



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: July 30, 2020
	REFERENCE: 566-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Digital Edutainment Web-platform for Youth: Development, Design and Adaptation”**.

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

Proposals may be submitted on or before **23:59 AM (Kyiv time) Thursday, August 20, 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: **“566-2020-UNDP-UKR-RFP-RPP”** and **“Digital Edutainment Web-platform for Youth: Development, Design and Adaptation”** .

Body of the message should include: **Name of the offeror**

Archive files should be marked as: **Technical proposal** and **Financial proposal**

Note: if the email letters or archive files are not marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

<http://www.undp.org/content/dam/undp/img/corporate/procurement/UN%20Supplier%20Code%20of%20Conduct.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Sukhrob Kahharov*

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

**July 30, 2020**

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## Description of Requirements

<b>Project name</b>	<b>“Recovery and Peacebuilding Program”</b>
<b>Brief Description of the Required Services</b>	UN RPP is seeking a legal entity that undertake a development, design and adaptation of specific digital edutainment Web-platform for youth based on the game techniques and a concept of Community Security and Social Cohesion Working Groups (CSSCWGs) established in the UN RPP target communities.
<b>The overall objective</b>	<p>1) Develop and design the digital edutainment Web-platform for youth as a tool for building fundraising strategies for youth community security and social cohesion initiatives, enhancing youth civic engagement in the communities, and popularizing CSSCWGs among young people;</p> <p>2) Prepare the educational content for the platform, test and finalize the platform;</p> <p>3) Conduct a platform promotion for further dissemination.</p>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Community Mobilization Officer, UN RPP
<b>Frequency of Reporting</b>	According to TOR attached
<b>Progress Reporting Requirements</b>	According to TOR attached
<b>Location of work</b>	According to TOR attached
<b>Expected duration of work</b>	According to the proposed timeframe specified in the attached TOR
<b>Target start date</b>	<b>August 2020</b>
<b>Target completion date</b>	<b>December 2020</b>
<b>Travels Expected</b>	According to TOR attached
<b>Special Security Requirements</b>	n/a
<b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>	The Program does not provide premises, equipment, supporting personnel, services or logistic support
<b>Implementation Schedule indicating breakdown and timing of activities/sub-activities</b>	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
<b>Currency of Proposal</b>	<input checked="" type="checkbox"/> <b>United States Dollars (USD)</b> – <u>strongly advised</u> 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

	<p>Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a></p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> <b>UAH</b></p>
<b>Value Added Tax on Price Proposal</b>	<p><input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable</p> <p><input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Validity Period of Proposals</b> <i>(Counting for the last day of submission of quotes)</i>	<p><input type="checkbox"/> 30 days</p> <p><input type="checkbox"/> 60 days</p> <p><input checked="" type="checkbox"/> <b>90 days</b></p> <p><input type="checkbox"/> 120 days</p> <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>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</p>
<b>A pre-proposal conference will be held on</b>	<p><b>Pre-Bidding Conference will be held on 07th of August 2020 at 3 pm (Kyiv time) via Skype.</b></p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail:  <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a>          Attn: Procurement Unit</p> <p><b>Subject: 566-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</b></p>
<b>Payment Terms</b>	<p>Payments will be made in five tranches as per delivery of the outputs:          10% - upon submission and approval of report according to Deliverable 1;          25% - upon submission and approval of report according to Deliverable 2;          30% - upon submission and approval of report according to Deliverables 3;          20% - upon submission and approval of report according to Deliverable 4;          15% - upon submission and approval of report according to Deliverable 5.</p> <p>The payments will be paid out upon the full completion and acceptance of deliverables in accordance with certificate of payments provided by the Community Mobilization Officer.</p>
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	Community Security and Social Cohesion Specialist, UN RPP
<b>Type of Contract to be Signed</b>	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p> <p><input checked="" type="checkbox"/> <b>Contract for Professional Services</b></p>

	<input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
<b>Criteria for Contract Award</b>	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b><u>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</u></b> <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <b><u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u></b>
<b>Criteria for the Assessment of Proposal</b>	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 15% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 50% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 35%  <b><u>Financial Proposal (30%)</u></b>  To be calculated as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
<b>UNDP will award the contract to</b>	<input checked="" type="checkbox"/> <b><u>One and only one Contractor</u></b> <input type="checkbox"/> One or more Contractors, depending on the following factors
<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions - Available through the Link:</b> <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"/> <b>Detailed TOR and Evaluation Criteria (Annex 3)</b> <input checked="" type="checkbox"/> <b>Contract for professional services template (Annex 4)</b>
<b>Contact Person for Inquiries (Written inquiries only)<sup>1</sup></b>	<b><i>Procurement Unit</i></b> <b><i>UNDP Ukraine</i></b> <i>procurement.rpp.ua@undp.org</i>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

<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.

