



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: September 14, 2020
	REFERENCE: 588-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of "Development and implementation of the Management Capacity Building Programme for local self-government of target communities in Donetsk and Luhansk 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 (Kyiv time) Monday, September 28, 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 25 MB in size**. Offers larger than 25 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 25 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: **"588-2020-UNDP-UKR-RFP-RPP" and "Development and implementation of the Management Capacity Building Programme for local self-government of target communities in Donetsk and Luhansk oblasts"**

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,

Sergei Mostovoy

Mr. Sergei Mostovoy,
a.i. Operations Manager
UNDP Ukraine
September 14, 2020

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Description of Requirements

Project name:	United Nations Recovery and Peacebuilding Programme
Brief Description of the Required Services	UNDP is looking for a contractor who will develop and implement Management Capacity Building Programme for local self-government of target communities in Donetsk and Luhansk oblasts.
The overall objective	<p>The main goal of this assignment is to develop and strengthen the organizational skills of the representatives of local self-government of UN RPP target communities in Donetsk and Luhansk oblasts through developing and implementing Management Capacity Building Programme, that will enable participants to fulfill the powers and competences in their amalgamated entities at the highest possible level.</p> <p>Thus, the main tasks of the Management Capacity Building Programme are the following:</p> <ul style="list-style-type: none"> - Organization and conducting of 21 specialized training, that are distributed into five areas, which include effective communication, team building, organizational management, fundamentals of planning, and participatory policymaking. - Organization and conducting of 3 study visits to oblasts with positive experience in amalgamation and practical successful models of improved territorial management. <p>Management Capacity Building Programme shall contribute to the achievement of the following learning objectives:</p> <p>Objective 1. At least 420 participants – key staff of local self-government of UN RPP target communities in Donetsk and Luhansk oblasts are introduced to the concept of management and enabled to obtain practical organizational skills that will foster the improvement of amalgamated entities</p> <p>Objective 2. At least 60 participants - key staff of local self-government of UN RPP target communities in Donetsk and Luhansk oblasts are acquainted with practical experience and successful models of improved territorial organization in other regions in Ukraine, advance implementation of new approaches, models and share knowledge with their local teams.</p>
Person to Supervise the Work/Performance of the Service Provider	Territorial Amalgamation Specialist, 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	October 2020
Target completion date	January 2021
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

involved in completing the services	
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: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on the 21st of September 2020 at 11 a.m. via Skype Conference.</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 (for bidders willing to participating via Skype Conference) at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 588-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.</p> <ul style="list-style-type: none"> • Upon completion of Deliverable 1 and submission of the respective Report – 10%; • Upon completion of Deliverable 2 and submission of the respective Report – 30%; • Upon completion of Deliverable 3 and submission of the respective Report – 30%; • Upon completion of Deliverable 4 and submission of the Final Report – 30%; <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ol style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Contractor.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Territorial Amalgamation Specialist, RPP
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Services
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	Technical Proposal (70%) <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 25% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 35% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 40% Financial Proposal (30%) 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: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) ¹	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.rpp.ua@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
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 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"/> Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule, timeframe, indication of the persons responsible for each area of activity. <input checked="" type="checkbox"/> Two examples of previous experience in carrying out educational/training programs should be attached <input checked="" type="checkbox"/> CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided). <input checked="" type="checkbox"/> CVs of the proposed trainers including information about the experience and competencies (required as per that Terms of Reference) <input checked="" type="checkbox"/> Minimum 2 references on similar projects from previous clients <input checked="" type="checkbox"/> 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).
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: <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline <input checked="" type="checkbox"/> Offers must meet required Offer Validity <input checked="" type="checkbox"/> Offers have been signed by the proper authority

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

	<p>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization's legal status and registration</p> <p>✓ Offers must comply with general administrative requirements:</p> <ol style="list-style-type: none"> 1. Organization/company officially registered for at least 5 years; 2. Experience in organization and management of training programs focused on the needs of local governments in the field of organizational management, effective coordination, leadership, professional development, other relevant areas at least 10 examples of training programs; 3. Experience in design of training strategies for local authorities; capacity-building and management skills development programs for the representatives of local self-government and NGO activists at least 5 examples of works to be provided; 4. Experience in organizing events at local and national level: study visits, training, round tables, etc (at least 3 examples should be provided); 5. Availability of human resources that will ensure the proper quality and timely performance of the contract. <p><u>Those bidders with no inner capacity of conference / accommodation / catering service provision are recommended to contact a list of approved UNDP Long Term Agreement partners to assure quality of the conference component. The list of the companies will be provided upon request to e-mail procurement.rpp.ua@undp.org and to participants of a pre-bid meeting.</u></p> <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)*

[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 588-2020-UNDP-UKR-RFP-RPP, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

² This serves as a guide to the Service Provider in preparing the Proposal.

