



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: August 21, 2020
	REFERENCE: 279-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of “Comprehensive market analysis for each of the prioritized value chains with the mapping of all market stakeholders in Luhansk, Donetsk and Zaporizhzhia oblasts”.

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) Friday, September 04, 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: **“279-2020-UNDP-UKR-RFP-RPP”** and **“Comprehensive market analysis for each of the prioritized value chains”** .

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**

**August 21, 2020**

*A.D.*

## Description of Requirements

<b>Project name</b>	<b>UN Recovery and Peacebuilding Program</b>
<b>Brief Description of the Required Services</b>	<p>UN RPP is seeking a legal entity that will perform Market analysis of the target value chains (in specified regions):</p> <ol style="list-style-type: none"> <li>1) Industry and engineering services;</li> <li>2) Textiles and Clothing;</li> <li>3) Hospitality;</li> <li>4) Ceramics;</li> <li>5) Food Processing;</li> <li>6) Dairy and Beef;</li> <li>7) Poultry and Egg;</li> <li>8) Grain and Oilseed;</li> <li>9) Fruits and Vegetables.</li> </ol>
<b>The overall objective</b>	<p>UN RPP is looking for Contractor to conduct a comprehensive market analysis for the prioritized value chains in Luhansk and Donetsk oblasts (GCAs) and particular districts and cities of Zaporizhzhya region, namely: Berdiansk, Prymorsk, Pryazovia, Orikhiv, Guliaipole, Yakymivka, Bilmak raions, the towns of Berdiansk, Prymorsk, Melitopol, Tokmak region and Zaporizhzhya city. The generated data will help to prioritize further targeted support and development of MSME-centered value chains of the target areas.</p>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Business Development Specialist, Economic Recovery and Restoration of Critical Infrastructure, 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>September 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> – 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"/> <b>UAH</b>
<b>Value Added Tax on Price Proposal</b>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>
<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> <b>90 days</b> <input type="checkbox"/> 120 days  <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on</b>	<p><b>Pre-Bidding Conference will be held on 27th of August 2020 at 11 am (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: 279-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</b></p>
<b>Payment Terms</b>	<p>The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.</p> <ul style="list-style-type: none"> <li>• After achieving of the output 1 and submission of the Inception Report – 20%;</li> <li>• After achieving of the output 2 and submission of the Interim Report No. 1 – 20%;</li> <li>• After achieving of the output 3 and submission of the Interim Report No. 2 – 30%;</li> <li>• After complete achievement of all the results and submission of the Final report – 30%.</li> </ul>

	The payments will be processed upon full completion and acceptance of corresponding contractual obligations whereupon UN RPP Specialist signs the certification of acceptance.
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN RPP
<b>Type of Contract to be Signed</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> <b>Contract for Professional Services</b> <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
<b>Criteria for Contract Award</b>	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <b><u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u></b>
<b>Criteria for the Assessment of Proposal</b>	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 21% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 29% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 50%  <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be calculated as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<b>UNDP will award the contract to</b>	<input checked="" type="checkbox"/> <b><u>One and only one Contractor</u></b> <input type="checkbox"/> One or more Contractors, depending on the following factors
<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> <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>	<p><b>Procurement Unit</b> <b>UNDP Ukraine</b> <i>procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Documents to be submitted in proposal</b>	<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;</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"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity;</li> <li><input checked="" type="checkbox"/> A short overview of how the Contractor meets the qualifications, experience, and skills requirements</li> <li><input checked="" type="checkbox"/> Brief description of the assignment's implementation methodology</li> <li><input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;</li> <li><input checked="" type="checkbox"/> At least 1 reference letter for each specialist from the previous customers and former employers;</li> <li><input checked="" type="checkbox"/> At least 1 example of market analysis work of each specialist from the entity;</li> <li><input checked="" type="checkbox"/> A list and short summary of experience in the conducting economic market research/market analysis/industry analysis within last 3 years;</li> <li><input checked="" type="checkbox"/> At least three similar entity's studies related to market analysis, that describe the methodology, geographical scope of work, assessment approach, findings, recommendations, etc.</li> <li><input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past 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>

<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**

**Administrative Requirements:**

**Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:**

- ✓ Offers must be submitted within the stipulated deadline
- ✓ Offers must meet required Offer Validity
- ✓ Offers have been signed by the proper authority
- ✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration
- ✓ Offers must comply with general administrative requirements:

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

- ✓ Organization/company officially registered in Ukraine for at least 3 years;
- ✓ Proven track record on conducting economic market research/market analysis/industry analysis within last 3 years (at least three similar entity’s studies related to market analysis, that describe the methodology, geographical scope of work, assessment approach, findings, recommendations, etc.)
- ✓ Availability of human resources ensuring proper quality and timely performance of the contract:

**Team Leader/Project Manager:**

- At least Master’s (or equivalent) degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 3 years of professional experience in project management and team management,
- Minimum 3 years of experience and implementation of at least 3 projects/programmes related to market analysis;
- Excellent reporting skills (reference to at least 1 open source report should be provided);
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English.

**Programme specialists:**

- At least Bachelor’s degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 3 years of professional experience in the field of market analysis;
- Excellent reporting skills (reference to at least 1 open source report per specialist should be provided);
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered as an asset.

**Other information** is available on  
<http://procurement-notice.undp.org>;

**For the information, please contact** [procurement.rpp.ua@undp.org](mailto:procurement.rpp.ua@undp.org)



**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 279-2020-UNDP-UKR-RFP-RPP dated 8/21/2020, 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, licenses, certifications, accreditations (If any);	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

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

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

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

**Must include:**

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work requested (up to 4 pages), previous experience in implementing similar activities and competitive advantages of the applicant company and submitted staff;**
- 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 (Team Leader / Project Manager, Specialists);***
- b) CVs demonstrating qualifications, experience and language skills of Team Leader / Project Manager, Specialists 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</b> <b>Price (Weight for</b> <b>payment)</b>	<b>Amount,</b> <b>currency,</b> <b>excl. VAT</b>
Deliverable 1	20%	
Deliverable 2	20%	
Deliverable 3	30%	
Deliverable 4	30%	
<b>Total</b> (please indicate currency)	100%	

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

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

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

<b>No</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Cost per unit, currency</b>	<b>The amount, currency excl. VAT</b>
<b>1</b>	<b>Personnel</b>				
1.1	Project Manager / Team Leader	1 month of work			
1.2	Specialist 1	1 month of work			
1.3	Specialist 2	1 month of work			
1.4	Specialist 3	1 month of work			
1.5	Other (if any – define persons/activities/costs)				
<b>2</b>	<b>Travel and Lodging</b>				
2.1	Travel costs (tickets)	Travel for 1 person			
2.2	Accommodation	Day			
2.3	Daily Allowance	Day			
2.4	...				
<b>3</b>	<b>Other costs (if any)</b>				
3.1	...				
	<b>Total, all-inclusive (please indicate currency)</b>				

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

**\*\* Dear partners!**

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

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

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

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

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the 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 279-2020-UNDP-UKR-RFP-RPP производится в рамках выполнения проекта международной технической помощи.

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

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

В случае наличия права на применение этой 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 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:** Comprehensive market analysis for each of the prioritized value chains with the mapping of all market stakeholders in Luhansk, Donetsk and Zaporizhzhia oblasts

**Country/place of implementation:** Government-controlled areas of Luhansk and Donetsk oblasts, particular districts and cities of Zaporizhzhya region, Ukraine

**Possible business trips (if applicable):** Business trips within the government-controlled areas of Luhansk and Donetsk oblasts particular districts and cities of Zaporizhzhia oblast

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

**Duration of the assignment or end date (if applicable):** 4 months

**Name and position of project manager:** 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.

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.