<b>Documents to be submitted in proposal</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</li> <li><input checked="" type="checkbox"/> Copies of a certificate on State Registration and Statute/Charter, including on non-profit status;</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</li> <li><input checked="" type="checkbox"/> A letter of interest/offer outlining previous experience in implementing similar programmes and competitive advantages of the applicant company;</li> <li><input checked="" type="checkbox"/> Organization Mission in form of document;</li> <li><input checked="" type="checkbox"/> Proposed Approach to Digital Edutainment Web-platform for Youth: Development, Design and Adaptation that should describe a logic for work and estimated timeline; proposed approach should adhere to objectives and overall recommendations in this ToR but can be change in terms of a sequence of tasks;</li> <li><input checked="" type="checkbox"/> At least two positive references from previous clients, including contact details from referees</li> <li><input checked="" type="checkbox"/> CVs of the project team members (Team Lead (Head of the Expert Group) and members of Expert Group) including information about previous experience in similar projects / assignments;</li>   <li><input checked="" type="checkbox"/> <b>Financial proposal (<u>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) !!!</u></b></li> </ul>
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<p><b>Other Information Related to the RFP</b></p>	<p><b><u>Administrative Requirements:</u></b></p> <p><b>Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</b></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:</li> </ul> <p><b><i>An organization / legal entity submitting a proposal:</i></b></p> <ul style="list-style-type: none"> <li>✓ Officially registered non-profit non-governmental organization;</li> <li>✓ Demonstrated ability to cover target communities of Donetsk and Luhansk oblasts (GCA) and Zaporizhzhia, Zhytomyr, Dnipropetrovska oblasts;</li> <li>✓ Organization must be registered no less than 2 years ago;</li> <li>✓ Mission statement of the applying organization being connected with social cohesion issues is strongly preferred;</li> <li>✓ Availability of human resources (both as staff and/or sub-contractor) that will ensure due quality and timely implementation of the contract:</li> <li>✓ <b>The project team will include Team Leader (Head of the Expert Group) and Expert Group (must include 2 members: Full-stack software engineer and Methodologist):</b></li> </ul> <p><b>Team Leader (Head of the Expert Group)</b></p> <ul style="list-style-type: none"> <li>✓ Master’s degree in the fields of: “Economy”, “Sociology”, “Political sciences” or similar;</li> <li>✓ Experience in managing development projects funded by the UNDP and/or other donors and demonstrated delivery of strong results (at least 2 projects);</li> <li>✓ Proven experience in Eastern Ukraine, with preference for recent work in UN RPP target communities;</li> <li>✓ At least 10 years of civic activism and community mobilization experience proved by active membership in NGOs, civil society networks and associations;</li> <li>✓ Extensive technical expertise in strategic fundraising, local capacity</li> </ul>
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	<p>strengthening and community mobilization;</p> <ul style="list-style-type: none"> <li>✓ Participation in or coordination of at least 2 projects in the field of Community Security and Social Cohesion;</li> <li>✓ Fluency in Ukrainian and Russian; English proficiency (working level).</li> </ul> <p><b>Experts' Group:</b></p> <p><b>Full-stack software engineer</b></p> <ul style="list-style-type: none"> <li>✓ Extensive experience as a senior engineer, system administrator or on similar position;</li> <li>✓ Proficiency in Web-design, SEO-optimization, database development, software applications development;</li> <li>✓ Knowledge of approaches and programming instruments for website gamification and UX;</li> <li>✓ Fluency in Ukrainian and Russian; English proficiency (working level).</li> </ul> <p><b>Methodologist</b></p> <ul style="list-style-type: none"> <li>✓ Master's degree in social sciences or management;</li> <li>✓ Experience in developing methodologies on youth engagements;</li> <li>✓ Experience in developing concepts for civil society engagement IT-tools;</li> <li>✓ Author of research or analysis on approaches for inclusion of groups affected by the conflict in Eastern Ukraine (at least one);</li> <li>✓ At least 7 years of experience in the field of civil society, community development and humanitarian projects funded by international donors;</li> <li>✓ Fluency in Ukrainian and Russian; English proficiency (working level).</li> </ul> <p><b>Other information</b> is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>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 566-2020-UNDP-UKR-RFP-RPP dated 7/30/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

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

<sup>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

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

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

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

**Must include:**

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

**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;***
- b) CVs demonstrating qualifications, experience and language skills, 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.

