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## REQUEST FOR PROPOSAL

provision of services for promoting English language skills of VRU Secretariat officials

RFP No.: 698-2020-UNDP-UKR-RFP

Project: EU-UNDP Parliamentary Reform Project

Country: Ukraine

Issued on: 16 September 2020

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - Form A: Technical Proposal Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Proposal
  - Form F: Financial Proposal Submission Form
  - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [procurement.ua@undp.org](mailto:procurement.ua@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



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Name: Denys Shliapkin  
Title: Procurement assistant  
Date: **September 16, 2020**

Approved by:



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Name: Sergei Mostovoy  
Title: a.i. Operations manager, UNDP  
Date: **September 16, 2020**

## Section 2. Instruction to Bidders

<b>A. GENERAL PROVISIONS</b>	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<b>3. Eligibility</b>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> </ul>

	<p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents Comprising the Proposal</b>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time</p>

	<p>specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead</p>

	<p>entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to</p>



<b>Period</b>	<p>the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

## C. SUBMISSION AND OPENING OF PROPOSALS



	<p>request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:  a) Preliminary Examination</p>

	<ul style="list-style-type: none"> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> </div>

	$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is</li> </ul>

	<p>an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35.Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36.Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37.Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<b>39.Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41.Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42.Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>

<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted 28.09.2020, 10:00 Kyiv time</p> <p>Via skype-conference</p> <p>Tel. No. :+ 38 044 253-93-63</p> <p>To express your interest to take part please send notification to e-mail <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a> point out tender reference in subject, the title of the company, names and positions of the representatives including contact details in the body of e-mail. Link to skype conference will be provided upon processing your inquiry.</p>
5	10	Proposal Validity Period	60 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed



9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar Local currency (UAH) is also acceptable. The proposal will be fixed in the currency proposed. In case of proposal in local currency, the amount will be converted to USD based on UNORE currency rate for comparison.
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit Address: 1, Klovsky Uzviz, 01021 Kyiv, Ukraine  Tel. No. :+ 38 044 253-93-63 E-mail address dedicated for this purpose: <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>
14	23	Deadline for Submission	07.10.2020, 23:59 local time
14	22	Allowable Manner of Submitting Proposals	Please submit your proposals electronically, only to <b><a href="mailto:tenders.ua@undp.org">tenders.ua@undp.org</a></b> Proposals submitted to any other e-mail will not be considered. Please pay your attention – do not submit proposals to e-mail <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a> , which is for clarification requests only. Submission to this e-mail will lead to disqualification.
15	22	Proposal Submission Address	<a href="mailto:tenders.ua@undp.org">tenders.ua@undp.org</a>  <u>Please note that bids received through any other address/ by any other means will not be considered.</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files, <b>ZIP archives</b> only</li> <li><b>Subject of the submission</b> e-mail must include the number and subject of the tender, indicating which part from how many is</li> </ul>

			<p>submitted (for example: <b>698-2020-UNDP-UKR-RFP-EU Parliamentary-Promoting English language skills of VRU Secretariat officials, part xx from xx</b>)</p> <ul style="list-style-type: none"> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li><b>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</b></li> <li>Time Zone to be Recognized: <i>[Kyiv +2]</i></li> <li><b>Max. File Size per transmission: 5 MB</b> <ul style="list-style-type: none"> <li>Other conditions: <i>Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</i></li> </ul> </li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70% of the obtainable score of 700 points.</p>
18		Expected date for commencement of Contract	<i>October 21, 2020</i>
19		Maximum expected duration of contract	until January 30, 2021
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23		Other Information Related to the RFP	

## Section 4. Evaluation Criteria

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### Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Statement of Satisfactory Performance (reference letters) from the Top 3 Clients in terms of Contract Value the past 2 years;
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN;
- Proven existence of at least two own (operational) on-line educational platforms: one e-learning platform should provide accounting, multi-level registration and rating of users as well as SCORM-format supporting (for temporary uploading 10 online courses), another e-learning platform should contain at least 120 online lessons for individual training English language (grammar, vocabulary etc.) and should provide multi-level registration and rating of users (short description and links should be provided);
- Experience in developing at least 5 online training courses (short description and links should be provided);
- Methodology, concept, approach and working plan;
- If part of the work under this ToR be sub-contracted, the Proposer should provide documents and experience related information concerning the sub-contractor. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal;
- CVs of responsible staff highlighting experiences in servicing similar contracts, including relevant certificates, accreditations and awards received as per Section 6;
- Latest Income Statement and Balance Sheet or Audited Financial Statement, including Auditor's Report, for the past 2 years;
- Duly signed Technical and financial proposals as per Forms A, B, F and G. **Financial proposal must be in a separate file and password protected.**

### Preliminary Examination Criteria

Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirements:

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 documentation, including documentation regarding the company's legal status and registration