The need to provide new employment opportunities for people formerly employed in heavy industry, mining and ports in the conflict-affected region, including in agriculture, fishery and related businesses, is urgent. At the same time, the conflict has meant that bank lending, leasing, and other credits (including trade credit) have been affected and currently are revitalizing in the regions. The businesses are struggling to get access to finance and connect to markets in the rest of Ukraine and beyond due to a lack of competencies and experience. Inclusive economic growth needs to be advanced through support for micro, small and medium enterprises (MSMEs) and trade development in the priority sectors of the economy in the target regions. Such sectors have already been identified in Luhansk and Donetsk (GCAs) oblasts, particular districts and cities of Zaporizhzhya region.

A detailed analysis of market conditions in the prioritized sectors of economy is required to coordinate further UN RPP interventions aimed at overall development of the key value chains within the sectors. For this purpose, the Programme is seeking a **legal entity (hereinafter – the Contractor) that will conduct a comprehensive market analysis for the prioritized value chains in Luhansk, Donetsk and Zaporizhzhia oblasts.**

The target value chains are listed below:

- 10) Industry and engineering services
- 11) Textiles and Clothing
- 12) Hospitality
- 13) Ceramics
- 14) Food Processing
- 15) Dairy and Beef
- 16) Poultry and Egg
- 17) Grain and Oilseed
- 18) Fruit and Vegetables

Market analysis of the above-mentioned value chains presents the foundation stone for the requested research. All collected data should be generated from primary and secondary sources.

## II. MAIN OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to engage the Contractor which will conduct a comprehensive market analysis for the prioritized value chains in Luhansk and Donetsk oblasts (GCAs) and particular districts and cities of Zaporizhzhya region, namely: Berdiansk, Prymorsk, Pryazovia, Orikhiv, Guliaipole, Yakymivka, Bilmak rayons, the towns of Berdiansk, Prymorsk, Melitopol, Tokmak region and Zaporizhzhya city. The generated data will help to prioritize further targeted support and development of MSME-centered value chains of the target areas.

This market research is intended to be a practical input for the Programme in the determination of lagging value chains, its potential saturation and development.

The key objective of this assignment is to provide information on the potential economic and market opportunities in the regions and identify the existing barriers and requirements for accessing these opportunities.

**Objective 1.** In-depth market analysis on each of the prioritized value chains is conducted within the respective timeline.

**Objective 2.** A comprehensive analysis of the potential economic and business opportunities in frames of

target value chains has been done.

**Objective 3.** Analysis of the major constraints and needs in frames of the target value chains development has been conducted.

**Geographical scope of the assignment:** Donetsk oblast - all rayons of GCA; Luhansk oblast - all rayons of GCA; Zaporizhzhia oblast (particular districts and cities) - Berdiansk, Prymorsk, Pryazovia, Orikhiv, Guliaipole, Yakymivka and Bilmak rayons, the towns of Malitopol and Tokmak and Zaporizhzhya city.

### III. SCOPE OF WORK AND EXPECTED OUTPUTS

The Contractor is required to carry out the following **tasks**:

**1. Value chains' mapping (Output 1).** The task implies the development of the detailed work plan with the mapping approach, assessment methodology, and criteria for value chain evaluation.

Specifically, the Contractor should implement the following:

- Develop a detailed agenda and work plan, present the list of resultative indicators that should be evaluated at the end of the assignment;
- The schedule for all planned activities/trips/meetings should be presented in a form of Inception report to UN RPP for the approval;
- Using the various sources of information (official data, meeting with the stakeholders, valid studies, and reviews, etc.), assess the market structure and evaluate the target value chains in the target areas;
- Provide a mapping of existing market stakeholders (identifying their types, volumes, supply chains, and competitiveness);
- To analyze the position of the market stakeholders from each of the target value chains on the national and regional market arena, determine their gaps and needs within each of the target value chains separately;
- The collected data should be incorporated into the Interim reports on the findings of each of the target value chains (*9 separate Inception reports on: Industry and engineering services, Textiles & Clothing, Hospitality, Ceramics, Food Processing, Dairy and Beef, Poultry and Egg, Grain and Oilseed, Fruit and Vegetables value chains*).

The documents should follow the next requirements: *15-20 pages, single spacing, Myriad Pro, size 11, Ukrainian and English language.*

**2. Value chains analysis (Output 2).** Based on the gathered data, the Contractor is required to do the next tasks:

- Analyze and evaluate the economic situation within each of the target value chains separately;
- Provide a general overview of the existing regional market situation in the target areas with regards to the target value chains operating;
- Analyze current market trends in terms of market demand and supply, established market chains, government market regulatory and control mechanisms within target value chains;
- Conduct economic assessment of COVID-19 impact on target value chains (assess the number of MSMEs affected, cease operations, went out of business, etc.);
- Survey MSMEs from the target value chains on their ability to work remotely (number of businesses and sectors that managed to move their activities online, etc.);
- Describe the existing challenges, needs, and opportunities for business associations/entrepreneurs/clusters/other stakeholders operating in the target value chains;
- Explore micro-financing institutions in the target area and illustrate how the existing stakeholders can be linked with them for further cooperation and development;

- Analyze possible potential risks may occur in each of the target value chains and suggest possible mitigation measures;
- Analyze the resources and capacities of market stakeholders within each of the target value chains to access services, credit, information and resources to develop and expand their activities;
- Suggest improvements in the value chain system to ensure direct linkages of the market stakeholders with the major markets and increased incomes/capacities from their products/services;
- Identify the feasible opportunities for potential stakeholders' cooperation, consider the opportunity for the establishment of new enterprises, business associations, supply chains, market links, partnership within and outside the country;
- Based on determined market trends, existing market links and general economic situation in the target areas, evaluate the information on the potential development of each of the target value chains separately. Provide clear recommendations on potential actions to be taken to revitalize the prioritized value chains;
- Propose the potential resilience projects for each of the target value chain;
- Based on the Interim reports and target value chains' analysis, prepare and submit the Executive Summary document that should compile the results of each of the target value chains' analysis research. The document should follow the next requirements: *at least 20 pages, single spacing, Myriad Pro, size 11, Ukrainian and English language.*

**3. Recommendations and reporting (Output 3).** Summarizing the findings, the Contractor should provide the recommendations on the target value chains development and submit the Final report structured in the following manner:

- Overview of the target regions with the specification of the context, objectives, main trends, constraints, infrastructure and geographical scope;
- Comprehensive analysis of prioritized value chains divided by the chapters:
  - 1) Industry and engineering services
  - 2) Textiles & Clothing
  - 3) Hospitality
  - 4) Ceramics
  - 5) Food Processing
  - 6) Dairy and Beef
  - 7) Poultry and Egg
  - 8) Grain and Oilseed
  - 9) Fruit and Vegetables
- Mapping approach and methodology;
- Data analysis, key findings, data limitations and general conclusions;
- Recommendations for further actions and lessons learnt;
- Key data sources.

The Final report should follow the next requirements: *100 pages, single spacing, Myriad Pro, size 11, Ukrainian and English language.*

**4. Presentation of the market analysis (Output 4).** After the final approval, the Contractor should provide:

- The MS PowerPoint presentation (*at least 20 slides, Ukrainian and English language that includes: background information; key points of the strategy, etc.*) on the main findings of the assignment;
- Present the Executive Summary document and Final report that should include all findings within the each of the target value chains and present the general overview of the economic situation in the target areas with the respective recommendations;

- Conduct at least one presentation session of results in the targeted regions (*location is to be determined later on*).

Costs of conference services related to the arrangement of presentations will be covered by UN RPP.

Output #	Task description	Deadline
Output 1	<ol style="list-style-type: none"> <li>1. The Inception report is submitted and approved by UN RPP.</li> <li>2. Nine Interim reports on each of the target value chains are submitted and approved by UN RPP.</li> </ol> <p>The reports should include the mapping of the existing market stakeholders, describing their portfolio, challenges, and the needs and challenges they have.</p>	Up to 30 working days after the starting date of the assignment
Output 2	<ol style="list-style-type: none"> <li>1. Conduct comprehensive market research of the target value chains in the target areas of Luhansk, Donetsk and Zaporizhzhia oblasts.</li> <li>2. Executive Summary on the results of each of the target value chains' analysis research are submitted and approved by UN RPP.</li> </ol> <p>The document should include the objectives of the research, a detailed plan of how the research carried out describing the research methodology, qualitative and quantitative indicators, the key internal and external stakeholders involved, expected progress, and outputs. A detailed work plan should be annexed to the report.</p>	Up to 60 working days after the starting date of the assignment
Output 3	<ol style="list-style-type: none"> <li>1. Develop the Final market research report with respective practical recommendations related to the revitalization and development of the target value chains.</li> </ol> <p>The Final reports with all findings should be presented in a qualitative format supported by quantitative charts and tables.</p> <p>The report should be elaborated in accordance with the requirements mentioned in the Scope of work section.</p>	Up to 90 working days after the starting date of the assignment
Output 4	<ol style="list-style-type: none"> <li>1. The Contractor needs to present the Executive Summary and Final report at the Round table discussion with the representatives of UN RPP, using the multimedia presentations in MS PowerPoint as a format for data presenting;</li> </ol> <p><i>The location of the Round table discussion is to be determined.</i></p>	Up to 120 working days after the starting date of the assignment

All reports should be transmitted to UN RPP electronically (formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf) on the electronic source or in the form of electronic communication with the attached final product on Ukrainian language.

#### **IV. MONITORING & REPORTING REQUIREMENTS**

The assigned Contractor should comply with the system of monitoring, evaluation and quality control introduced by the Programme, and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The Interim, Inception and Final reports should follow the pre-set template agreed with the Programme that includes both substantial and financial parts and shall be shared with the respective official.

As a quality assurance measure, the Programme reserves the right to initiate spot-checks during the meetings, to conduct interviews with participants and receive feedback on the quality of the assigned Contractor's work. The assigned Contractor should facilitate the process by presenting the Programme with all necessary contacts of the interlocutors and should refrain from influencing the impartiality of the assessment procedures.

Weekly operational email reports on the current stage of implementation should be submitted to UN RPP. The issues faced during the implementation process are also required to be raised.

UN RPP has a right to request brief reports on the progress of the assignment during any stage of implementation.

#### **V. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS**

Preference will be given to applicants with the following:

- Organization/company officially registered in Ukraine for at least 3 years;
- Proven track record on conducting economic market research/market analysis/industry analysis within last 3 years (at least three similar entity's studies related to market analysis, that describe the methodology, geographical scope of work, assessment approach, findings, recommendations, etc.)

The Contractor must have a team of at least 3 professionals.

##### **Team Leader/Programme Manager:**

- At least Master's (or equivalent) degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 3 years of professional experience in project management and team management,
- Minimum 3 years of experience and implementation of at least 3 projects/programmes related to market analysis;
- Excellent reporting skills (reference to at least 1 open source report should be provided);
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English.

##### **Programme Specialists:**

- At least Bachelor's degree in Economy, Finance, Public Administration, Management, Entrepreneurship or related field;
- Minimum 3 years of professional experience in the field of market analysis;
- Excellent reporting skills (reference to at least 1 open source report per specialist should be provided);

- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered as an asset.

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

Proposals should include:

- ☒ A letter of interest/letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;
- ☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
- ☒ A short overview of how the Contractor meets the qualifications, experience, and skills requirements;
- ☒ Personal CVs of the Project Team, including information about past experience in similar projects/assignments;
- ☒ At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
- ☒ At least 1 reference letter for each specialist from the previous customers and former employers;
- ☒ At least 1 example of market analysis work of every specialist from the entity.

## **VI. PAYMENT SCHEDULE**

UN RPP will pay the negotiated amount in 4 tranches as per delivery of the outputs outlined above. The payments will be paid upon the full completion and acceptance of contractual obligations whereupon the Programme Coordinator of UN RPP signs the certification of acceptance.

- 20% of total contract amount upon completion of Deliverable 1
- 20% of total contract amount upon completion of Deliverable 2
- 30 % of total contract amount upon completion of Deliverable 3
- 30% of total contract amount upon completion of Deliverable 4

**Minimum evaluation criteria**

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

1. Organization/company officially registered in Ukraine for at least 3 years;
2. Proven track record on economic market research/market analysis/industry analysis within last 3 years (at least three similar entity's studies related to market analysis);
3. Experience of every specialist from the entity in the market analysis sphere (at least one example of market analysis work of every specialist from the entity).

**Technical criteria:**

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of Firm/Organization	21%	150
Proposed Methodology, Approach and Implementation Plan	29%	200
Personnel	50%	350
<b>Total</b>	<b>100%</b>	<b>700</b>

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

Assessment of technical proposal Form 1		Maximum score	Company / Other organization		
			A	B	C
<b>Expertise of entity</b>					
1.1	Organization/company officially registered in Ukraine (minimum 3 years – 40 points, 4 years or more – 50 points).	50			
1.2	Experience in conducting economic market research/market analysis/industry analysis within last 3 years: 3 studies – 40 points, 4 studies and more – 50 points.	50			
1.3	Experience of every specialist from the entity in the market analysis sphere: 1 study per professional – 40 points; 2 and more studies – 50 points.	50			
Overall score on Form 1		150			

Assessment of technical proposal Form 2		Maximum score	Company / Other organization		
			A	B	C
<b>Proposed Methodology, Approach and Implementation Plan</b>					
2.1	How well-elaborated are the market analysis methodology and plan of action? - The proposed work plan with the mapping approach, assessment methodology, and	100			





	<p>criteria for value chain evaluation– up to 50 points;</p> <ul style="list-style-type: none"> <li>- The proposed stakeholders, clusters/groups, association, etc. to be communicated – up to 50 points;</li> </ul>				
2.2	<p>How well-developed and feasible the proposed market analysis looks within established timeframes?</p> <ul style="list-style-type: none"> <li>- The proposed market analysis schedule is realistic and meets the assignment timeframe – up to 50 points;</li> <li>- The proposed reporting schedule is realistic and meets the assignment timeframe – up to 50 points.</li> </ul>	100			
Overall score on Form 2		200			

Assessment of technical proposal Form 3		Maximum score	Company / Other organization		
			A	B	C
Personnel					
	Team Leader/Programme Manager				
3.1	Experience in project management and team management (3 years – 35 points, 4 years and more – 40 points).	40			
3.2	Implementation of projects/programmes related to market analysis: <ul style="list-style-type: none"><li>- total experience (3 years – 20 points, 4 years and more – 25 points);</li><li>- number of projects/programmes related to market analysis (3 projects/programmes – 20 points, 4 projects/programmes and more – 25 points).</li></ul>	50			
3.3	Higher education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Master’s (or equivalent) – 35 points, PhD or higher – 40 points).	40			
3.4	Excellent reporting skills (reference to at least 1 open source report – 35 points, 2 and more – 40 points)	40			
3.5	Language command (Ukrainian, Russian) – 25 points, Ukrainian, Russian and English (working level) – 30 points).	30			
Interim score according to criteria 3.1–3.5		200			
	Other Experts – Programme Specialists Specialist 1:				
3.6	Professional experience in the field of market analysis (3 years – 15 points, 4 or more – 20 points).	20			

3.7	Excellent reporting skills (reference to at least 1 open source report – 7 points, 2 and more – 10 points)	10			
3.8	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Bachelor's degree or equivalent – 7 points, Master's or higher – 10 points).	10			
3.9	Language command: - Ukrainian, Russian – 8 points; - English (working level) – 2 point.	10			
	Interim score according to criteria 3.6–3.9	50			
	Other Experts – <b>Specialist 2:</b>				
3.10	Professional experience in the field of market analysis (3 years – 15 points, 4 or more – 20 points).	20			
3.11	Excellent reporting skills (reference to at least 1 open source report – 7 points, 2 and more – 10 points)	10			
3.12	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Bachelor's degree or equivalent – 7 points, Master's or higher – 10 points).	10			
3.13	Language command: - Ukrainian, Russian – 8 points; - English (working level) – 2 point.	10			
	Interim score according to criteria 3.10–3.13	50			
	Other Experts – <b>Specialist 3:</b>				
3.14	Professional experience in the field of market analysis (3 years – 15 points, 4 or more – 20 points).	20			
3.15	Excellent reporting skills (reference to at least 1 open source report – 7 points, 2 and more – 10 points)	10			
3.16	Education in Economy, Finance, Public Administration, Management, Entrepreneurship or related field (Bachelor's degree or equivalent – 7 points, Master's or higher – 10 points).	10			
3.17	Language command: - Ukrainian, Russian – 8 points; - English (working level) – 2 point.	10			
	Interim score according to criteria 3.14–3.17	50			
Overall score on Form 3		350			

## Model Contract

<p><b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</b></p>  <p><i>Empowered lives. Resilient nations.</i></p>	<p><b>Contract for Goods and/or Services Between the United Nations Development Programme and</b></p>  <p><i>Empowered lives. Resilient nations.</i></p>
<b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна	<b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Ukraine
<b>2. ПРООН</b> <input type="checkbox"/> <b>Запит цін</b> <input checked="" type="checkbox"/> <b>Запит пропозиції</b> <input type="checkbox"/> <b>Запрошення на участь у конкурсі</b> <input type="checkbox"/> <b>укладення прямих договорів</b> Номер та дата:	<b>2. UNDP</b> <input type="checkbox"/> <b>Request for Quotation</b> <input checked="" type="checkbox"/> <b>Request for Proposal</b> <input type="checkbox"/> <b>Invitation to Bid</b> <input type="checkbox"/> <b>direct contracting</b>  Number and Date:
<b>3. Посилання на номер договору (напр., номер присудження договору):</b>	<b>3. Contract Reference (e.g. Contract Award Number):</b>
<b>4. Довгострокова угода:</b> Ні	<b>4. Long Term Agreement:</b> No
<b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари <i>та</i> послуги	<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services
<b>6. Тип Послуг:</b>	<b>6. Type of Services:</b>
<b>7. Дата початку Договору:</b>	<b>7. Contract Starting Date:</b>
<b>8. Дата завершення Договору:</b>	<b>8. Contract Ending Date:</b>
<b>9. Загальна сума Договору:</b>	<b>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"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат	<b>11. Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement
<b>12. Назва(Ім'я) Підприємця:</b>	<b>12. Contractor's Name:</b>
<b>13. Ім'я контактної особи Підприємця:</b>  Посада: керівник Адреса: Номер телефону: Факс: Email:	<b>13. Contractor's Contact Person's Name:</b>  Title Address: Telephone number: Fax: Email:
<b>14. Ім'я контактної особи ПРООН:</b>	<b>14. UNDP Contact Person's Name:</b>

Посада: Адреса: Тел.: Email:	Title: Address: Telephone number Email:
<b>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:</b> Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
<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> </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, 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</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> </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 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>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><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:	