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

Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

Must include:

- 1. Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);**
- 2. Technical proposal detailing the proposed work plan with the proposed work schedule indicating the persons responsible for each area of activity;**
- 3. A timeline detailing how the required results will be achieved/completed within the required timeline**
- 4. Procedure for evaluation of the training programmes including reporting process and quality control measures**

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 (Project Manager, Project Assistant, Trainers);**
 - b) CVs demonstrating qualifications, experience and language skills of Project Manager, Project Assistant and Trainers as well as contact details for referees;**
 - c) Written confirmation from each team member that they are available for the entire duration of the contract.**
- 1) Project Manager**
 - 2) Project Assistant**
 - 3) Trainers**

Financial Proposal

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Delivery of deliverable 1		
Delivery of deliverable 2		
Delivery of deliverable 3		
Delivery of deliverable 4		
Total (please indicate currency)	100%	

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

B. Cost Breakdown by Cost Component:

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

No.	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Staff				
1.1	Project Manager	months			
1.2	Project Assistant	months			
1.3.	Trainer 1	months			
	Trainer 2	months			
	Trainer 3	months			
1.4.					
2	Implementation costs				
	Organization and Holding training (Area 1,2,3,4,5)				
2.1.	Area 1. Five 2-days training "Fundamentals of planning. Effective teamwork" for 100 participants				
2.1.1	Trainers' fee for five 2-days training (calculation)				
2.1.2	Travel of participants from the place of residence and back (20 participants/1 training/5 training)				
2.1.3	Meals for participants during five 2-days training (at least 1 breakfast, 2 lunch, 1 dinner, 3 coffee breaks)				
2.1.4	Rental of premises for five 2-days trainings (equipment should be included)				
2.1.5	Handouts (notebook/pen)				
2.1.6	Accommodation of participants of five 2-days training (1 night x 1 participant x cost of 1-night stay)				
2.1.7	Other (please specify)				
2.1.8	Total				
2.2	Area 2. Five 2-days training "Effective coordination and organizational management" for 100 participants				
2.2.1	Trainers' fee for five 2-days training (calculation)				
2.2.2	Travel of participants from the place of residence and back (20 participants/1 training/5 training)				
2.2.3	Meals for participants during five 2-days training (at least 1 breakfast, 2 lunch, 1 dinner, 3 coffee breaks)				

2.2.4	Rental of premises for five 2-days trainings (equipment should be included)				
2.2.5	Handouts (notebook/pen)				
2.2.6	Accommodation of participants of five 2-days trainings (1 night x 1 participant x cost of 1-night stay)				
2.2.7	Other (please specify)				
2.2.8.	Total				
2.3	Area 3. Five 2-days training “Benefits of amalgamation. Technical issues of communities under amalgamation and their resolution” for 100 participants				
2.3.1	Trainers’ fee for five 2-days trainings (calculation)				
2.3.2	Travel of participants from the place of residence and back (20 participants/1 training/5 training)				
2.3.3	Meals for participants during five 2-days training (at least 1 breakfast, 2 lunch, 1 dinner, 3 coffee breaks)				
2.3.4	Rental of premises for five 2-days (equipment should be included)				
2.3.5	Handouts (notebook/pen)				
2.3.6	Accommodation of participants of five 2-days training (1 night x 1 participant x cost of 1-night stay)				
2.3.7	Other (please specify)				
2.3.8.	Total				
2.4.	Area 4. Four 2-days training “Participatory policymaking fundamentals. Citizen participation tools in the formulation and implementation of development policies. Improving the efficiency of citizens involvement processes. Functions of public advisory bodies. Fundamentals of networking, lobbying. Practice of coalition-building” for 80 participants				
2.4.1	Trainers’ fee for four 2-days training (calculation)				
2.4.2	Travel of participants from the place of residence and back (20 participants/1 training/4 training)				
2.4.3	Meals for participants during four 2-days training (at least 1 breakfast, 2 lunch, 1 dinner, 3 coffee breaks)				
2.4.4	Rental of premises for four 2-days (equipment should be included)				
2.4.5	Handouts (notebook/pen)				
2.4.6	Accommodation of participants of four 2-days training (1 night x 1 participant x cost of 1-night stay)				