<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>
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Deliverable 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 (Head of the Expert Group)	1 month of work			
1.2	Full-stack software engineer	1 month of work			
1.3	Methodologist	1 month of work			
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Communications (telephone/Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Daily Allowance	Day			
...	...				
<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.) "200000000000".

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

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

**\*\* Уважаемые партнеры!**

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

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

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

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

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

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

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

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

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





## Terms of References

**Project title:** Recovery and Peacebuilding Programme

**Description of the assignment:** Digital Edutainment Platform for Youth: Development, Design and Adaptation

**Country / place of implementation:** Ukraine / target communities of Donetsk and Luhansk (Government controlled areas), Zaporizhzhia, Zhytomyr, Dnipropetrovsk oblasts.

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

**Duration of the assignment or end date** (if applicable): December 2020

**Name and position of the Supervisor:** Community Security and Social Cohesion Component Lead.

### I. CONTEXT

#### 1. Background Information on the Project:

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations, the World Bank and the European Union conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

UNDP has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement and established partnerships and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP), a multi-donor funded framework programme jointly implemented by four UN partnering agencies (UNDP, UN Women, FAO, UNFPA) in cooperation with the Government of Ukraine.

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

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

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the key stabilization, peacebuilding, economic and governance priority needs in eastern Ukraine following the start of the conflict. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralization Reform

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

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

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

The UN RPP recognizes the importance of young people's role in peacebuilding and promoting community security and social cohesion. To increase young people's participation in community life and strength their capacity to implement youth-driven projects, the Programme is planning to apply a tailored innovative solution - gamified web-platform being based on using an edutainment technique ("education" and "entertainment") to non-game problems, such as social impact challenges.

In this regard, this specific assignment is focused on development, design and adaptation of specific digital edutainment platform for youth based on the game techniques and a concept of Community Security and Social Cohesion Working Groups (CSSCWGs) established in the UN RPP target communities. This platform is expected to help young people to build fundraising strategies for their community security and social cohesion initiatives, as well as to contribute to connectivity between youth and local stakeholders. It is expected that the web-platform will promote the goal of positive and healthy outcomes for the Ukrainian youth in three significant ways:

- Providing an educational environment to build capacity of youth to elaborate their community projects, raise resources for their implementation, build partnerships at the local level and sustain the outcome of their initiatives. The learning path should apply the gamified elements such as stages with progressive difficulty, incentive points, daily goals, game currency or alike.
- Providing ready-to-use toolkits for users to apply in their real-life initiatives. These can be a customized search option that helps to find available funding and/or partners in their local community, fundraising strategy template, sustainability assessment form etc. These tools should help promote effective community-based efforts addressing youth risk and protective factors.
- Creating and supporting a networking space for youth-led and youth-serving organizations as well as individual young activists and CSSCWGs representatives. This website should provide interactive tools and other resources to help youth-led and youth-serving organizations and community partnerships plan, implement, raise resources and participate in effective programs for youth promoting enhanced collaborations.

## **II. Main objectives of the assignment**

With respect to the aforementioned, the UN RPP is looking for a Contractor who will:

- 1) Develop and design the digital edutainment platform for youth as a tool for building fundraising strategies for youth community security and social cohesion initiatives, enhancing youth civic engagement in the communities, and popularizing CSSCWGs among young people;
- 2) Prepare the educational content for the platform, test and finalize the platform;
- 3) Conduct a platform promotion for further dissemination.

This Contractor's technical proposal has to provide a clear vision of how digital edutainment platform for youth should be gamified to sustain active youth engagement and community building, while also fulfilling its operational objectives, i.e. ensuring young people's capacity in fundraising. A gamification mechanism proposed should presuppose a cooperation of players adding to the learning process via discussions, partnership building and additional responsibilities to work towards a common goal. The gamification tools should use task assignments, time tracking and evaluation elements to assess the progress of work, allowing communication with other peers and making the work as transparent as possible.

## **III. Description of Responsibilities/Scope of work**

Under the direct supervision of the Community Mobilization Officer, the Contractor will be responsible for the following key tasks:

**1. Development and design of the digital edutainment Platform for youth as a tool for building fundraising strategies for youth community security and social cohesion initiatives, enhancing youth civic engagement in the communities, and popularizing CSSCWGs among young people:**

1a. Develop the concept, a brief document containing a short overview and basic representation of the edutainment platform (at least 1-2 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). The concept must be approved by UNDP;

1b. Create a game design document (entertainment component), which is descriptive and detailed (at least 5-10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). The game design component should contain a description of game scenario, gamification techniques to be used, and user experience interface. The game design must be approved by UNDP;

1c. Create a learning design document (education component), which is descriptive and detailed (at least 5-10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). The learning design document should contain a plan and brief content for short educational videos and reading (or other) materials for users. The learning design document must be approved by UNDP;

1d. Prepare the technical instructions (project) for the design and functionality of the platform and develop a platform MVP (prototype). The technical instructions for the vendor must be approved by UNDP.

**2. Preparing the educational content, testing and finalizing the Platform:**

2a. Prepare the educational content in accordance with the learning design document (1c);

2b. Test the MVP (prototype) through engaging 3 youth teams (25-30 participants each) that will include members of UN RPP programme's target communities of Donetsk and Luhansk oblasts (GCA) and Zaporizhzhia, Zhytomyr, Dnipropetrovsk oblasts. The list of participants will be agreed by UNDP;

2c. Incorporate the feedback received during the test phase into an updated version of the platform (make respective changes in a gameplay and educational component if necessary).

2d. Finalize the RTW version of the platform which is ready to public release and general availability.

**3. Conducting a platform promotion for further dissemination:**

3a. Prepare a PR-strategy document (which is descriptive and detailed (at least 5-7 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). PR-strategy must be approved by UNDP;

3b. Implement activities indicated in a PR-strategy document. It is planned that as a result of PR-campaign: at least 2000 young people in total will create their profiles on the Platform; at least 30 youth-led and/or youth-serving organizations will create their profiles on the Platform; at least 20 CSSCWGs will create their profiles on the Platform.

3c. Prepare a report on the results of using a Platform, which should include diagrams, tables, recommendations, analytical information, pictures (at least 10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). It is planned that the Platform will demonstrate the following key performance indicators: at least 2000 active users; at least 35% of users accomplished the educational tasks; at least 15% of users raised resources for their projects; at least 10% of users established collaborations with CSSCWGs.

**Please pay attention:** the cost of arranging the software development, testing of MVP, implementation of PR-strategy, etc. should be included in the financial proposal.

**IV. Deliverables**

The timeframe is spanning about 5 months, from August 2020 to December 2020. The requested services will be provided according to the agreed work plan and paid in lump sums according to the following schedule.

Deliverables	Outputs description	Deadlines

<b>Deliverable #1</b>	The action plan for activities is developed and agreed with the UN RPP.	By the end of 1 <sup>st</sup> week of the assignment
<b>Deliverable #2</b>	<ul style="list-style-type: none"> <li>a) Concept, a brief document containing a short overview and basic representation of the edutainment platform (at least 1-2 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is developed and approved by UNDP;</li> <li>b) Game design document (entertainment component), which is descriptive and detailed (at least 5-10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is created and approved by UNDP;</li> <li>c) Learning design document (education component), which is descriptive and detailed (at least 5-10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is created and approved by UNDP;</li> <li>d) Technical instructions (project) for the design and functionality of the platform and a platform MVP (prototype) are prepared and approved by UNDP.</li> </ul>	By the end of 6 <sup>th</sup> week of the assignment
<b>Deliverable #3</b>	<ul style="list-style-type: none"> <li>a) Educational content in accordance with the learning design document is prepared and approved by UNDP;</li> <li>b) MVP (prototype) through engaging 3 youth teams (25-30 participants each) that will include members of UN RPP programme's target communities of Donetsk and Luhansk oblasts (GCA) and Zaporizhzhia, Zhytomyr, Dnipropetrovska oblasts is tested.</li> <li>c) PR-strategy document (which is descriptive and detailed (at least 5-7 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared and approved by UNDP.</li> </ul>	By the end of 12 <sup>th</sup> week of the assignment
<b>Deliverable #4</b>	<ul style="list-style-type: none"> <li>a) Feedback received during the test phase into an updated version of the platform is incorporated;</li> <li>b) RTW version of the platform which is ready to public release and general availability is finalized.</li> </ul>	By the end of 16 <sup>th</sup> week of the assignment
<b>Deliverable #5</b>	<ul style="list-style-type: none"> <li>a) Activities indicated in a PR-strategy document are implemented;</li> <li>b) Report on the results of using a platform, which should include diagrams, tables, recommendations, analytical information, pictures (at least 10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared.</li> </ul>	By the end of 20 <sup>th</sup> week of the assignment

#### V. Proposed payment schedule

Payments will be made in five tranches as per delivery of the outputs:

- 10% - upon submission and approval of report according to Deliverable 1;
- 25% - upon submission and approval of report according to Deliverable 2;
- 30% - upon submission and approval of report according to Deliverables 3;
- 20% - upon submission and approval of report according to Deliverable 4;

15% - upon submission and approval of report according to Deliverable 5.

