposal, dated \_\_\_\_\_; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

**Від імені ПРООН / For UNDP**

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date: