**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

 [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 135-2020-UNDP-UKR-RFP-RPP dated 6/25/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **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 numberCopies of State registration and Tax registration should be attached |
| 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 *if any.* |
| 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 |  |

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

|  |
| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work.* ***Must include:*** 1. ***Letter of interest/letter of proposal, which briefly describes the organization’s profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work requested (up to 2 pages);***
2. ***Technical proposal detailing the proposed work plan;***

***3. A timelines and expected schedule for tasks’ completion upon stages.*** |

1. **Qualifications of Key Personnel**

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

***а) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Project Team Leader, Key experts);***

***b) CVs demonstrating qualifications, experience and language skills of Project Team Leader and Key Experts as well as contact details for references;***

***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*****[list them as referred to in the RFP]*** | ***Percentage of Total Price (Weight for payment)*** | ***Amount, currency, excl. VAT*** |
| Deliverable 1 |   |  |
| Deliverable 2 |  |  |
| Deliverable 3 |  |  |
| Deliverable 4 |  |  |
| **Total** (please indicate currency) | 100% |  |

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***№*** | ***Activity/Costs*** | ***Unit*** | ***Number*** | ***Cost per unit, currency*** | ***Amount, currency excl. VAT***  |
| **1** | **Personnel** |  |  |  |  |
| 1.1 | Project Team Leader | 1 month of work |  |  |  |
| 1.2 | Key Expert 1 | 1 month of work |  |  |  |
| 1.3 | Key Expert 2 | 1 month of work |  |  |  |
| 1.4 | Key Expert 3 |  |  |  |  |
| 1.5 | Other (if any - to define clearly activities/costs) |  |  |  |  |
| **2** | **Activities** |  |  |  |  |
| 2.1 | Delevlopment of methodology and detailed work plan |  |  |  |  |
| 2.2 | Analysis of the current environmental situation |  |  |  |  |
| 2.3. | Analysis of the current environmental monitoring |  |  |  |  |
| 2.4 | Conducting hydrochemical analysis |  |  |  |  |
| **3** | **Administration Costs (if necessary)** |  |  |  |  |
| 3.1 | Communication (Internet/Phone/etc.)  |  |  |  |  |
| 3.2 | Other (if any - to define clearly activities/costs) |  |  |  |  |
| **4** | **Travel and Lodging** |  |  |  |  |
| 4.1 | Travel costs  | Travel for one person |  |  |  |
| 4.2 | Accommodation | Day |  |  |  |
| 4.3 | Daily Allowance | Day |  |  |  |
| **5** | **Other costs (if any - to define clearly activities/costs)** |  |  |  |  |
| 5.1 | … |  |  |  |  |
| 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 above mentioned normative acts.

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

**\*\* Уважаемые партнеры!**

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 135-2020-UNDP-UKR-RFQ-RPP производиться в рамках выполнения проекта международной технической помощи.

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

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

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

• в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;

• в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;

• в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);

• в графа 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняются 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.

**Annex 3**

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**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **Project Name:** | UN Recovery and Peacebuilding Programme, Local Governance and Decentralisation Reform Component |
| **Post Title:** | National Company on theassessment of the impact of non-profitable mine closures on vital resources of Donetsk and Luhansk oblasts |
| **Expected Places of Travel:** | Selected communities of Donetsk and Luhansk Oblasts, government-controlled areas (GCA) (six 1-day trips to Donetsk and Luhansk Oblasts) |
| **Primary Supervisor’s name and functional post:** | Environmental Specialist |
| **Secondary Supervisor’s name and functional post:** | Programme Coordinator (Local Governance and Decentralisation Reform) |
| **Starting** **Date of Assignment:** | July 2020 |
| **Duration of Assignment:** | 7 months |

**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.

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

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying programmatic framework for 12 projects funded by 12 international partners in the conflict-affected areas in the east of Ukraine, with an overall budget of over USD 80 million.

One of the priority areas of work is to promote a cleaner environment in the conflict-affected areas through successful decentralized and participatory environmental protection under component 2.

This position falls under the project “Good governance and citizens engagement for justice, security, environmental protection and social cohesion in eastern Ukraine” funded by the Swedish International Development Agency, Government of Denmark and the Swiss Development Cooperation.

**II. MAIN OBJECTIVES OF THE ASSIGNMENT**

Prevention and reduction of water and environmental threats to the ecological state of the main life-supporting resources of Donetsk and Luhansk regions.

* + - Preparatory work: the creation of an expert group for project implementation.
		- Analysis of available materials of geological, geophysical, mining to identify areas of critical water and environmental condition of the preliminary – Toretsk and Pervomaiske – Zolote group of mines (Zolote Luhansk region, the city of Toretsk – Donetsk region).
		- Creation of a system for assessment, control, and forecasting of the current radiation state of anthropogenic objects, soils, surface and ground waters.
		- Development of forecast and analytical models and maps of contamination of underground and surface waters, their migration routes from radiation and technogenic contaminated geological systems («Proletarskaya» mines, «Yunkom», «Lugansk» and mine named after G.G. Kapustin).
		- Evaluation of information efficiency of the existing system of ecological monitoring and determination of directions for its improvement;
		- Performing an expert water-ecological survey of critical sites in the zones of influence of flooding of mines of Toretsk and Pervomaiske – Zolote Group.
		- Justification of the priority measures to stabilize the water and environmental condition and prevent emergencies of water and environmental origin.
		- Preparation of recommendation guidelines for the development of programs for environmental revitalization of territories of Donetsk and Luhansk regions by creating a cartographic information system for the transformation of landscapes of problem areas.
		- Development of a case study of recommendations to improve the environmental safety of the communities of Donetsk and Luhansk regions, reduce risks of population activities.
		- Development of a practical example of recommendations to improve the environmental safety of settlements in Donetsk and Luhansk regions, reduce risks to the life activities of the population

**III. SCOPE OF WORK**

It requires the implementation of the following objectives:

**The Objective of Stage 1. Preparatory works were performed:**

1.1 Develop a work plan that includes a time frame and a set of indicators reflecting the linkages and the sequence of key actions that will lead to the full achievement of the main objective;

1.2 Conclude agreements with experts for project implementation;

1.3 Propose three pilot communities (1 community from Donetsk region and 2 communities from Luhansk region, in the territory controlled by the government of Ukraine, among the target communities of the UN Program for restoration and development of peace), where the activities will be implemented.

**The Objectives of Stage 2. Analysis of geological, geophysical, mining materials to identify areas of critical water-ecological condition of – Toretsk and Pervomaiske – Zolote group of mines:**

2.1. Assessment of groundwater and mine-water levels;

2.2. Analysis of the chemical composition of groundwater and surface waters;

2.3. Assessment of water quality of standby water sources;

2.4. Assessment of development of hazardous geological processes in the territory of these groups of mines.

**The Objectives of Stage 3.** **Evaluation of information efficiency of the existing environmental monitoring system and identification of directions for its improvement:**

3.1 Current environmental monitoring for compliance with modern requirements and the ecological state of water and environmental threats to the main life-supporting resources of Donetsk and Luhansk regions;

3.2 Determination of additional monitoring surveys in critical areas – the Toretsk and Pervomaiske – Zolote group of mines.

**The Objectives of Stage 4. Perform an expert water-ecological survey of the critical sites in the zones of influence of flooding of the mines of the Toretsk and Pervomaiske – Zolote Group:**

4.1 Sampling and hydrochemical analysis in areas affected by surface water mine flooding and reserve water sources;

4.2. Groundwater level studies in the area;

4.3. Research in time dynamics of water resources flooding and pollution.

4.4. Creation of a system for assessment, control, and forecasting of the current radiation state of anthropogenic objects, soils, surface and ground waters.

4.5. Development of forecast and analytical models and maps of contamination of underground and surface waters, their migration routes from radiation and technogenic contaminated geological systems («Proletarskaya» mines, «Yunkom», «Lugansk» and mine named after G.G. Kapustin).

**The Objectives of Stage 5. Justification of priority measures for stabilization of water and ecological condition and prevention of emergencies of water and ecological origin.**

5.1. Analytical note on assessment and forecast of the territory ecological state in the zones of influence of mine floods;

5.2. Preparation of recommendation guidelines for the development of programs for environmental revitalization of territories of Donetsk and Luhansk regions by creating a cartographic information system for the transformation of landscapes of problem areas.

5.3. Recommendations on priority measures to stabilize the water and ecological status and prevent emergencies of water and ecological origin.

# EXPECTED PROJECT DELIVERABLES

**Deliverables of Stage 1 (duration – 3 weeks since the start of the contract):**

- A detailed work plan was developed including full steps to be used for the implementation of individual activities, timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment – agreed and approved with UNDP;

- Pilot communities were proposed by the Consultant and approved by UNDP;

- A detailed methodology including full steps to be used for the implementation of individual activities specified and supplemented – agreed and approved with UNDP;

- An Inception Report, which contains the results of Stage 1 is elaborated and approved by UNDP.

**Deliverables of Stage 2 (duration – 10 weeks since the start of the contract):**

* An analytical note has been prepared with the data of the analysis of the current environmental situation of the investigated territory (evaluation of ground and mine-water levels, the water quality of reserve water sources, development of dangerous geological processes of the territory, where these groups of mines are located, development of dangerous geological processes of the territory, where these groups of mines and surface waters are located).
* The first interim report on the implementation of all objectives of Stage 1-2 has been developed and approved by UNDP.

**Deliverables of Stage 3 (duration – 17 weeks since the start of the contract):**

* Analytical note on the analysis of the current environmental monitoring for compliance with modern requirements and the environmental state of water and environmental threats to the main life-supporting resources of Donetsk and Luhansk regions with the definition of m additional monitoring studies in critical areas of Toretsk and Pervomaiske – Zolote group of mines.
* The second interim report on the implementation of all objectives of Stage 3 developed and approved by UNDP.

**Deliverables of Stage 4 (duration – 25 weeks since the start of the contract):**

* An analytical note has been prepared on conducting hydrochemical analysis in areas affected by flooding of surface water mines and sources of reserve water supply, the groundwater level in the area, in time dynamics of water flooding, and pollution.
* The third interim report on the implementation of all objectives of Stage 4 has been developed and approved by UNDP.
* Creation of a system for assessment, control, and forecasting of the current radiation state of anthropogenic objects, soils, surface and ground waters.
* Development of forecast and analytical models and maps of contamination of underground and surface waters, their migration routes from radiation and technogenic contaminated geological systems («Proletarskaya» mines, «Yunkom», «Lugansk» and mine named after G.G. Kapustin).

**Deliverables of Stage 5 (duration – 31 weeks since the start of the contract):**

* An analytical note has been developed to assess and forecast the ecological condition of the territory in the areas affected by mine flooding;
* Preparation of recommendation guidelines for the development of programs for environmental revitalization of territories of Donetsk and Luhansk regions by creating a cartographic information system for the transformation of landscapes of problem areas.
* The recommendations on priority measures for stabilizing the water and ecological condition and preventing emergencies have been developed;
* The final report on project implementation developed and agreed with UNDP.

# DURATION OF WORK

The estimated duration of work shall be 31 weeks from the start of the contract.

# RECOMMENDATIONS AND REQUIREMENTS TO IMPLEMENT THE OBJECTIVES

**General Recommendations**

**The cost of organizing and implementing selected research, meeting, training, and public negotiation tools, including stationery, housing, etc., should be included in the budget proposal**. The proposal should include a description of these activities, thus the Client (UNDP) understands their parameters and scope.

To achieve effective interaction, where possible, the Executive shall coordinate its activities with other partners of the UN Programme and in the field of restoration and development of peace (the Client shall provide the relevant list and contacts).

References to the UN in the developed results, presentation, training materials reports, and other findings, which will be widely disseminated under the contract, are subject to mandatory prior agreement.

**Requirements to implement objectives**

The Contractor should submit the deliverables to the Customer meeting the requirements of the terms of reference; state standards, regulations, and rules operating in Ukraine, which usually apply to this type of work.

## Recommendations on Contractor’s team

For optimization of time necessary for performance of the task, except for the project head, in the structure of the design group should be included at least 3 experts in environmental safety.

The team leader should be designated for the overall coordination of the project and act as the sole person responsible for all matters related to the project and communication with UNDP.

Travel and accommodation of the contractor's team should be included in proposals as necessary.

**VII. REQUIREMENTS FOR MONITORING / REPORTING**

The Contractor shall report to the Environmental Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme.

The format of reports shall be agreed at the first stage of the contract, but UNDP reserves the right to make further changes and clarifications in the report form.

All projects, reports, studies, and materials shall be submitted to UNDP in electronic form and given on digital media in 2 (two) copies.

The reports shall be submitted in the form of structured documents in \*.PDF and \*.DOC formats. (The language of text materials – Ukrainian)

The Contractor should follow the monitoring, evaluation, and quality assurance framework implemented by UNDP, as well as provide the necessary information, reports, and statistics by the pre-established schedule or as soon as possible (within a reasonable timeframe).

Upon completion of all works, the Contractor shall submit to UNDP a Final Report, including a complete description of the works performed and the outputs.

# EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

## An organization submitting a proposal:

- an officially registered company or organization;

- has availability of experience or experts with experience in hydrogeology;

- has extensive experience implemented projects conducting of ecological assessment or conducting environmental impact assessment procedure or in environmental studies of water and soil conditions, and regulatory framework at the local level;

- has proven experience in organizing and holding experience scientific explorations;

- has experience in developing methodological recommendations, manuals, etc.;

- has an established network of experts in ecological protection areas;

- has memoranda of cooperation with government bodies and state institutions, Ukrainian and foreign associations of local self-government bodies, as well as public organizations – would be an asset;

- has existing cooperation agreements with international technical assistance programmes and projects – would be an asset;

- has implemented projects in partnership with public organizations;

- has its communication channels, including an official website of the organization, which will allow informing local authorities about the progress and results of the project;

- has registration or representative offices in the research activities regions (registered legal entities);

- has technical support to local self-government bodies for operational surveys, analytical studies, and feedback.

**Staff:**

**Project Team Leader:**

- at least a master's degree in mining engineering, hydrogeology, engineering geology environment safety or the relevant fields;

- experience in managing projects supported by international technical assistance – there will be an additional benefit;

- experience in the field of environmental safety, ecological management, ecological risk management at the local level.

**Key Experts 1-2** (in the field of environmental safety):

- higher education in environment safety, ecology, hydrogeology, engineering geology or the relevant fields;

- at least 5 years of experience in environmental safety or ecological risk management;

**-** experience in engineering geology, environmental safety, ecology.

**Key Experts 3** (in the field of hydrogeology, engineering geology):

- higher education in the field of hydrogeology, engineering geology or the relevant fields;

- at least 5 years of experience in the field of geology, mining engineering, geology;

**-** experience in the field of hydrogeology, ecology, mining engineering.

For all experts, fluent command of Ukrainian and Russian is required.

1. **DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:**

|  |  |
| --- | --- |
| [x]  | A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company. |
| [x]  | A work plan with the proposed work schedule indicating the persons responsible for each area of activity. |
| [x]  | Brief description of the assignment implementation methodology for conducting the assessment with an indication approach to the performance of each Stage. |
| [x]  | Copy of the Statute/Charter of the applicant. |
| [x]  | Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs. |
| [x]  | CVs of the project team members; including information about the experience of implementing similar projects/objectives (references should be provided). |
| [x]  | Minimum 2 references on similar projects from previous clients. |

1. **PROPOSED PAYMENT SCHEDULE:**

The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.

* After achieving the result of Stage 1 and submission of the Inception Report – 20%;
* After achieving the result of Stage 2 and submission of the First Interim Report – 30%;
* After achieving the result of Stage 3 and submission of the Second Interim Report– 40%;
* After complete achievement of all the results (the result of Stage 4) and submission of the Final Report – 10%.

# 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 companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation)*

1. Organization/company officially registered in Ukraine for at least 3 years;

2. Experience in conducting of ecological assessment or conducting environmental impact assessment procedure, environmental studies of water and soil conditions, and regulatory framework at the local level (working experience in the East of Ukraine will be an advantage);

3. Experience in the field of research of coal mines, waterlogging problems, prediction of radiation state of anthropogenic objects.

**Evaluation Criteria for Technical Proposals**

|  |  |  |  |
| --- | --- | --- | --- |
| **The general form of technical proposal evaluation** | **Score Share**  | **Maximal score** | **Company** |
| 1 | The expertise of Firm/Organization | 30% | 210 |  |  |  |  |
| 2 | Proposed Methodology, Approach and Implementation Plan | 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 work plan, methodology, and approach

Form 3. Staff and invited experts/ consultants

Technical Proposal Evaluation Criteria

|  |  |  |
| --- | --- | --- |
| **Technical Proposal Evaluation** **Form 1** | **Maximal Score** | **Organization** |
| **A** | **B** | **C** |
| **Experience of Organization** |
| 1.1 | Officially registered organization/company (minimum 3 years – 20 points, 4-5 years – 30 points, 6–7 years- 40 points). | 40 |  |  |  |
| 1.2 | Experience in conducting of ecological assessment or conducting environmental impact assessment procedure  (3 projects – 30 points, 4-5 projects – 45 points, more than 5 – 60 points). | 60 |  |  |  |
| 1.3 | Experience in environmental studies of water and soil conditions, and regulatory framework at the local level (level (2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 60 points). | 60 |  |  |  |
| 1.4 | Experience in the development of guidelines, manuals, etc. in the field of research of coal mines, waterlogging problems, prediction of radiation state of anthropogenic objects (5 items – 10 points, 6-10 items – 20 points, more than 10 – 30 points). | 30 |  |  |  |
| 1.5 | Submitted recommendations from past customers (2 recommendations – 10 points; 3 and more recommendations – 20 points). | 20 |  |  |  |
|  | **Total score in Form 1** | **210** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Technical Proposal Evaluation** **Form 2** | Maximal Score | Organization |
| A | B | C |
| **Proposed concept, work plan and approach** |
| 2.1 | Does the proposed technical proposal adequately meet the objectives and scope of work?In general, the technical proposal meets the objectives and scope of work – up to 30 points;The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated – up to 60 points;The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commeasurable scope of work – up to 80 points. | 80 |  |  |  |
| 2.2 | How well developed is the methodology for the implementation of a pilot project?The methodology contains some inconsistencies – up to 60 points;The methodology is well designed but lowly realistic – up to 80 points;There are thoroughly developed methodology and approach, which meets the conditions of reality – up to 100 points. | 100 |  |  |  |
| 2.3 | How well detailed and realistic is the work plan?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.** | **280** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Staff and invited experts/ consultants** **Form 3** | Maximal Score | Company / other organization |
| A | B | C |
| **Staff** |
|  | **Project Team Leader** |  |  |  |  |
| 3.1 | Higher education in the field of mining engineering, hydrogeology, engineering geology environment safety and other relevant fields (equivalent to the educational qualification level “Specialist/Master” – 5 points, “Candidate of Science” or above – 10 points). | 10 |  |  |  |
| 3.2 | Professional experience in project management and/ team management (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 15 points) | 15 |  |  |  |
| 3.3 | Work experience in the field of environmental safety, ecological management (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 20 points). | 20 |  |  |  |
| 3.4 | Experience in environmental safety or ecological risk management at the local level (2 projects – 5 points, 3 projects – 10 points, more than 3 projects – 15 points) | 15 |  |  |  |
| 3.5 | Proficiency in Ukrainian and Russian (Proficiency in Ukrainian and Russian – 5; only Ukrainian or Russian – 0) | 5 |  |  |  |
|  | **Intermediate score by criteria 3.1 – 3.4** | **65** |  |  |  |
|  | **Key Experts 1** |  |  |  |  |
| 4.1 | Higher education in the field of environmental safety, ecology, geology and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 10 points). | 10 |  |  |  |
| 4.2 | Work experience in the ecological field, environmental safety or ecological risk management (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points). | 15 |  |  |  |
| 4.3 | Experience in engineering geology, environmental safety, ecology (2 projects – 10 points, 3 projects – 20 points, more than 3 projects – 30 points) | 15 |  |  |  |
| 4.3 | Proficiency in Ukrainian and Russian  | 5 |  |  |  |
|  | **Intermediate score by criteria 4.1 – 4.4** | **45** |  |  |  |
|  | **Key Experts 2** |  |  |  |  |
| 5.1 | Higher education in the field of environmental safety, ecology, geology and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 10 points). | 10 |  |  |  |
| 5.2 | Work experience in the ecological field, environmental safety or ecological risk management (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points). | 15 |  |  |  |
| 5.3 | Experience in engineering geology, environmental safety, ecology (2 projects – 10 points, 3 projects – 20 points, more than 3 projects – 30 points) | 15 |  |  |  |
| 5.4 | Proficiency in Ukrainian and Russian  | 5 |  |  |  |
|  | **Intermediate score by criteria 5.1 – 5.4** | **45** |  |  |  |
|  | **Key Expert 3** |  |  |  |  |
| 6.1 | Higher education in the field of hydrogeology, engineering geology and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 5 points). | 10 |  |  |  |
| 6.2 | Experience in the field of geology, mining engineering, geology (5 years – 10 points, 6-7 years– 15 points, more than 7 years – 20 points). | 20 |  |  |  |
| 6.3 | Experience in the field of hydrogeology, ecology, mining engineering (3 years – 10 points, 5 years – 15 points, more than 7 years – 20 points) | 20 |  |  |  |
| 6.4 | Proficiency in Ukrainian and Russian  | 5 |  |  |  |
|  | **Intermediate score by criteria 6.1 – 6.4**  | **55** |  |  |  |
|  | **Total score in Form 3** | **210** |  |  |  |

**Annex 4**

Model Contract

|  |  |
| --- | --- |
| UNDP logo**Договір на надання Товарів та/або Послуг****між Програмою розвитку Організації Об'єднаних Націй та**  | UNDP logo**Contract for Goods and/or Services****Between the United Nations Development Programme and** |
| **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** [ ]Запит цін[Х]Запит пропозиції[ ]Запрошення на участь у конкурсі [ ] укладення прямих договорів Номер та дата:  | 2. **UNDP** [ ]Request for Quotation[X ]Request for Proposal[ ]Invitation to Bid [ ] 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**: [ ] товари [ X ] послуги [ ] товари *та* послуги | 5. **Subject Matter of the Contract**: [ ] goods [Х] services [ ] 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**: 9a. **Передплата**: Не застосовується | 9. **Total Contract Amount**: 9a. **Advance Payment**: Not applicable |
| 10. **Загальна вартість Товарів та/або Послуг:**  [ ] **менше 50 000 дол. США (лише Послуги)** – застосовуються Загальні умови ПРООН для базових (незначних) договорів [ ] **менше 50 000 дол. США (Товари *або* Товари та Послуги)** – застосовуються Загальні умови ПРООН для договорів [ ] **50 000 дол. США або більше (Товари *та/або* Послуги)** – застосовуються Загальні умови ПРООН для договорів | 10. **Total Value of Goods and/or Services**:  [ ] **below US$50,000 (Services only)** – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply [ ] **below US$50,000 (Goods *or* Goods and Services)***–* UNDP General Terms and Conditions for Contracts apply [ ] **equal to or** **above US$50,000 (Goods *and/or* Services)** *–* UNDP General Terms and Conditions for Contracts apply |
| 11. **Метод оплати:** [ Х] тверда (фіксована) ціна [ ] відшкодування витрат  | 11. **Payment Method:** [X] fixed price [ ] cost reimbursement |
| 12. **Назва(Ім'я) Підрядника**: | 12. **Contractor’s Name**: |
| 13. **Ім'я контактної особи Підрядника**: Посада: керівник Адреса: Номер телефону:Факс: Email:  | 13. **Contractor’s Contact Person’s Name**:TitleAddress: 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 Підрядника, 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  |
| 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 | 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 Підрядника / For the Contractor** | **Від імені ПРООН / For UNDP** |
| Підпис / Signature: |  | Підпис / Signature: |  |
| Ім'я / Name: |  | Ім'я / Name: |  |
| Посада / Title: |  | Посада / Title: |  |
| Дата / Date: |  | Дата / Date: |  |

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)