The payments will be paid out upon the full completion and acceptance of deliverables in accordance with certificate of payments provided by the Community Mobilization Officer.

## **VI. Monitoring and Progress Controls**

The Contractor will work under supervision and directly report to the Community Mobilization Officer on a monthly basis through meetings \ calls \ mails. The Contractor should clearly and concisely identify the work that has been carried out during this period, list major accomplishments, and difficulties / problems encountered during the process.

All reports and materials shall be prepared and transmitted electronically (Formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf, etc.) to the electronic device or in the form of electronic communication with the final product. The materials/reports should be prepared in Ukrainian. No reports or documents should be published or distributed to third part without approval of UNDP.

## **VII. Experience and Qualification Requirements**

1. Officially registered non-profit non-governmental organization;
2. Regional office structure of the applying organization: existence of officially registered regional branches is strongly preferred;
3. Organisation must be registered no less than 2 years ago;
4. Mission statement of the applying organization being connected with social cohesion issues is strongly preferred;
5. Availability of human resources that will ensure due quality and timely implementation of the contract:

The project team will include Team Leader and Expert Group (must include 2 members: IT-specialist and Methodologist):

### **● Team Leader:**

- Master's degree in the fields of: "Economy", "Sociology", "Political sciences" or similar;
- Experience in managing development projects funded by the UNDP and/or other donors and demonstrated delivery of strong results (at least 2 projects);
- Proven experience in Eastern Ukraine, with preference for recent work in UN RPP target communities;
- At least 10 years of civic activism and community mobilization experience proved by active membership in NGOs, civil society networks and associations;
- Extensive technical expertise in strategic fundraising, local capacity strengthening and community mobilization;
- Participation in or coordination of at least 2 projects in the field of Community Security and Social Cohesion;
- Fluency in Ukrainian and Russian; English proficiency (working level).

### **Experts' Group:**

#### **● IT-specialist:**

- Extensive experience as a senior engineer, system administrator or on similar position;
- Proficiency in Web-design, SEO-optimization, database development, software applications development;
- Knowledge of approaches and programming instruments for website gamification and UX;
- Fluency in Ukrainian and Russian; English proficiency (working level).

#### **● Methodologist:**

- Master's degree in social sciences or management;
- Experience in developing methodologies on youth engagements;
- Experience in developing concepts for civil society engagement IT-tools;
- Author of research or analysis on approaches for inclusion of groups affected by the conflict in Eastern Ukraine (at least one);

- At least 7 years of experience in the field of civil society, community development and humanitarian projects funded by international donors;
- Fluency in Ukrainian and Russian; English proficiency (working level).

### Documents to be Included when Submitting the Proposals

Applicants shall submit the following documents:

1	Legal documents of applying organization certifying the non-profit status, existence of regional office structure (if any), and official date of registration
2	CVs of the project team members (Team Lead and members of Expert Group) including information about previous experience in similar projects / assignments
3	Technical Proposal: Proposed work plan with detailed list of key activities and technical approach / methodology
4	Financial proposal using UNDP template

### Financial Proposal

Lump sum contract.

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, according to the abovementioned schedule. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including number of anticipated working hours, logistical expenses, etc.).

The Contractor will be responsible for all administrative expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

## VIII. Evaluation Criteria

### Evaluation and comparison of proposals

A two-stage procedure is utilized 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:

Summarized evaluation form of the technical proposal	Share of evaluation	Maximum score	Organization
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1	Requirements to the organization that submits proposal	15%	105				
2	Proposed work plan, methodology and approach	50%	350				
3	Staff and invited experts / consultants	35%	245				
	Total score	100%	700				
	Remarks						

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. Requirements to the organization that submits proposal
- Form 2. Proposed work plan, methodology and approach
- Form 3. Personnel and invited experts / consultants

#### Technical Evaluation Criteria

Evaluation of technical proposals <u>Form 1</u>		Maximum score	Organization		
			A	B	C
Requirements to the organization that submits proposal					
1.1	Regional office structure of the applying organization (only head office, no regional branches - 10; head office and one regional branch - 25; head office and two or more regional branches - 45)	45			
1.2	Years of official registration (organization is registered 2 years ago or less - 10; 3 years - 20; more than 3 years - 35)	35			
1.3	Connection of mission statement of the applying organization with social cohesion issues (no connection - 5; weak connection - 15; strong connection - 25)	25			
		105			

Evaluation of the Technical Proposal <u>Form 2</u>		Maximum score	Company/other organization		
			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 - 35 points; The Technical Proposal corresponds well to the task, but workload overstated / understated - 60 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 90 points	90			
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 – up to 50 points; The methodology logically describes a sequence of works – up to 85 points; The methodology includes thorough criteria that demonstrate its feasibility – up to 130 points	130			
2.3	How well developed and reliable is the approach to the organization of services to the project Outputs; The developed approach contains separate inconsistencies - up to 0 points; Good approach, but low reliability on realism - up to 80 points; The organization has shown perfect approach which fully complies with reality - up to 130 points	130			





	Total score on Form 2	350			
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Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Master’s degree in the fields of: “Economy”, “Sociology”, “Political sciences” or similar (“Specialist / Master” - 3 points, “PhD” or above - 5 points)	5			
3.2	Experience in managing development projects funded by the UNDP and/or other donors and demonstrated delivery of strong results (less than 2 - 0 points, 2 projects - 5 points, more than 2 projects - 10 points)	10			
3.3	Proven experience in Eastern Ukraine, with preference for recent work in UN RPP target communities (no experience - 0 points; experience in Eastern Ukraine, but not in UN RPP target communities - 5 points; experience in Eastern Ukraine, with recent work in UN RPP target communities - 15 points)	15			
3.4	Experience in civic activism and community mobilisation proved by active membership in NGOs, civil society networks and associations (0 pts. – less than 5 years; 5 pts. – less than 10 years; 15 – more than 10 years)	10			
3.5	Technical expertise in strategic fundraising, local capacity strengthening and community mobilization (0 pts. – basic expertise; 10 pts. – sufficient expertise; 20 – extensive expertise)	20			
3.6	Participation in or coordination of projects in the field of Community Security and Social Cohesion (no - 0; one projects - 7; two and more projects - 15)	15			

3.7	Fluency in Ukrainian and Russian; English proficiency (medium - 5 points; above average - 7 points; fluent - 10)	10			
	Interim score by criteria 3.1 – 3.7	85			
	<i>Expert's Group</i>				
	<b>IT-specialist</b>				
4.1	Experience as a senior engineer, system administrator or on similar position (less than 5 years - 5; 5-8 years - 10; more than 8 years - 20)	20			
4.2	Proficiency in Web-design, SEO-optimization, database development, software applications development (sufficient expertise, but not in all mentioned fields - 5; sufficient expertise in all mentioned fields - 15; extensive expertise in all mentioned fields - 25)	25			
4.3	Knowledge of approaches and programming instruments for website gamification and UX (2 and less examples of projects - 5; 2-5 examples of projects - 10; more than 5 projects - 20)	20			
4.4	Fluency in Ukrainian and Russian; English proficiency (working level) (medium - 5 points; above average - 7 points; fluent - 10)	10			
	Interim score by criteria 4.1 – 4.4	75			
	Methodologist				
4.5	Master's degree in social sciences or management - 3 points, "PhD" or above - 5 points	5			
4.6	Experience in developing methodologies on youth engagements (at least 1 methodology - 5 points; 2 methodologies - 10 points; 3 methodologies / manuals and more - 15 points)	15			

4.7	Experience in developing concepts for civil society engagement IT-tools (no experience - 0; at least one project / example - 15; two and more examples - 20)	20			
4.8	Author of research or analysis on approaches for inclusion of groups affected by the conflict in Eastern Ukraine (no research / analysis - 0; 1 research / analysis - 15; 2 and more researches / analyses - 20)	20			
4.9	Years of experience in the field of civil society, community development and humanitarian projects funded by international donors (1-5 years – 5 points, 5-9 years – 10 points, 10 years and more – 15 points)	15			
4.10	Fluency in Ukrainian and Russian; English proficiency (working level) (medium - 5 points; above average - 7 points; fluent - 10)	10			
	Interim score by criteria 4.5 – 4.10	85			
	Total score on Form 3	245			

## Model Contract

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

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

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

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

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

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

**Від імені Підрядника / For the Contractor**

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date:

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

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

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

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

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

**Від імені ПРООН / For UNDP**

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date: