



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: August 10, 2020
	REFERENCE: 298-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Creation of online video courses on business development”**.

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

Proposals may be submitted on or before **11:59 (Kyiv time) Wednesday, August 26, 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: **“298-2020-UNDP-UKR-RFP-RPP”** and **“Creation of online video courses on business development”**.

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 Kakharov*

**Mr. Sukhrob Kakharov,**  
Operations Manager  
UNDP Ukraine  
10 August 2020

A.D.

**Annex 1****Description of Requirements**

Project name:	UN Recovery and Peacebuilding Programme
Brief Description of the Required Services	UN RPP is seeking a Contractor to develop an information exchange and communication system based on the existing business information online platform.
The overall objective	The overall objective of this assignment is to develop seven high-quality business development video courses and other relevant learning and knowledge materials, to strengthen the capacity and enhance the overall entrepreneurial activity of IDPs and host communities, especially those affected by the conflict in eastern Ukraine.
Person to Supervise the Work/Performance of the Service Provider	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN RPP
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	September 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 timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <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
	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on 17-Aug-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: 298-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule: <ul style="list-style-type: none"> <li>• After achieving deliverable 1– 20%;</li> <li>• After achieving deliverable 2 – 20%;</li> <li>• After achieving deliverable 3 – 20%</li> <li>• After achieving deliverable 4 – 20%</li> <li>• After achieving deliverable 5 – 20%</li> </ul> Payment terms: Not later than thirty (30) days as of meeting the following conditions: <ol 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> </ol>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN RPP
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	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 33% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 17%

	<input checked="" type="checkbox"/> Personnel and invited experts/consultants 50% <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <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>	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <b>procurement.rpp.ua@undp.org</b> 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.
Documents to be submitted in proposal	<input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided; <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any); <input type="checkbox"/> Financial statements (Copies of income/balance statements for last 2 years or Audited statements); <input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar projects / assignments and competitive advantages of the applicant company; <input checked="" type="checkbox"/> A work plan with a proposed work schedule indicating the persons responsible for each area of activity; <input checked="" type="checkbox"/> Concept note and proposed presenters/lecturers of the video courses; <input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past experience in similar projects / assignments; <input checked="" type="checkbox"/> At least two reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results, and the role of the applicant company; <input checked="" type="checkbox"/> The company's portfolio of the previous projects (at least three links). <input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b>

<sup>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.

Other Information Related to the RFP	<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: <ul style="list-style-type: none"> <li>▪ Organization/company officially registered in Ukraine with at least two years of work experience;</li> <li>▪ Experience in the production of learning video materials (at least two similar successful projects implemented);</li> <li>▪ Experience in adapting and integrating learning video and multimedia content into an educational online platform.</li> </ul> </li> </ul> <p><u>The Contractor must have a team of at least 5 professionals with the following roles and required qualifications:</u></p> <p><b>Team Leader/Project Manager:</b></p> <ul style="list-style-type: none"> <li>- At least a Master’s (or equivalent) degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant related field;</li> <li>- Minimum two years of professional experience in project management and/ team management;</li> <li>- Minimum two years of experience in implementing projects/programmes on video and multimedia content production;</li> <li>- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.</li> </ul> <p><b>Project Assistant/Copywriter:</b></p> <ul style="list-style-type: none"> <li>- At least Bachelor’s (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field;</li> <li>- Minimum of two years of professional experience in administrative support in event management, video production, graphic design, organization of training courses, copywriting, etc;</li> <li>- Minimum two years of experience working in multi-stakeholder projects;</li> <li>- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.</li> </ul> <p><b>Interviewer:</b></p> <ul style="list-style-type: none"> <li>- At least Bachelor’s (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field;</li> <li>- At least two years of relevant experience in journalism, PR, communications, TV, etc.;</li> </ul>
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	<ul style="list-style-type: none"><li>- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.</li></ul> <p><b>Videographers (at least two persons):</b></p> <ul style="list-style-type: none"><li>- At least two years of relevant experience in video production;</li><li>- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.</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.ua@undp.org">procurement.ua@undp.org</a></p>
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## Annex 2

