



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: July 24, 2020
	REFERENCE: 538-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Conceptual design, organisation and implementation of a hackathon on ICT solutions related to community security issues”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Friday, August 07, 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: **“538-2020-UNDP-UKR-RFP-RPP”** and **“Conceptual design, organisation and implementation of a hackathon on ICT solutions related to community security issues”**.

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, available following the link: <https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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  
July 24, 2020*

*A.D.*

## Annex 1

## Description of Requirements

Project name:	Recovery and Peacebuilding Program
Brief Description of the Required Services	<p>The UN RPP is looking for a contractor that is highly experienced at start-up programs implementation and hackathon events development and organisation to develop the concept, prepare and conduct a hackathon on ICT solutions related to community security issues.</p> <p>The idea of the “Hack for Locals 2.0: Safer Communities Hackathon” is to unite participants from all over Ukraine – developers, designers, community members, governors, civil society activists and enthusiasts, security services providers, entrepreneurs and marketing folks – make them work together and come up with solutions that would contribute to smarter, stronger, safer and more cohesive communities.</p>
The overall objective	<p>The overall goal of this assignment is to organise a hackathon for at least 100 participants (including, but not limited to: development of the event concept, branding, marketing, getting the venues and tools ready, as well as providing travel, accommodation and catering services during the event) and provide follow-up mentorship support to the winners. The event has to be organised at 8 offline spots simultaneously: the primary one in Kharkiv and five additional spots in various Ukrainian cities (Pokrovsk, Sievierodonetsk, Mariupol, Kyiv, Dnipro, Ivano-Frankivsk, and Zhytomyr; the list of locations are a subject to potential change) which will be connected online with each other during the event. The UN RPP reserves the right to change the list of cities with an obligatory notice to the Contractor no later than in one month before the hackathon.</p>
Person to Supervise the Work/Performance of the Service Provider	UN RPP Community Security and Social Cohesion Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	August 2020
Target completion date	December 2020
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

timing of activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 30-Jul-2020 at 11-00 pm via Skype. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail:  <b>procurement.rpp.ua@undp.org</b>          Attn: Procurement Unit          Subject: <b>538-2020-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
Payment Terms	<p>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.</p> <p>The UN RPP will pay the negotiated amount in 3 tranches as per delivery of tasks outlined above.</p> <p>Delivery of output 1 – 35% of the total payment</p> <p>Delivery of outputs 2,3 – 35% of the total payment</p> <p>Delivery of outputs 4,5 – 30% of the total payment</p>

	<p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ul style="list-style-type: none"> <li>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs;</li> <li>b) Receipt of invoice from the Contractor.</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UN RPP Community Security and Social Cohesion Specialist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 25%</li> <li><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45%</li> <li><input checked="" type="checkbox"/> Personnel and invited experts/consultants 30%</li> </ul> <p><b>Financial Proposal (30%)</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>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <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)

Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<p><i>Procurement Unit</i>  <i>UNDP Ukraine</i>  <b><i>procurement.rpp.ua@undp.org</i></b></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>
Documents to be submitted in proposal	<p><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</p> <p><input checked="" type="checkbox"/> Organisation's profile (date of creation, area of competence, number of staff/consultants, description of key staff/consultants, website, address and contacts);</p> <p><input checked="" type="checkbox"/> A list and short summary of previous experience in start-up programmes and hackathon's concepts development and implementation (with the focus at e-democracy, empowerment, community security and social cohesion fields); experience in organising hackathons that are gender equal and inclusive (for IDPs, people with disabilities etc.); links to the webpages of the relevant events/projects; examples of success stories (developed prototypes, start-up projects etc.);</p> <p><input type="checkbox"/> Financial statements (Copies of income/balance statements for last 2 years or Audited statements);</p> <p><input checked="" type="checkbox"/> CVs of the intended experts which clearly indicate their experience and skills, as well as certification of their availability if selected for this project; breakdown by the activities implemented by each of the team members in the frame of the deliverables expected;</p> <p><input checked="" type="checkbox"/> At least 3 positive references from previous customers regarding implementation of likely tasks.</p> <p><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></p>

<sup>1</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.

<p>Other Information Related to the RFP</p>	<p><b><u>Administrative Requirements:</u></b></p> <p>Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration</li> <li>✓ Offers must comply with general administrative requirements:               <ol style="list-style-type: none"> <li>1. An officially registered legal entity (commercial, non-profit, non-governmental, public, private entrepreneur etc.).</li> <li>2. Proven experience in organising and implementation of start-up programs and/or hackathons both in Ukraine and internationally (at least 5 projects within past 3 years).</li> <li>3. Proven experience in organising of hackathons on a “turnkey” basis (including full support to event design, branding, marketing, organisation, implementation and follow up mentoring) (at least 5 projects).</li> <li>4. Proven experience in the development and implementation of hackathons on the specific topics related to e-governance, e-participation, civil society IT solutions, empowerment, community security and social cohesion (at least 5 projects).</li> <li>5. Number of the success stories (prototypes built and developed into IT products; start-ups initiated) as the follow up of hackathon event (at least 3 proven stories).</li> </ol> </li> </ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>;</p> <p>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>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</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 538-2020-UNDP-UKR-RFP-RPP dated July 24, 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**

<b>BRIEF COMPANY PROFILE</b>	
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	

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

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
Latest Audited Financial Statement or Financial results (2017 -2018)	Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 5 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

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

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

***Must include:***

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);***
- 2. Technical proposal detailing the proposed work plan with the proposed work schedule indicating the persons responsible for each area;***
- 3. A timeline detailing how the required results will be achieved/completed within the required timeline;***
- 4. A list and short summary of previous experience in start-up programmes and hackathon's concepts development and implementation (with the focus at e-democracy, empowerment, community security and social cohesion fields); experience in organising hackathons that are gender equal and inclusive (for IDPs, people with disabilities etc.); links to the webpages of the relevant events/projects; examples of success stories (developed prototypes, start-up projects etc.);***
- 5. At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;***
- 6. Personal CVs of the Project Team, including information about past experience in similar.***

**C. Qualifications of Key Personnel**

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

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

***1) Team Leader***

***2) Project Team***

## 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>
Delivery of output 1	35%	
Delivery of outputs 2,3	35%	
Delivery of outputs 4,5	30%	
<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>Amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Team Leader	5 months of work	1		
1.2	Expert 1	5 months of work	1		
1.3	Expert 2	5 months of work	1		
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Organization of process				
2.2	Communication (Internet/Phone/etc.)				
2.3	Other (if any - to define clearly activities/costs)				
...	...				
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Travel costs (tickets)	Travel for 1 person			
3.2	Accommodation	Day			
3.3	Daily Allowance	Day			
3.4	...				
<b>4</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
4.1					
4.2	...				
	<b>Total</b> (please indicate currency)				

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

*[Designation]*

*[Date]*

**\*\* Dear partners!**

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

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

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

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "2000000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above-mentioned normative acts.

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

**\*\* Уважаемые партнеры!**

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 538-2020-UNDP-UKR-RFP-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 НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

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

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

Это значит, что в ходе использования материалов, которые покупались с НДС, для выполнения данных работ налоговый кредит компенсировать не нужно, соответственно не нужно и начислять для этого налоговые обязательства. Исходя из вышесказанного, просим Вас формировать Ваши тендерные заявки/счета на оплату без НДС учитывая положения украинского законодательства, изложенного в перечисленных нормативных актах.

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

**Annex 3**



## TERMS OF REFERENCE

**Project title:** The United Nations Recovery and Peacebuilding Programme

**Description of the assignment:** Conceptual design, organisation and implementation of a hackathon on ICT solutions related to community security issues

**Country/place of implementation:** Ukraine, eight offline locations in six different oblasts. It is expected that the event will take place in Pokrovsk, Sievierodonetsk, Mariupol, Kharkiv, Kyiv, Dnipro, Ivano-Frankivsk, and Zhytomyr. The list of locations is a subject to potential change.

**Possible business trips:** 1 travel to each of the spots (six in total) to organise and conduct the event (30 October – 1 November 2020)

**Starting date of the assignment:** August 2020

**Duration of the assignment or end date (if applicable):** up to 5 months

**Supervisor's functional post:** Community Security and Social Cohesion Specialist

## I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law.

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 UN 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 several partnering UN agencies (UN Women, FAO, UNFPA).

The UN RPP was designed to respond to and mitigate the causes and effects of the conflict. The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

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

The financial management of the following assignment is entrusted to the United Nations Development Programme (UNDP).

Component III of the UN RPP «Community Security and Social Cohesion» (CSSC) aims to reach some of its goals through enhancing community security; civic mobilization and empowerment of communities; reconciliation and restoration of social cohesion, including by looking for innovative open dialogue platforms and mechanisms, including ICT solutions for safer communities.

In connection with the foregoing the UN RPP is looking for a contractor that is highly experienced at start-up programs implementation and hackathon events development and organisation to develop the concept, prepare and conduct a hackathon on ICT solutions related to community security issues.

The idea of the “Hack for Locals 2.0: Safer Communities Hackathon” is to unite participants from all over Ukraine – developers, designers, community members, governors, civil society activists and enthusiasts, security services providers, entrepreneurs and marketing folks – make them work together and come up with solutions that would contribute to smarter, stronger, safer and more cohesive communities.

It is expected that the hackathon will take place on 30 October – 1 November 2020, will combine online and offline formats and will focus at:

- digital security and digital literacy;
- inclusive security services for everyone;
- coordination between different security service providers and communities;
- crisis response and early-warning opportunities (how to bring together citizens, authorities and security providers at the local level in case of an emergency situation or hazard so to take appropriate prevention measures and to make joint responses quicker and more effective);
- evidence-based community security (how to use openly available data for the common good).

## II. SCOPE AND OBJECTIVE OF THE ASSIGNMENT

The overall goal of this assignment is to organise a hackathon for at least 100 participants (including, but not limited to: development of the event concept, branding, marketing, getting the venues and tools ready, as well as providing travel, accommodation and catering services during the event) and provide follow-up mentorship support to the winners. The event has to be organised at 8 offline spots simultaneously: the primary one in Kharkiv and five additional spots in various Ukrainian cities (Pokrovsk, Sievierodonetsk, Mariupol, Kyiv, Dnipro, Ivano-Frankivsk, and Zhytomyr; the list of locations are a subject to potential change) which will be connected online with each other during the event. The UN RPP reserves the right to change the list of cities with an obligatory notice to the Contractor no later than in one month before the hackathon. The Contractor is expected to work in close cooperation with the UN RPP specialists to ensure that the hackathon meets the needs of the programme’s beneficiaries and provides the best innovative solutions for the issues revealed. To achieve this, a special stand-alone ideathon (which is not a part of this ToR) will be organised in July to gather problems and ideas that will be further explored at the hackathon. The results of the ideathon will be communicated to the Contractor in due time and form.

Specifically, the Contractor shall implement the following tasks:

1. Develop the concept, including the event design and promotional materials, to provide the full event branding (in Ukrainian, Russian and English) that reflect the views and expectations of the UN RPP. This requires organizing regular preliminary online meetings with the UN RPP specialists. All branding materials and production should be agreed and approved by a responsible UN RPP communication person. The concept of the event should be gender sensitive and inclusive towards the most vulnerable groups (IDPs, minorities, ex-combatants, persons with disabilities etc.).
2. Develop a concept of interior design that will be used in all the offline locations (i.e. how the room will look like); agree the concept with representatives from the UN RPP.
3. Develop and agree with the UN RPP responsible representative a calendar plan and budget for all the activities necessary for successful implementation of the hackathon.
4. Announce and promote the event including developing and launch of a standalone website, which provides and gathers all the relevant information about the event (e.g. agenda, announcements, challenges and ideas, information about the event, lists of mentors, organisers, partners, sponsors, participants’ registration etc.) in Ukrainian and English languages. The website must be powered on an open-source CMS (e.g. WordPress), all uploaded information (graphics and texts) should be consistent throughout the website (fonts, colour scheme, page-structure etc). The website must adhere to HTML

and proper CSS coding standards to facilitate cross browser compatibility. The website should also display correctly in mobile devices running Android and iOS.

5. Announce the event on Facebook by posting news, announcements and updates about the hackathon, promoting it using Facebook Ads, work with bloggers, IT-specialists, community leaders and/or opinion makers. In addition, the Contractor has to ensure continuous updating of the Facebook event with regard to the event announcement, reminders about the deadline, contact address for questions and replying to participant enquiries etc.
6. Ensure broad dissemination of information about the hackathon among the stakeholders, including female participants and the most vulnerable groups representatives.
7. Provide the relevant project management to the event's preparation and implementation, which includes all the communications and coordination activities with all the necessary stakeholders prior, during and after the event; participants, moderator and mentors finding and briefing; detailed agenda development and hackathon conducting; other activities necessary for the successful event organisation.
8. Provide marketing management to the event, including sufficient marketing efforts done towards: a) gathering more participants (local stakeholders' outreach); b) spreading the general awareness on the topic and goals of the hackathon (outreach to local and crucially international media and stakeholders); c) business engagement for sponsorship and mentorship (where relevant) for the hackathon.
9. Organise follow-up mentoring for 3-5 best teams to develop their prototypes into a viable product during 6 weeks after the end of the hackathon.
10. Find new partners and establish new partnerships with NGOs, private sector companies and relevant IT communities and networks to ensure sustainable development of the projects developed during the hackathon.

### III. SCOPE OF WORK AND EXPECTED OUTPUTS

Within the contract duration period, the Contractor must implement the following activities approved by the UN RPP:

#### Stage 1:

- Based on the proposed concept to develop a vision, including the event design and description, and to provide the full event branding in close coordination with the UN RPP responsible representatives. All promotion materials should be gender sensitive and inclusive to ensure outreach to female participants, IDPs, minorities, ex-combatants and persons with disabilities.
- Develop and agree with the UN RPP responsible representative a calendar plan and a budget for all the activities that are necessary for successful implementation of the hackathon.
- Announce the event including putting up a website which collocates all the relevant information about the event (agenda, mentors, partners, organisers, sponsors etc).
- Develop a feedback questionnaire for event evaluation.
- Engage a moderator, mentors, jury and other experts for the hackathon (both paid and volunteers).

#### Stage 2:

- Make all the necessary arrangements for the hackathon, which include, but are not limited to:
  - coordinating and doing all the event-related tasks during the event that may arise during the preparation of the hackathon;
  - developing the detailed agenda for the hackathon that should be approved the responsible UN RPP representatives;
  - organisation of briefings and ensuring coordination of mentors and moderator's work prior and during the event;
  - setting up the participants' registration process for the hackathon;

- organising transfer (or reimbursement procedure) and accommodation for the participants from other cities (for offline event only);
  - contracting the event spaces; being the direct contact for logistical questions from venue administrators;
  - providing and delivering (or subcontracting a third-party for this purpose) all equipment required for organisation of the hackathon;
  - ensure close coordination with the selected by the Contractor and approved by the UN RPP conference services provider for successful hackathon implementation (incl. but not limited to participants' list preparation and possible changes, technical support requirements, catering etc.);
  - holding all the communications with the participants and other stakeholders;
  - advising on prizes and other awards for the winners of the hackathon;
  - supporting online pre-hackathon events (including online lectures, presentations and meet-ups) through communication with participants, mentors and organisers, and provision of logistical services;
  - interacting with responsible UN RPP representatives to find the best solutions on accommodation, catering, tickets and venues;
  - mitigating the risks, particularly COVID-related issues. In case of the extension of lockdown measures, the Contractor will be responsible to ensure the event is taking place in online format.
- To organise intensive marketing and informational support for the event to ensure:
    - finding more participants (in gender sensitive and inclusive manner) and broad local stakeholders' outreach;
    - local and international media outreach to raise the general awareness on the topic and goals of the hackathon;
    - private sector (incl. 5-7 international IT companies) engagement for sponsorship and mentorship where relevant.

### **Stage 3:**

- conduct the hackathon (48 hours non-stop event for at least 100 participants) in Kharkiv and 5 additional locations on 30 October – 1 November 2020;
- gather and analyse participants', mentors' and stakeholders' feedback on the event;
- organise photo and video production services during the hackathon, editing and producing a video about the event. The content of the video should be pre-agreed with the UN RPP communication department. Technical specification for video and photos will be communicated to the Contractor.

### **Stage 4:**

- prepare the final report on the event implementation and main results;
- organise follow-up mentorship support for the best teams on how to develop their prototypes into viable products after the end of the hackathon;
- advising on procurement and delivering the awards to the winners.

## **IV. RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:**

### **General recommendations**

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with the UN RPP on security in the region and COVID-related measures, especially before the field phases of the assignment.

#### **Recommendations on the Contractor's team composition:**

To optimise the time of the assignment the composition of the project team should include, in addition to the Team Leader, Experts' Group minimum of 2 persons (Marketing specialist and Facilitator) meeting the requirements indicated in Chapter V "EXPERIENCE AND QUALIFICATION REQUIREMENTS" in the text below. CV of Team Leader and all members of Experts' Group shall be submitted in proposal. Experts' Group could include both staff of the applicants' organisation and invited professionals.

#### **V. GENERAL OPERATIONS**

1. Coordination with other UN partner agencies (members of UN Recovery and Peacebuilding Programme) to provide for effective interaction where possible. UNDP will provide the list of the partners.
2. Ensuring the reference to the UN RPP and the activity donors (will be communicated to the Contractor) in all the products created under the Contract. All communication products have to comply to requirements of the communication guideline, which will be provided to the Contractor via email.

#### **VI. REQUIREMENTS FOR MONITORING/REPORTING**

The Contractor organisation will work under overall guidance of Community Security and Social Cohesion Specialist (Component Lead) and report to Community Mobilisation Specialist (direct supervisor). Payments will be made in four stages according to the proposed payment schedule below.

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

For all work completed the Contractor shall submit to UNDP a Final Report, which includes a brief description of the work performed, results and further recommendations.

All reports shall be delivered electronically (in \* .docx, \* .xlsx, \* .pptx, \* .pdf formats) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor about the data transmission of products to the UNDP. The report should be written in English.

#### **The proposed schedule of services and payments**

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

No Output	Output description	Anticipated date of completion
1.	Inception report which includes the conceptual background, event description and brand design (in English) together with the marketing and informational strategy for the event, calendar and detailed budget.	2 weeks after the start of the assignment
2.	The link to a launched website that collocates all the relevant info about the event (agenda, mentors, partners, organisers etc.) and a Facebook event page is provided to the UN RPP. The event is announced on the Internet.	3 weeks after the start of the assignment
3.	Interim Report 2, containing the detailed hackathon's agenda, marketing activities undertaken for its successful implementation together with a list of suggested mentors, experts and moderator and no more than 50 participants.	6 weeks after the start of the assignment

4.	A 2-day Hackathon for at least 100 participants took place in Kharkiv and seven additional locations in various cities (Pokrovsk, Sievierodonetsk, Mariupol, Kyiv, Dnipro, Ivano-Frankivsk, and Zhytomyr).	8 weeks after the start of assignment
5.	The Final Report that includes a brief description of all the work done and the results obtained, photo and video report on the event, as well as specific steps on the follow up support to the best teams' solutions.	18 weeks after the start of the assignment

Desirable payment schedule:

The UN RPP will pay the negotiated amount in 3 tranches as per delivery of tasks outlined above.

Delivery of output 1 – 35% of the total payment

Delivery of outputs 2,3 – 35% of the total payment

Delivery of outputs 4,5 – 30% of the total payment

## VII. EXPERIENCE AND QUALIFICATION REQUIREMENTS

6. An officially registered legal entity (commercial, non-profit, non-governmental, public, private entrepreneur etc.).
7. Proven experience in organising and implementation of start-up programs and/or hackathons both in Ukraine and internationally (at least 5 projects within past 3 years).
8. Proven experience in organising of hackathons on a “turnkey” basis (including full support to event design, branding, marketing, organisation, implementation and follow up mentoring) (at least 5 projects).
9. Proven experience in the development and implementation of hackathons on the specific topics related to e-governance, e-participation, civil society IT solutions, empowerment, community security and social cohesion (at least 5 projects).
10. Number of the success stories (prototypes built and developed into IT products; start-ups initiated) as the follow up of hackathon event (at least 3 proven stories).

The project team should include a Team leader and Experts' Group with the necessary competencies and qualifications. Quantity of Experts' Group members should be proposed by Bidder. It may vary depending on the proposed methodology but should cover and correspond to all of the indicated qualification requirements for the group, in particular:

- **Team Leader** – At least Bachelor's degree in IT, Management, Business or related field; at least 5 years of experience of hackathon project management, coordination of teams, networks of partners, experts' groups in the field related to start-up programmes development in Ukraine and internationally (at least 5 events); at least 2 years of experience in the organisation and implementation of gender sensitive and inclusive hackathons; fluency in Ukrainian or Russian; English proficiency (working level).
- **Experts' Group** (minimum of 2 persons):
  - experience in organising and implementation of startup programs in Ukraine and abroad (at least 3 years of experience) including targeted at women and vulnerable groups engagement;
  - experience in the development of the relevant events' design and branding (at least 5 projects).
  - experience in the hackathon events' management, including all the activities on planning, organisation and implementation (at least 5 projects).
  - expertise in the development and implementation of hackathons on the specific topics related to e-governance, e-participation, civil society IT solutions, empowerment, community security and social cohesion (at least 5 projects).
  - experience in the development and implementation of the successful marketing strategy for the relevant events (at least 5 projects) (for the Marketing specialist only);

- experience in facilitating dialogue events or events oriented on development of innovative IT-solutions (at least 5 projects) (for the Facilitator only).

**Information and documents to be included when submitting the proposals:**

<input checked="" type="checkbox"/>	Organisation's profile (date of creation, area of competence, number of staff/consultants, description of key staff/consultants, website, address and contacts)
<input checked="" type="checkbox"/>	A list and short summary of previous experience in start-up programmes and hackathon's concepts development and implementation (with the focus at e-democracy, empowerment, community security and social cohesion fields); experience in organising hackathons that are gender equal and inclusive (for IDPs, people with disabilities etc.); links to the webpages of the relevant events/projects; examples of success stories (developed prototypes, start-up projects etc.)
<input checked="" type="checkbox"/>	CVs of the intended experts which clearly indicate their experience and skills, as well as certification of their availability if selected for this project; breakdown by the activities implemented by each of the team members in the frame of the deliverables expected
<input checked="" type="checkbox"/>	At least 3 positive references from previous customers regarding implementation of likely tasks.
<input checked="" type="checkbox"/>	Financial proposal

**Financial proposal**

**Please pay attention:** the cost of arranging the hackathon, including venue rent, all the travel costs, accommodation and catering for participants and the Contractor's team, technical support, printing and other possible expenses related to the event will be covered by the Contractor. These costs should be included into the financial proposal.

Awards for teams will be covered by the UN RPP and sponsors engaged (e-conference and e-forum tickets, spots for coworking spaces etc.). These costs should not be included into the financial proposal.

**A. Cost Breakdown per Deliverables\***

The key steps and a description of the results that must be obtained in the specified time frames are listed 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>
Delivery of output 1		
Delivery of outputs 2,3		
Delivery of outputs 4,5		
<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>Amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Team Leader	1 month of work			
1.2	Marketing specialist	1 month of work			
1.3.	Facilitator	1 month of work			
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
...					
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Booking of tickets	Ticket			
3.2.	Lodging of the participants				
...	...				
<b>4</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
4.1	Branding and design				
4.2	Social media advertisement				
4.3	Development and launch of a standalone website				
...	...				
	<b>Total</b> (please indicate currency)				

## VIII. EVALUATION CRITERIA

### Evaluation and comparison of proposals

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

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 300). All other financial

proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

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

### Evaluation and comparison of proposals

Summarised evaluation form of the technical proposal		Share of evaluation	Maximum score	Company / Other organisation			
1	Experience of the company/ organisation that submits proposal	25%	175				
2	Proposed work plan, methodology and approach	45%	315				
3	Staff and invited experts / consultants	30%	210				
	<b>Total score</b>	<b>100%</b>	<b>700</b>				
	<b>Remarks</b>						

Technical evaluation forms are provided at the next pages. The maximal points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

### Technical Evaluation Forms:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel and invited experts/consultants

Evaluation of technical proposals <u>Form 1</u>		Maximum score	Company / Other organisation		
			A	B	C
Experience of the company / organisation submitting the proposal					
1.1	Proven experience in organising and implementation of startup programs, hackathons and likely assignments both in Ukraine and internationally: (5 projects within past 3 years – 20 points, 6-7 projects – 30 points, 8 projects and more – 40 points)	40			
1.2	Proven experience in organising of hackathons on a “turnkey” basis (including full support to event design, branding, marketing, organisation, implementation and follow up mentoring) (5 events - 20 points, 6-10 events – 30 points, 11 and more events – 40 points)	40			
1.3	Experience in organising hackathons that target IDP's, refugees, people with disabilities, ex-combatants, minorities in Ukraine and/or internationally (2 events within past 2 years – 20 points, 3 and more events – 30 points)	30			
1.4	Proven experience in the development and implementation of hackathons on the specific topics related to e-governance, e-participation, civil society IT solutions, community security and social cohesion	40			

	(5 projects - 20 points, 6-7 projects – 30 points, 8 and more projects – 40 points)				
1.6	Quantity of the success stories (prototypes built and developed into IT products, startups initiated) as the follow up of hackathon event (3 stories – 15 points, 4 stories and more – 25 points)	25			
<b>Total score for Form 1</b>		<b>175</b>			

Evaluation of the Technical Proposal <u>Form 2</u>		Maximum score	Company/other organisation		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work? The Technical Proposal generally meets the objectives and scope of work – 25 points; The Technical Proposal corresponds well to the task, but workload overstated / understated – 50 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 70 points	70			
2.2	How well developed, reasonable and reliable is the methodology of implementation of Services? The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 40 points; The methodology logically describes a sequence of works – 80 points; The methodology includes thorough criteria that demonstrate its feasibility – 120 points	120			
2.3	How well developed and reliable is the approach to the organisation of services? The developed approach contains separate inconsistencies - 50 points; Good approach, but low reliability on realism – 80 points; The organisation has shown perfect approach which fully complies with reality – up to 125 points	125			
	Total score on Form 2	315			



Evaluation of the Technical Proposal <u>Form 3</u>		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Bachelor’s degree in IT, Management, Business or related field (“Bachelor” – 10 points, "Specialist/Master" or above – 20 points)	20			
3.2	Experience in hackathon project management, coordination of teams, networks of partners, experts’ groups in the field related to startup programmes’ development in Ukraine and internationally (5 events –	30			