2.4.7	Other (please specify)				
2.4.8.	Total				
2.5	Area 5 Two 2-days training “Citizens involvement in decision-making. Building of the dialogue between community and local self-government “for 40 participants				
2.5.1	Trainers’ fee for two 2-days training (calculation)				
2.5.2	Travel of participants from the place of residence and back (20 participants/1 training/2 training)				
2.5.3	Meals for participants during two 2-days training (at least 1 breakfast, 2 lunch, 1 dinner, 3 coffee breaks)				
2.5.4	Rental of premises for two 2-days (equipment should be included)				
2.5.5	Handouts (notebook/pen)				
2.5.6	Accommodation of participants of two 2-days training (1 night x 1 participant x cost of 1-night stay)				
2.5.7	Other (please specify)				
2.5.8.	Total				
3.	Implementation costs. Organization and Holding Study visits				
3.1.	Study visit 1. “Successful administrative transformations in amalgamation process in Hromadas of Odesa oblast” for 20 participants				
3.1.1.	Travel of participants from the place of residence and back (20 participants)				
3.1.2	Meals for participants during the study visit				
3.1.3	Rental of premises if appropriate (equipment should be included)				
3.1.4	Handouts (notebook/pen)				
3.1.5	Accommodation of participants of study visit				
2.1.6	Other (please specify)				
3.1.7	Total				
3.2	Study visit 2. “Poltava Achievements. Legal best practices of successful amalgamation” for 20 participants				
3.2.1.	Travel of participants from the place of residence and back (20 participants)				
3.2.2	Meals for participants during the study visit				
3.2.3	Rental of premises if appropriate (equipment should be included)				
3.2.4	Handouts (notebook/pen)				

3.2.5	Accommodation of participants of study visit				
3.2.6	Other (please specify)				
3.2.7	Total				
3.3.	Study visit 3. "Best practices of participatory tools on the local level. Vinitsa Oblast" 20 participants				
3.3.1.	Travel of participants from the place of residence and back (20 participants)				
3.3.2	Meals for participants during the study visit				
3.3.3	Rental of premises if appropriate (equipment should be included)				
3.3.4	Handouts (notebook/pen)				
3.3.5	Accommodation of participants of study visit				
3.3.6	Other (please specify)				
3.3.7	Total				
4	Administrative costs (if necessary)				
4.1					
4.2					

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

[Designation]

[Date]

** Dear partners!

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

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

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

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

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

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

**** Уважаемые партнеры!**

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 312-2020-UNDP-UKR-RFP-RPP производиться в рамках выполнения проекта международной технической помощи.

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

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

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

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

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

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

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

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

TERMS OF REFERENCE

Project Name:	Recovery and Peacebuilding Programme
Description of the assignment:	Development and implementation of the Management Capacity Building Programme for local self-government of target communities ⁴ in Donetsk and Luhansk oblasts
Starting Date of Assignment:	October 2020
Duration of Assignment:	October 2020-January 2021 (4 months)
Country/place of implementation:	Ukraine, Donetsk (Sviatohirsk) and Luhansk (Sievierodonetsk) oblasts UN RPP target communities Government-controlled area (GCA)
Expected Places of Travel:	Donetsk/Luhansk oblasts, Government controlled area, Poltava, Vinnytsia and Odesa oblasts
Primary Supervisor's name and functional post:	Territorial Amalgamation Specialist Local Governance and Decentralisation Reform Component, UN Recovery, and Peacebuilding Programme.
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralisation Reform)

1. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. 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 Recovery and Peacebuilding Programme (RPP). The 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, in particular SDG 16 (Peace, Justice and Strong institutions).

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.

⁴ Target communities of Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme: Donetsk Oblast – Soledar, Siversk, Volnovakha, Mariinka, Kurakhove, Krasnohorivka, Toretsk, Druzhkivka, Dobropillya, Bakhmut, Vuhledar (city councils), Verkhnyotoretske, Ocheretyne, Olhinka (settlement councils), Zvanivka, Khlivodarivka, Pervomaiske (village councils);

Luhansk Oblast – Shchastia, Hirske, Zolote, Popasna, Kreminna, Rubizhne, Sievierodonetsk (city councils), Bilovodsk, Stanytsia Luhanska, Novoaidar, Krasnorichenske, Bilokurakhyne, Troitske, Biloluts'k, Markivka, Milove (settlement councils), Nyzhnyoteplye, Shyrokyi, Krasna Talivka, Nyzhnia Duvanka, Pryvillia, Lozno-Oleksandrivka (village councils)

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 intervention framework for 16 projects funded by 10 international partners and is worth about 55 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 and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas. 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 community security and social cohesion.

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 assisting 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 the promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education, and critical public infrastructure to mitigate the direct impacts of the conflict.

The main goal of Component 2 is to enhance local capacity for gender-responsive decentralisation and administrative reforms to improve local governance, local development, and the delivery of services. Activities are aimed at achieving nationwide decentralisation reform processes; improving access to quality administrative and social services and enhancing Government capacity for participatory strategic planning and transparent implementation. The special attention is paid towards the orientation of newly elected leaders and increasing their knowledge of decentralisation and the legal and institutional framework of local self-government, national policy and legal frameworks on gender equality and women's empowerment.

The professional management among local self-government, particularly in UN RPP target communities of Donetsk and Luhansk oblasts needs improvement: the diversity of activities and services across local government within a context of increased accountability, diminishing resources and increased public demands, requires a high level of management competence as well as strong personal capabilities. Also, the local self-governments mostly don't practice participatory planning and budgeting, the priorities of the cities and villages are defined without civic engagement, the budgets fail to address the needs of vulnerable groups and are being planned and implemented without women's participation. In this context, the role of the UN RPP component for local governance and decentralisation reform is to facilitate the development and implementation of the **Management Capacity Building Programme** for the representatives of local self-government i) to introduce them to the concept of management and enable to obtain practical organizational skills that will foster the improvement of amalgamated entities; ii) to learn the participatory policymaking to analyze the efficiency of citizen involvement processes and encourage citizen participation in the formulation and implementation of local policies.

For this purpose, UN RPP is looking to contract an experienced organization, institution, agency (Contractor) with appropriate capabilities, capacity, and a core team that will be able to provide high-quality and duly performed tasks set out in this document.

2. MAIN GOAL AND OBJECTIVES OF THE ASSIGNMENT

The main goal of this assignment is to develop and strengthen the organizational skills of the representatives of local self-government of UN RPP target communities in Donetsk and Luhansk oblasts through developing and implementing **Management Capacity Building Programme**, that will enable participants to fulfill the powers and competences in their amalgamated entities at the highest possible level.

Thus, the main tasks of the Management Capacity Building Programme are the following:

- Organization and conducting of 21 specialized training, that are distributed into five areas, which include effective communication, team building, organizational management, fundamentals of planning, and participatory policymaking.
- Organization and conducting of 3 study visits to oblasts with positive experience ⁵ in amalgamation and practical successful models of improved territorial management.

Management Capacity Building Programme shall contribute to the achievement of the following learning objectives:

⁵ Oblasts with positive experience in amalgamation Poltava (Scherbani, Reshetilivka, Novosandjari), Vinnytsia (Tulchin, Tomashpil, Illintsi, Dashiv, Kalinivka, Yakushintsi), Odesa (Lymani, Balta, Biliaivka) oblasts

Objective 1. At least 420 participants – key staff of local self-government of UN RPP target communities in Donetsk and Luhansk oblasts are introduced to the concept of management and enabled to obtain practical organizational skills that will foster the improvement of amalgamated entities

Objective 2. At least 60 participants - key staff of local self-government of UN RPP target communities in Donetsk and Luhansk oblasts are acquainted with practical experience and successful models of improved territorial organization in other regions in Ukraine, advance implementation of new approaches, models and share knowledge with their local teams

The participants will be provided by UN RPP.

3. SCOPE OF WORK

The Contractor will be responsible for preparing and implementing the following objectives:

- Prepare and agree with the UN RPP the detailed work plan of activity on the development and implementation of Management Capacity Building Programme which includes timeframe and key activities (training and study visits), that will lead to the implementation of the objectives of the assignment;
- Develop the following activities of the Management Capacity Building Programme for local self-government representatives and NGOs activists:

training on the Areas:

- Area 1 "Effective coordination and organizational management" (5 trainings/2-days/1 overnight)
- Area 2 "Fundamentals of planning. Effective teamwork" (5 trainings/2-days/1 overnight)
- Area 3 "Benefits of amalgamation. Technical issues of communities under amalgamation and their resolution" (5 trainings/2-days/1 overnight)
- Area 4 "Participatory policymaking fundamentals. Citizen participation tools in the formulation and implementation of development policies. Improving the efficiency of citizens involvement processes. Functions of public advisory bodies. Fundamentals of networking, lobbying. Practice of coalition-building" (4 trainings/2-days/1 overnight)
- Area 5 "Citizens involvement in decision-making. Building of the dialogue between community and local government" (2 trainings/2-days/1 overnight)

Study visits to other oblasts in Ukraine on the following topics:

- "Successful administrative transformations in amalgamation process in Hromadas of Odesa oblast" (5 days/4 overnights)
- "Poltava Achievements. Legal best practices of successful amalgamation" (5 days/4 overnights)
- "Best practices of participatory tools on the local level. Vinitsa Oblast" (5 days/4 overnights)
- Overall, the total number of trainings (21) will cover 420 participants (20 each) and the total number of study visits (3) will cover 60 participants (20 each) – representatives of local self-government and NGO activists of target territories of Donetsk and Luhansk oblasts;
- Each of 21 training includes 2-days training sessions, 1 overnight at venue location with appropriate accommodation, nutrition and transportation of participants;
- Each of 3 study visits includes 5-days working schedule, 4 overnights with appropriate accommodation, nutrition, and transportation of 20 participants. Study tours should be conducted one by one.
- All the events suppose the presence of the Contractor's representative to arrange the event at place venue and fix all organizational issues;
- The place venue for training should be considered as 11 training in Sviatohirsk, Donetsk oblast, and 10 training in Sievierodonetsk, Luhansk oblast. The Contractor can suggest adequate replacement of venue (example Kreminna Luhansk oblast) for the event. All the proposed places of venue must be agreed with the UN RPP;
- Select and agree with UN RPP the list of experienced trainers for participation in the training program. Resumes of trainers should be provided;
- Develop and agree with UN RPP the curriculum, training materials, agenda, invitation letters to target territories. Weekends should be excluded out of schedule.
- Utilize the pre- and end-of training evaluation tools to assess the achievement of the learning objectives and participants' satisfaction (the form will be provided by the UN RPP, but should be adapted according to the training specific aims and indicators);
- Conduct the training (Areas 1-5) according to the approved with UN RPP plan schedule and list of participants;
- Prepare and agree with UN RPP the program of 3 thematic study visits to 3 oblasts of Ukraine for 60 representatives of local self-government of target territories of Donetsk and Luhansk oblasts Accent in study visits should be made (but not limited to) on changes in the territorial structure, best practices of amalgamation, distribution of power between central and local government, organizational management of territories, etc.;
- Conduct 3 study visits according to the agreed with UN RPP plan and agreed list of participants;

- Ensure photo, video recording (key activities: role games, group work, awarding certificates, etc.) of each training session and exchange visit. All events and documents developed must be gender-oriented and illustrated with photos of the appropriate quality taken by the Contractor during the activity for their publishing in print media. Full rights for further usage of training photo/videos should be delegated to the UN RPP;
- Prepare reports on the results of each training (21 in total) and each study visit (3 in total) that include: list of participants, pre- and end-of training evaluation forms, trainers reports/recommendation, training materials (PDF/PowerPoint/Word format), photo/video of the event.

4. EXPECTED OUTPUTS

Given the above, the Contractor's responsibilities will be to provide the following deliverables within 16-17 (max) weeks:

Deliverable 1. (2 weeks)

1. The detailed work plan of activity on the elaboration and implementation of the Management Capacity Building Programme prepared and agreed with UN RPP;
2. The programs for 2-days training (according to the Areas 1-5) and 3 thematic study visits developed and approved by UN RPP;
3. The pre- and end-of training evaluation questionnaire, curriculum, training materials, agenda, invitation letters, certificates developed and agreed with UN RPP;
4. The dates, place and venue location for training and study visits settled and agreed with UN RPP;
5. The report for Deliverable 1 period is prepared and submitted to the UN RPP.

Estimated duration to complete: by the end of 2nd week since contract commencement.

Deliverable 2. (8 weeks)

6. The list of participants of the training (Area 1-2) is agreed with UN RPP;
7. The training in Area 1-2 conducted (10 in total) for 200 participants and the reports on the results of each training prepared and submitted to the UN RPP;
8. The list of participants of study visits is formed and agreed with UN RPP;
9. The report for Deliverable 2 period is prepared and submitted to the UN RPP.

Estimated duration to complete: by the end of the 10th week since contract commencement.

Deliverable 3. (2 weeks)

10. Study visit #1 is conducted according to the agreed with UN RPP plan and list of participants;
11. The list of participants of the training (Area 3) is agreed with UN RPP, the training conducted according to the approved by UN RPP plan schedule (5 in total), the reports on the results of each training, and 1 study visit prepared and submitted to the UN RPP.
12. The report for Deliverable 3 period is prepared and submitted to the UN RPP.

Estimated duration to complete: by the end of the 12th week since contract commencement.

Deliverable 4. (4 weeks)

13. The list of participants of the training (Area 4-5) is agreed with UN RPP, the trainings conducted according to the planned schedule approved by UN RPP (6 in total);
 14. Study visits #2,3 conducted according to the agreed with UN RPP plan and list of participants;
 15. Reports on the results of each training (6 in total) and study visit (2 in total) are done and submitted to UN RPP.
 16. The final report on the Management Capacity Building Programme is prepared and submitted to UN RPP
- Estimated duration to complete: by the end of 16-17th week since contract commencement.

Reports on the results of each training (21 in total) and each study visit (3 in total) shall include: list of participants, pre- and end-of training evaluation forms, trainers reports/recommendation, training materials (PDF/PowerPoint/Word format), certificates, photo/video of the event.

RECOMMENDATIONS TO SERVICE PROVISION

General recommendations:

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phases of the assignment.

Recommendations on the Contractor's team composition:

CV of Team Leader and team members shall be submitted in the proposal. The Contractor's team may include both staff of the applicants' organization or institution and invited professionals.

General operations:

1. Ensuring the reference to the UN Recovery and Peacebuilding Programme funded by the European Union in all the products created under the contract is mandatory and must be agreed with UNDP.

5. PROPOSED PAYMENT SCHEDULE:

Payments will be made upon full completion and acceptance of contractual obligations by signing the act of acceptance by the component manager. The negotiated amount will be paid in four (4) tranches as per the delivery of outputs outlined above and executed upon submission of required reports.

10% - upon completion of Deliverables 1;

30% - upon completion of Deliverables 2;

30% - upon completion of Deliverables 3;

30% - upon completion of Deliverables 4.

6. REQUIREMENTS FOR MONITORING/REPORTING

The Contractor will report to the Territorial Amalgamation Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme for the above outputs to be accepted and approved. A detailed work plan for achieving these outputs shall be discussed with the Contractor in advance before the start of the assignment.

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

All reports for UNDP shall be transmitted electronically (formats of: *.docx, *.xlsx, *.pptx, *.pdf) on electronic source or in the form of electronic communication. The reports must be written in Ukrainian.

The proposed schedule of services and payments is given below with a description of the % of the total budget that will be paid after achieving the following outputs.

7. EXPERIENCE AND QUALIFICATION REQUIREMENTS

The competition may be attended by an officially registered institution, commercial organization, public or charitable organization.

Qualification requirements for the organization-participant of the competition:

- Organization/company officially registered for at least 5 years;
- Experience in organization and management of training programs focused on the needs of local governments in the field of organizational management, effective coordination, leadership, professional development, other relevant areas at least 10 examples of training programs;
- Experience in design of training strategies for local authorities; capacity-building and management skills development programs for the representatives of local self-government and NGO activists at least 5 examples of works to be provided;
- Experience in organizing events at local and national level: study visits, training, round tables, etc (at least 3 examples should be provided);

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

Project manager:

- At least a Master's degree in Economics, Sociology, Public Administration, or other relevant fields;
- Proven experience in developing training programs/thematic seminars on the topics of decentralisation, organizational management, effective coordination, fundamentals of planning, participatory policy, citizens involvement processes (at least 5 educational/training program should be provided);
- Proven experience in arranging and escorting training /study visits for local self-government and NGO sector (at least 4 examples of events should be provided);
- Proven experience in developing manuals, training materials, curricula, evaluation forms, questionnaire (2 samples to be provided at least);
- Excellent knowledge of Ukrainian and/or Russian.

Project assistant

- At least a Master's degree in Economics, Sociology, Pedagogics, Psychology, or other relevant fields;
- Proven experience in organizing and conducting training in organizational management, effective coordination, fundamentals of planning, participatory policy, citizens involvement processes for representatives of local governments and NGO activists (at least 5 examples of training conducted);
- Proven experience in organizing and conducting events (seminars, training, study visits) for at least 25 representatives of local governments (at least 4 examples of events should be provided);

- Proven experience in reporting, working out training plans/programs, standardized curricula in core topics, assessment tools, databases, etc. (at least 2 examples of relevant works should be provided);
- Excellent knowledge of Ukrainian and/or Russian.

Trainers (at least 3 trainers on Areas 1-2, 3, 4-5):

- Bachelor's (or higher) degree in the related fields according to Areas 1-2, 3, 4-5;
- Sound knowledge and proven experience in the delivering and facilitating of training courses, at least 10 training sessions conducted on relevant topics;
- Proven experience in developing training curriculums, publications, handout materials and manuals related to Areas of training in the assignment (at least 3 relevant examples should be provided);
- Excellent knowledge of Ukrainian and/or Russian.

8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Applicants shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule, timeframe, indication of the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the workplace
<input checked="" type="checkbox"/>	Two examples of previous experience in carrying out educational/training programs should be attached
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	CVs of the proposed trainers including information about the experience and competencies (required as per that Terms of Reference)
<input checked="" type="checkbox"/>	Minimum 2 references on similar projects from previous clients.

Minimum evaluation criteria

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

- Organization/company officially registered for at least 5 years;
- Experience in organization and management of training programs focused on the needs of local governments in the field of organizational management, effective coordination, leadership, professional development, other relevant areas at least 10 examples of training programs;
- Experience in design of training strategies for local authorities; capacity-building and management skills development programs for the representatives of local self-government and NGO activists at least 5 examples of works to be provided;
- Experience in organizing events at local and national level: study visits, training, round tables, etc (at least 3 examples should be provided).

Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Score weight	Maximum points obtainable
1	Experience of the company/organization submitting the proposal	25 %	175
2	Proposed work plan, methodology and approach ⁶	35 %	245
3	Personnel	40 %	280
Total		100%	700

Technical evaluation forms are provided below. The maximum points obtainable as per each criterion indicate the relative importance or score weight in the general evaluation process.

Technical evaluation forms:

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

Form 2. Proposed work plan, methodology, and approach

Form 3. Personnel

Evaluation of technical proposals		Maximum score	Company/Other organization		
Form 1			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Organization/company officially registered – 40 points max.; 5 years – 30 points, 6-7 years – 35 points, 8 years and more - 40 points	40			
1.2	Experience in organization and management of training programs focused on the needs of local governments in the field of organizational management, effective coordination, leadership, professional development, other relevant areas– 50 points max; 5 years– 35 points, 6-7 years – 42 points, 8 and more – 50 points	50			
1.3	Experience in design of training strategies for local authorities; capacity-building and management skills programs for the representatives of local self-government and NGO activists - 45 points max; 5 years– 30 points, 6-7 years – 40 points, 8 and more – 45 points	45			

1.4	Experience in organizing training events/study visits, etc. at local and national level - 40 points max; 3 activities – 27 points, 4-5 activities – 34 points, 6 and more activities – 40 points	40			
	Overall score on Form 1	175			

Evaluation of technical proposals		Maximum score	Company/Other organization		
Form 2			A	B	C
Proposed implementation plan, methodology and approach					
2.1	Does the submitted implementation work plan sufficiently meet the objectives, scope of work, and timeframe? - 70 points max. - The work plan generally and scope of work generally meet the objectives, but the timeframe is overstated/understated – 55 points; - the work plan is logical, the meets of the objectives correspond to the scope of work and timeframe– 70 points	70			
2.2	How well developed, reasonable and reliable is the approach of implementation of services? - 105 points max. - The approach was developed with an incomplete understanding of current realities and compliance with the objectives 75 points, - the approach logically describes a sequence of works – 90 points; - the methodology includes thorough criteria demonstrating its feasibility –105 points	105			
2.3	How well-developed is the procedure for evaluation of the training program including reporting process and quality control measures? – 70 points max. - procedure for evaluation of training program doesn't fully include the quality control measures– 50 points - The proposed evaluation procedure is realistic contains detailed description of pre- and post-training activities to assess the trainees' level of knowledge and skills and the Contractor's capacity to provide detailed analysis of the training program outputs – 60 points, - The proposed reporting schedule is detailed, realistic and the best meets the assignment goals – up to 70 points.	70			
	Overall score on Form 2	245			

Evaluation of technical proposals Form 3		Maximum score	Company/Other organization		
			A	B	C
Staff					
	Project Manager				



3.1	Master's degree in Economics, Sociology, Public Administration; or another relevant field - 15 points max.; (equivalent to the educational qualification level Specialist/Master – 10 points; Ph.D. – 15 points	15			
3.2	Experience in developing training programs/thematic seminars on the topics of decentralisation, organizational management, effective coordination, fundamentals of planning, participatory policy, citizens involvement processes– 20 points max.; 5 training programs developed – 15 points, 6-7 training programs developed – 17 points, 8 and more programs – 20 points	20			
3.3	Experience in arranging and escorting training /study visits for local self-government and NGO sector - 15 points max.; 4 events – 10 points, 5-6 events – 12 points, 7 and more events – 15 points	15			
3.4	Experience in developing manuals, training materials, curricula, evaluation forms, questionnaire 15 points max.; 2 works – 10 points, 3-4 works – 12 points, 5 and more works – 15 points	15			
3.5	Excellent knowledge of Ukrainian and/or Russian 5 points max: fluent Ukrainian – 3 points, fluent Ukrainian and Russian - 5 points	5			
	Interim score by criteria 3.1 – 3.5	70			
	Project assistant				
3.6	Master's degree in Economics, Sociology, Pedagogics, Psychology, and other relevant fields - 10 points max; (equivalent to the educational qualification level Specialist/Master – 8 points, Ph.D. – 10 points	10			
3.7	Experience in organizing and conducting training in organizational management, effective coordination, fundamentals of planning, participatory policy, citizens involvement processes for representatives of local governments and NGO activists–15 points max.;5 training programs arranged – 10 points, 5-6 training programs – 12 points, 7and more training programs – 15 points	15			
3.8	Experience in organization and conducting events (seminars, training, study visits) for at least 25 participants - 15 points max.; 4 events – 10 points, 5-6 events – 12 points, 7 and more events – 15 points	15			
3.9	Experience in reporting, working out training plans/programs, standardized curricula in core topics, assessment tools, databases, etc. – 15 points max.; 2 samples – 10 points, 3-4 samples – 12 points, 5 and more samples – 15 points	15			
3.10.	Excellent knowledge of Ukrainian and/or Russian 5 points max: fluent Ukrainian – 3 points, fluent Ukrainian and Russian - 5 points	5			
	Interim score by criteria 3.6 – 3.10	60			
	Trainer Area 1-2				
3.11	Higher education degree in Economics, Social sciences, Management, Psychology, other relevant fields – 10 points max.: Specialist/Master – 8 points, Ph.D. – 10 points;	10			

3.12	Sound knowledge and proven experience in the delivering and facilitating of training courses on organizational management, teamwork and collaboration, fundamentals of planning, on interactive teamwork, delegating duties, effective coordination – 25 points max.; 10 training sessions – 20 points, 11 and more training sessions – 25 points;	25			
3.13	Proven experience in developing training curriculums, publications, handout materials and manuals related to Area 1-2 of training in the assignment - 10 points max.; 3 examples– 6 points, 4-5 examples- 8 points; 6 and more examples – 10 points;	10			
3.14	Excellent knowledge of Ukrainian and/or Russian 5 points max: fluent Ukrainian – 3 points, fluent Ukrainian and Russian - 5 points	5			
	Interim score by criteria 3.11 – 3.14	50			
	Trainer Area 3				
3.15	Higher education degree in Economics, Social sciences, Management, Public Administration, other relevant fields – 10 points max.: Specialist/Master – 8 points, Ph.D. – 10 points;	10			
3.16	Sound knowledge and proven experience in the delivering and facilitating of training courses on decentralization and the legal and institutional framework of local self-government, sectoral specifics, benefits of amalgamation, on creation and development of the initial capacity of the amalgamated hromadas, local economic development – 25 points max.; 10 training sessions – 20 points, 11 and more training sessions – 25 points;	25			
3.17	Proven experience in developing training curriculums, publications, handout materials and manuals related to Area 3 of training in the assignment - 10 points max.; 3 examples – 6 points, 4-5 examples – 8 points; 6 and more examples – 10 points;	10			
3.18	Excellent knowledge of Ukrainian and/or Russian 5 points max: fluent Ukrainian – 3 points, fluent Ukrainian and Russian - 5 points	5			
	Interim score by criteria 3.15 – 3.18	50			
	Trainer Area 4-5				
3.19	Higher education degree in Economics, Social sciences, Management, Public Administration, other relevant fields – 10 points max.: Specialist/Master – 8 points, Ph.D. – 10 points;	10			
3.20	Sound knowledge and proven experience in the delivering of training courses on participatory policymaking fundamentals, citizens involvement processes, networking, lobbying, coalition-building, on citizen's participation in the formulation and implementation of local policies – 25 points max.; 10 training sessions – 20 points, 11 and more training sessions – 25 points;	25			
3.21	Proven experience in developing training curriculums, publications, handout materials and manuals related to Areas 4-5 of training in the assignment - 10 points max.; 3 examples– 6 points, 4-5 examples – 8 points; 6 and more examples – 10 points;	10			
3.22	Excellent knowledge of Ukrainian and/or Russian 5 points max: fluent Ukrainian – 3 points, fluent Ukrainian and Russian - 5 points	5			
	Interim score by criteria 3.19 – 3.22	50			

	Overall score on Form 3	280			
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Annex 4

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p>	 <p><i>Empowered lives. Resilient nations.</i></p>	<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p>	 <p><i>Empowered lives. Resilient nations.</i></p>
<p>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна</p>		<p>1. Country Where Goods Will be Delivered and/or Services Will be Provided:Ukraine</p>	
<p>2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:</p>		<p>2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:</p>	
<p>3. Посилання на номер договору (напр., номер присудження договору):</p>		<p>3. Contract Reference (e.g. Contract Award Number):</p>	
<p>4. Довгострокова угода: Ні</p>		<p>4. Long Term Agreement: No</p>	
<p>5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги</p>		<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>	
<p>6. Тип Послуг:</p>		<p>6. Type of Services:</p>	
<p>7. Дата початку Договору:</p>	<p>8. Дата завершення Договору:</p>	<p>7. Contract Starting Date:</p>	<p>8. Contract Ending Date:</p>
<p>9. Загальна сума Договору: 9а. Передплата: Не застосовується</p>		<p>9. Total Contract Amount: 9а. Advance Payment: Not applicable</p>	
<p>10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів</p>		<p>10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply</p>	
<p>11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>		<p>11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>	
<p>12. Назва(Ім'я) Підприємця:</p>		<p>12. Contractor's Name:</p>	
<p>13. Ім'я контактної особи Підприємця:</p> <p>Посада: керівник Адреса: Номер телефону: Факс: Email:</p>		<p>13. Contractor's Contact Person's Name:</p> <p>Title Address: Telephone number: Fax: Email:</p>	
<p>14. Ім'я контактної особи ПРООН:</p> <p>Посада: Адреса: Тел.: + Email:</p>		<p>14. UNDP Contact Person's Name:</p> <p>Title: Address: Telephone number Email:</p>	

<p>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ</p>	<p>15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU</p>
<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"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. 7. <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 оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</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"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine. 7. <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>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<p>Від імені Підрядника / For the Contractor</p>	<p>Від імені ПРООН / For UNDP</p>
<p>Підпис / Signature:</p>	<p>Підпис / Signature:</p>
<p>Ім'я / Name:</p>	<p>Ім'я / Name:</p>

Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	