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 298-2019-UNDP-UKR-RFP-RPP dated 8/10/2020, 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	
Profile – describing the nature of business, field of expertise,	Please indicate here

<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



licenses, certifications, accreditations (If any);	
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 (2015 -2016)	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;**
- 3. A timeline detailing how the required results will be achieved/completed within the required timeline**
- 4. Concept note and proposed lecturers of the video courses.**

**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 Assistant/Copywriter, Interviewer and Videographers**

## 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	20%	
Delivery of outputs 2	20%	
Delivery of outputs 3	20%	
Delivery of outputs 4	20%	
Delivery of outputs 5	20%	
<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.

#	Output description		Quantity	Unit price (indicate currency), without VAT	TOTAL (indicate currency), without VAT
1	Production of video courses/masterclasses		7		
2	Production of a short promo trailer (teaser)		7		

3	Production of text summary and infographics of a course		7		
4	Production of a set of professional photos illustrating the filming process		7		
		Total all-inclusive price, (indicate currency), without VAT			

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

**\*\* Dear partners!**

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

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

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

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

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

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

### Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 298-2020-UNDP-UKR-RFQ-RPP производиться в рамках выполнения проекта международной технической помощи.

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

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

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

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

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

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

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

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

**TERMS OF REFERENCE**

**Project name:** UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component

**Project description:** Creation of online video courses on business development

**Country/place of implementation:** government-controlled areas of Luhansk, Donetsk and Zaporizhzhia oblasts, Ukraine

**Possible business trips (if applicable):** business trips within the government-controlled areas (GCA) of Luhansk, Donetsk and Zaporizhzhia oblasts

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

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

**Supervisor's name and functional post:** Volodymyr Lyashchenko, Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN RPP

**I. BACKGROUND**

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

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

The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs.

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 12 projects funded by 12 international partners and is worth over 80 million USD.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance, support economic recovery and promote reconciliation in the crisis-affected communities of Donetsk, Luhansk, and Zaporizhzhia regions of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced economic recovery and development.

This endeavor will be achieved through the pursuit of the following specific objectives:

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.
5. To support the implementation of the European Investment Bank's Early Recovery Programme.

UN RPP business training programme was launched in eastern Ukraine in 2015 as a part of efforts to promote economic recovery of the eight conflict-affected regions closest to contact line, to motivate IDPs and local population for self-employment, increase their entrepreneurial knowledge and skills and create income-generation opportunities for the conflict-affected population. Overall, 8,900 people were trained by the programme during 2015-2020. Over 2019-2022 UNDP, under the financial support of EU, the Governments of Denmark, Poland and Japan plans to continue training for those who are willing to launch, renew or expand their Micro, Small and Medium Enterprises (hereinafter – MSMEs) in the government-controlled areas of Donetsk and Luhansk oblasts and the selected areas of Zaporizhzhia oblast (namely: Berdiansk, Prymorsk, Pryazovia, Orikhiv, Guliaipole, Yakymivka, Bilmak) - hereinafter – the "target areas"- in order to establish or restore business activity and ensure overall economic revitalization, decrease tension on the labor market and ensure development of the priority value chains that are critically important for further economic development of the region.

The COVID-19 outbreak is an aggravating factor that is challenging people, households, and businesses in the conflict-affected regions. While containing the pandemic and protecting people is the top priority, disrupted supply chains, containment measures that are limiting economic and social interactions and falling demand put people's jobs and income-generation opportunities at risk. According to ILO, the economic and labour crisis created by the COVID-19 pandemic could increase global unemployment by almost 25 million people (7.4 million people in middle-income countries) and the overall losses in labour income might reach USD 3.4 trillion (USD 14.8 billion in middle-income countries). According to Ukraine's leading investment bank, national GDP will decline by 4% if the countrywide lockdown lasts up to three months and by 9% if it lasts longer. The crisis especially affects MSMEs that have significantly lower reserves and resilience than large business. Ukrainian Chamber of Commerce and Industry reported that up to 700 000 enterprises, which give



employment to 3,5 – 4 million people, have already stopped their business activity due to the lockdown. These figures constitute some 25% of all businesses and labour workers active in Ukraine.