	15 points; 6-7 events – 25 points; 8 events or above – 30 points);				
3.3	English proficiency – 10 points Ukrainian proficiency – 10 points	20			
	<b>Interim score by criteria 3.1 – 3.3</b>	<b>70</b>			
	<b>Experts' Group: Marketing specialist</b>				
4.1	Experience in organising and implementation of startup programs in Ukraine and abroad (3 years – 7 points, 4-5 years – 12 points, 6 years and more – 15 points)	15			
4.2	Experience in the development of the relevant events' design and branding (3 projects – 3 points, 4-5 projects – 7 points, 6 projects and more – 10 points)	10			
4.3	Experience in the hackathon events' management, including all the activities on planning, organisation and implementation (3 projects – 7 points, 4-5 projects – 12 points, 6 projects and more – 15 points).	15			
4.4	Experience in the development and implementation of the successful marketing strategy for the relevant events (3 projects – 7 points, 4-5 projects – 12 points, 6 projects and more – 15 points).	15			
4.5	Expertise in the development and implementation of hackathons on the specific topics related to e-governance, e-participation, civil society IT solutions, empowerment, community security and social cohesion (3 projects – 7 points, 4-5 projects – 12 points, 6 projects and more – 15 points).	15			
	<b>Experts' Group: Facilitator</b>				
4.6	Experience in organising and implementation of startup programs in Ukraine and abroad (3 years – 7 points, 4-5 years – 12 points, 6 years and more – 15 points)	15			
4.7	Experience in the development of the relevant events' design and branding (3 projects – 5 points, 4-5 projects – 15 points, 6 projects and more – 20 points)	10			
4.8	Experience in the hackathon events' management, including all the activities on planning, organisation and implementation (3 projects – 7 points, 4-5 projects – 12 points, 6 projects and more – 15 points).	15			
4.9	Experience in facilitating dialogue events or events oriented on development of innovative IT-solutions (3 projects – 7 points, 4-5 projects – 12 points, 6 projects and more – 15 points).	15			
4.10	Expertise in the development and implementation of hackathons on the specific topics related to e-governance, e-participation, civil society IT solutions, empowerment, community security and social	15			

	cohesion (3 projects – 7 points, 4-5 projects – 12 points, 6 projects and more – 15 points).				
	Interim score by criteria 4.1 – 4.10	140			
	<b>Total score on Form 3</b>	<b>210</b>			

**Annex 4**

## Model Contract

<b>Договір на надання Товарів та/або Послуг</b> <b>між Програмою розвитку Організації Об'єднаних Націй та</b>		 <i>Empowered lives. Resilient nations.</i>		<b>Contract for Goods and/or Services</b> <b>Between the United Nations Development Programme and</b>		 <i>Empowered lives. Resilient nations.</i>	
<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"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:				<b>2. UNDP</b> <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:			
<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 та послуги				<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services			
<b>6. Тип Послуг:</b>				<b>6. Type of Services:</b>			
<b>7. Дата початку Договору:</b>		<b>8. Дата завершення Договору:</b>		<b>7. Contract Starting Date:</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"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів	<b>10. Total Value of Goods and/or Services:</b> <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply
<b>11. Метод оплати:</b> <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат	<b>11. Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement
<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.: 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: MFO EDRPOU
Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку: <ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>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.</li> </ol>	This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order: <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>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</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____;</li> </ol>

<p>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.</p> <p>6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.</p> <p>7. 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.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО</b>, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</p> <p>6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.</p> <p>7. All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF</b>, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<p><b>Від імені Підрядника / For the Contractor</b></p>	<p><b>Від імені ПРООН / For UNDP</b></p>
<p>Підпис / Signature:</p>	<p>Підпис / Signature:</p>
<p>Ім'я / Name:</p>	<p>Ім'я / Name:</p>
<p>Посада / Title:</p>	<p>Посада / Title:</p>
<p>Дата / Date:</p>	<p>Дата / Date:</p>