A sustainable entrepreneurship requires constant access to information resources on the best practices in the business development sphere. As a business develops, the challenges it faces also tend to grow. The owner of a growing business is likely to be looking for different kinds of information than someone who has a business at the startup stage, or who is just thinking of launching one. More accessible easy-to-consume online educational content on the relevant business topics would benefit all parties engaged in MSME development in conflict-affected areas. It would make sense for the online educational content to be shared on the existing business information online platform, as the Internet is now the primary means by which people get information, communicate and learn.

For this purpose, UN RPP is seeking a Contractor to develop an information exchange and communication system based on the existing business information online platform.

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

The overall objective of this assignment is to develop seven high-quality business development video courses and other relevant learning and knowledge materials, to strengthen the capacity and enhance the overall entrepreneurial activity of IDPs and host communities, especially those affected by the conflict in eastern Ukraine. For this purpose, the Contractor shall develop:

- seven video courses/masterclasses on the following business-related topics: 1) bakery product and confectionery manufacturing; 2) industrial equipment manufacturing; 3) vehicles maintenance; 4) furniture manufacturing; 5) food delivery service; 6) restaurant business; and 7) event industry.

## **III. SCOPE OF WORK AND EXPECTED OUTPUTS**

### **Common requirements**

The Contractor shall adopt a comprehensive approach to the assignment, and produce seven educational video courses with storyboards, profiles of the speakers and other learning and knowledge materials.

The Contractor must guarantee the existence of the following features for video course students:

- Branding: in accordance with UN visibility guidelines and in consultation with the Programme;
- Modules and assessment in one package: Learning content and assessments provided in a single learning experience. Preferably case studies/scenarios, based on real-life examples, a text summary of the course in pdf form, and a test to assess how the students have learned the course materials, useful links and a simple practical exercise upon each module to apply the knowledge to possible real-life cases;
- The presenters/lecturers of the video courses should be currently active Ukrainian entrepreneurs or managers of the active enterprise with good reputations, experience and should be able to communicate their ideas in simple, clear and structured manner;
- The selected enterprises should be distinguished by their innovative approach to business, unique product or service.

### **Specific requirements to the online e-learning content**

- Detailed work plan and approach to the development of the educational videos (project implementation timeline, general approach, profiles of the presenters/lecturers and storyboards for seven videos, seven text materials and seven infographics);
- Content (video, text, infographics, images, self-assessment tests) must be meaningful, memorable, motivational, measurable;

- The content should have a simple language, not overburdened with specific and complex terminology. If specific terminology or an abbreviation is used, it should be explained;
- Images, graphics, and illustrations should be used in the video and text files to facilitate the learning process;
- The minimum resolution for video files should be 1280x720 px;
- Each video course should have a short promo trailer (teaser) of up to 1 minute in length;
- The video content for each course should not exceed a total of one-and-a-half hours in length and be split into short videos no longer than 10 minutes each (see the example [here](#));
- Videos should be filmed in Russian or Ukrainian language and formatted into MP4 files, and audio into MP3 files and have Ukrainian subtitles;
- Each video course should be accompanied with a set of professional photos illustrating the filming process and/or the production process and portrait photo of every lector;
- All photo files used should be provided in common raster file types (.jpg, .jpeg, .gif, .png.);
- All created e-learning materials must support HTML5 or SCORM technology;
- All created e-learning materials should have a unique graphic design relevant to the topics they cover (bakery product and confectionery manufacturing; industrial equipment manufacturing; vehicles maintenance; furniture manufacturing; food delivery service; restaurant business and event industry);
- The text materials summarizing the video courses should not exceed two pages and be in pdf downloadable format (see the example [here](#));
- The video courses shall have an appropriate structure, composition and necessary software documentation and software tools so as to allow efficient re-composition and selective updating of such e-learning content e.g. for needs of rapid localization, revision and updating;
- The Contractor should propose and adopt the most appropriate approach to content development and review for each project, based on the specific project brief/storyboard provided and international best practice;
- Requirements regarding e-learning content: each e-learning content object produced must be appropriate for adult learners, functionality easy to use, and suitable for the target group specified in the high-level storyboard;
- Requirements for e-learning maintenance: All items produced must be placed under strict configuration management in order to support their future maintenance and to be able to evaluate the consequences when changing an item if it is related to other content;
- The presenter/lecturer in each video course should be selected by the Contractor and agreed with the UN RPP.

#### Deliverables

#	Deliverables	Period of completion (as from the start of the assignment)
1.	A detailed storyboard for the creation of seven video courses/masterclasses developed and agreed with the programme. Presenters/lecturers of the video courses selected and agreed with the programme. Filming calendar is developed and agreed with the programme. An inception report submitted to the programme.	1 month
2.	Two video courses with Ukrainian subtitles (plus two video teasers for the video course) and supporting learning and knowledge materials to be developed and agreed with the programme. An interim report is submitted to the programme.	2 months

3.	Two video courses with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report is submitted to the programme.	3 months
4.	Two video courses with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report is submitted to the programme.	4 months
5.	All seven video courses with video teasers for each video course, learning and knowledge materials in accordance with all of the provisions outlined in the <b>‘Common requirements’, ‘Specific requirements to the e-learning.</b> A project final report is submitted to the Programme.	5 months

#### IV. MONITORING/REPORTING REQUIREMENTS

The Contractor shall submit the following reports according to the programme format and guidelines: A detailed report on the progress of the e-learning content development submitted on weekly basis after the contract is signed until the moment all products are approved by the programme. Completion of every deliverable should be accompanied by an inception/interim/final report which should be submitted to the programme. All reports are to be delivered in electronic form in Ukrainian.

#### V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Organization/company officially registered in Ukraine with at least two years of work experience;
- Experience in the production of learning video materials (at least two similar successful projects implemented);
- Experience in adapting and integrating learning video and multimedia content into an educational online platform.

The Contractor must have a team of at least 5 professionals with the following roles and required qualifications:

##### **Team Leader/Project Manager:**

- At least a Master’s (or equivalent) degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant related field;
- Minimum two years of professional experience in project management and/ team management;
- Minimum two years of experience in implementing projects/programmes on video and multimedia content production;
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

##### **Project Assistant/Copywriter:**

- At least Bachelor’s (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field;
- Minimum of two years of professional experience in administrative support in event management, video production, graphic design, organization of training courses, copywriting, etc;
- Minimum two years of experience working in multi-stakeholder projects;
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

##### **Interviewer:**

- At least Bachelor's (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field;
- At least two years of relevant experience in journalism, PR, communications, TV, etc.;
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

**Videographers (at least two persons):**

- At least two years of relevant experience in video production;
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

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

- ☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company;
- ☒ A work plan with a proposed work schedule indicating the persons responsible for each area of activity;
- ☒ Concept note and proposed presenters/lecturers of the video courses;
- ☒ Personal CVs of the Project Team, including information about past experience in similar projects / assignments;
- ☒ At least two reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results, and the role of the applicant company;
- ☒ The company's portfolio of the previous projects (at least three links).

**VII. PROPOSED PAYMENT SCHEDULE:**

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

- After achieving deliverable 1– 20%;
- After achieving deliverable 2 – 20%;
- After achieving deliverable 3 – 20%
- After achieving deliverable 4 – 20%
- After achieving deliverable 5 – 20%

**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 based on 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. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g.  $490 \text{ points} \times \text{lowest price} / \text{quoted price}$ .

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.

**Minimum evaluation criteria**

*(The companies/organizations that are compliant with minimum evaluation criteria will pass on to a technical evaluation)*

1. Experience in the production of learning video materials (at least two materials);
2. Experience in adapting and integrating learning video and multimedia content into educational online platforms.

**Technical criteria:**

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	33%	230
Proposed Concept, Profiles of presenters/lecturers and Portfolio of works	17%	120
Personnel	50%	350
<b>Total</b>	<b>100%</b>	<b>700</b>

Forms of assessment of technical proposals are given in the next pages. The maximum score that may be received for each assessment criterion indicates the relative significance or weighting of such a criterion in the overall assessment process.

Assessment of technical proposal Form 1		Maximum score	Company / Other organization		
			A	B	C
Experience of the company / organization submitting the proposal					
1.2	Experience in the production of learning video materials: 2 materials – 40 points, 3 materials – 45 points, 4 materials and more – 50 points).	50			
1.3	Experience in adapting and integrating learning video and multimedia content into educational online platforms: - 1 web-platform – 40 points; - 2 web-platforms – 50 points; - 3 or more web-platforms – 60 points.	60			
1.4	How relevant and professional are the previous works? - The video content in the portfolio is/was popular in the internet with high number of views, shares, likes, etc (video has up to 1,000 views – 65 points; video with over 1,500 views – 75 points, video with over 2,000 views – 90 points).	90			
Overall score on Form 1		230			

Assessment of technical proposal Form 2		Maximum score	Company / Other organization		
			A	B	C
Proposed Concept, Profiles of presenters/lecturers and Portfolio of works					
2.1	How well-elaborated is the Concept note?	60			

	<ul style="list-style-type: none"> <li>- The proposed Concept note envisages usage of best practices from international experience and provides a clear vision and examples of educational video content – up to 30 points;</li> <li>- The proposed Concept note provides the usage of well-designed and structured text materials summarizing the video courses – up to 30 points.</li> </ul>				
2.2	<p>How relevant and well-suited to the format of video courses are the profiles of the presenters/lecturers?</p> <ul style="list-style-type: none"> <li>- The presenters/lecturers are active and competent entrepreneurs suited to each of the proposed topics of the online courses (presenter/lecturer has active relevant business and up to five years of entrepreneurial activity – 25 points; presenter/lecturer has active business and over five years of entrepreneurial activity – 30 points) – up to 30 points;</li> <li>- The presenters/lecturers are good and inspiring speakers (the presenter/lecturer has at least one video interview/presentation – 25 points; the presenter/lecturer has two and more video interviews/presentations – 30 points) – 30 points.</li> </ul>	60			
	-				
Overall score on Form 2		<b>120</b>			

Assessment of technical proposal Form 3		Maximum score	Company / Other organization		
			A	B	C
Personnel					
	Team Leader/Project Manager				
3.1	Higher education in Economics, Social Sciences, Management, Psychology, PR, Communications or another relevant related field (Bachelor’s degree or equivalent – 15 points, Master’s or equivalent and higher – 20 points).	20			
3.2	Experience in project management and team management (2 years – 20 points, 2-3 years – 25 points, 4 years and more – 35 points).	35			
3.3	Experience in implementing projects/programmes on video and multimedia content production (2 years – 35 points, 2-3 years –40 points, 4 years and more – 45 points).	45			
3.4	Language command (Ukrainian, Russian) – 10 points, Ukrainian, Russian and English (working level) – 15 points.	15			
Interim score according to criteria 3.1–3.4		115			

	<b>Other Experts – Project Assistant/Copywriter:</b>				
3.6	Education in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field (Bachelor's degree or equivalent – 15 points, Master's or higher – 20 points).	20			
3.7	Experience of work in multi-stakeholder projects (1 project – 20 points, 2 projects – 25 points, 3 projects and more – 30 points).	30			
3.8	Professional experience in administrative support in event management, video production, organization of training courses, copywriting (2 years – 15 points, 3–4 years – 20 points, 5 years or more – 30 points).	30			
3.9	Language command (Ukrainian, Russian) – 5 points, English (working level) – 10 points.	10			
	Interim score according to criteria 3.6–3.9	90			
	<b>Interviewer:</b>				
3.10	Education in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field (Bachelor's degree or equivalent – 10 points, Master's or higher – 15 points).	15			
3.11	Experience in administrative support in journalism, PR, communications, TV (2 years – 15 points, 3 years – 20 points, 4 years or more – 30 points).	30			
3.12	Language command (Ukrainian, Russian) – 5 points, English (working level) – 10 points.	10			
	Interim score according to criteria 3.10–3.12	55			
	<b>Videographer 1</b>				
3.13	Professional experience in video production (up to 2 years – 30 points, 3 years or more – 35 points).	35			
3.15	Language command (Ukrainian, Russian) – 5 points, English (working level) – 10 points.	10			
	Interim score according to criteria 3.13–3.15	45			
	<b>Videographer 2</b>				
3.17	Professional experience in video production (up to 2 years – 30 points, 3 years or more – 35 points).	35			
3.19	Language command (Ukrainian, Russian) – 5 points, English (working level) – 10 points.	10			
	Interim score according to criteria 3.17–3.19	45			
Overall score on Form 3		<b>350</b>			



**IX. ESTIMATED COST OF ASSIGNMENT**

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal (such as development of video, adaptation, advertising, travel, living allowances, salary of staff, stationary, etc.).

**Taking into account that purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.**

**Cost breakdown per deliverables**

No.	Deliverables' short description	TOTAL (indicate currency), without VAT
1	A detailed storyboard for the creation of seven video courses/masterclasses developed and agreed with the programme. Presenters/lecturers of the video courses selected and agreed with the programme. Filming calendar is developed and agreed with the programme. An inception report submitted to the programme.	
2	Two video courses with Ukrainian subtitles (plus two video teasers for the video course) and supporting learning and knowledge materials to be developed and agreed with the programme. An interim report is submitted to the programme.	
3	Two video courses with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report is submitted to the programme.	
4	Two video courses with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report is submitted to the programme.	
5	All seven video courses, learning and knowledge materials in accordance with all of the provisions outlined in the ' <b>Common requirements</b> ', ' <b>Specific requirements to the e-learning</b> '. A project final report is submitted to the Programme.	
<b>Total all-inclusive price, (indicate currency), without VAT</b>		

**Cost breakdown per components**

#	Output description	Quantity	Unit price (indicate currency), without VAT	TOTAL (indicate currency), without VAT
1	Production of video courses/masterclasses	7		
2	Production of a short promo trailer (teaser)	7		
3	Production of text summary and infographics of a course	7		
4	Production of a set of professional photos illustrating the filming process	7		
<b>Total all-inclusive price, (indicate currency), without VAT</b>				

## 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 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"/> <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>		<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>	
Номер та дата:		Number and Date:		<b>3. Посилання на номер договору (напр., номер присудження договору):</b>		<b>3. Contract Reference (e.g. Contract Award Number):</b>	
<b>4. Довгострокова угода:</b> Ні		<b>4. Long Term Agreement:</b> No		<b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари <i>та</i> послуги		<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
<b>6. Тип Послуг:</b>		<b>6. Type of Services:</b>		<b>7. Дата початку Договору:</b>		<b>7. Contract Starting Date:</b>	
<b>8. Дата завершення Договору:</b>		<b>8. Contract Ending Date:</b>		<b>9. Загальна сума Договору:</b>		<b>9. Total Contract Amount:</b>	
9а. <b>Передплата:</b> Не застосовується		9а. <b>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 <i>або</i> Товари <i>та</i> Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари <i>та/або</i> 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 <i>or</i> Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods <i>and/or</i> 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:		<b>13. Contractor's Contact Person's Name:</b>  Title Address: Telephone number: Fax:					

Email:	Email:
<b>14. Ім'я контактної особи ПРООН:</b>	<b>14. UNDP Contact Person's Name:</b>
Посада:	Title:
Адреса:	Address:
Тел.:	Telephone number
Email:	Email:
<b>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:</b>	<b>15. Contractor's Bank Account to which payments will be transferred:</b>
Отримувач:	Beneficiary:
Назва рахунку:	Account name:
Номер рахунку:	Account number:
Назва банку:	Bank name:
МФО	Bank address:
ЄДРПОУ	MFO
	EDRPOU
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> <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> <li>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.</li> <li>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.</li> <li>7.</li> </ol> <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди,</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> <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 _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> <li>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.</li> <li>7.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized</p>

<p>незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><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>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>	
<b>Від імені Підрядника / For the Contractor</b>		<b>Від імені ПРООН / For UNDP</b>	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	