A two-stages procedure is utilized in evaluating of the Technical Proposals

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	At least two years of experience in the sphere of on-line training activity in the field of foreign languages teaching;	Form D: Qualification Form
<b>Financial Standing</b>	Financial stability demonstrated by copies of balance sheets or audit reports past 2 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

### Technical Evaluation Criteria

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

#### The evaluation of the technical proposals

Summary of Technical Proposal		Score Weight	Max Points obtainable	Company/Other Entity		
				A	B	C
1	Profile) of Firm / Organization, experience in the implementation of the similar projects	25%	175			
2	Proposed draft work plan and methodology organising of English language learning activity	45%	315			
3	Management Structure and proposed Personnel	30%	210			
<b>Total</b>		100%	700			

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity		
			A	B	C
Expertise of the Company/Organization					
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing / General organizational capacity (e.g., size of the organization, the reputation of the organization and personnel)	25			
1.2	Experience of the work in the sphere of on-line training activity in the field of foreign languages teaching (minimum 2 years - 5 points, each additional year – 1 point; up to maximum of - 15 points)	15			
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)	10			
1.4	Experience in development of online educational courses/ lessons (at least 5 online educational courses/ lessons were developed – 10 points, each additional online training course – 5 points; up to maximum of - 40 points)	40			
1.5	Have a pool of trained and qualified (certified) staff (No – 0 pts., Yes – up to 10 pts.)	20			

	Experience in development educational materials and lectures, in particular in English learning (No – 0 pts., Yes – up to 10 pts.);				
1.6	Successful experience in working with UN system organizations, other international organizations: availability of experience – 10 points, no experience – 0 points.	10			
1.7	Successful experience in working with Ukrainian public institutions (State and LSG bodies), (minimum one year - 5 points, each additional year – 1 point, up to 15 points)	15			
1.8	Existence of own two operational online training platforms for the organisation of e-learning process (at least two training platforms – 10 points, each additional online training platform – 10 points; up to maximum of - 40 points)	40			
<b>Total Form 1</b>		<b>175</b>			

<b>Technical Proposal Evaluation Form 2</b>		<b>Points obtainable</b>	<b>Company / Other Entity</b>		
			<b>A</b>	<b>B</b>	<b>C</b>
Proposed methodology, approach, draft action plan and structure (content) of the training materials/ products					
2.1	Methodology To what degree does the Proposer understand the task? – up to 15 points Have the important aspects of the task been addressed in sufficient detail in the proposed methodology? – up to 15 points Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? – up to 15 points	45			
2.2	How well developed, optimal and compliant with the terms of reference is the action plan with a list of key activities and a time frame? - The plan is realistic and meets the timing requirements of the Project – up to 10 points; - Key activities are developed in the optimal sequence and provide for optimal implementation of the program – up to 10 points	20			
2.3	How well developed, optimal and compliant with the terms of reference are the proposed structure (plan) and summary (content) of ten on-line (English language learning) training courses on the prior topics related to VRU and its Secretariat activity, i.e.: - “Work with EU Legal Acts/ EU legislation” – up to 10 points; - “Preparing international visits and work	100			

	<p>with the international delegations” – up 10 points;</p> <ul style="list-style-type: none"> <li>- “To compile presentations for international partners” – up 10 points;</li> <li>- “Business e-communication in English” – up 10 points;</li> <li>- “Free English communication within the working visits to Parliaments of the EU countries” – up 10 points;</li> <li>- “Non-formal business communication in English” – up 10 points;</li> <li>- “To prepare and to conduct phone business calls in English” – up 10 points;</li> <li>- “100 Top of the most used of Business English (Developing your vocabulary)” – up 10 points;</li> <li>- “To draft international agreements (official documents)” – up 10 points;</li> <li>- “Peculiarities (culture) of Business English”) – up 10 points.</li> </ul> <p>In total – up to maximum of 100 points</p>				
2.4	Structure (plan) and the content of English Language Learning Toolkit - up to 80 points	80			
2.5.	Structure and content of the tests system for assessing the level of English language knowledge by the VRU Secretariat officials as well as at least 10 examples of the tests	70			
<b>Total Form 2</b>		<b>315</b>			

<b>Technical Proposal Evaluation Form 3</b>		<b>Points obtainable</b>	<b>Company / Other Entity</b>		
<b>Management Structure and Key Personnel</b>			<b>A</b>	<b>B</b>	<b>C</b>
3.1	<b>Project manager:</b>				
	University degree in Economics, Sociology, Management, Public Administration, Law, Psychology, Information Science, Philology, Linguistics, or other similar fields (University degree – 3 pts., Master’s degree – 5 pts.)	5			
	At least 3 years of experience in project managing/ managing similar assignments (3 years – 5 pts., each additional year – 1 pt., up to max of 10 pts.);	10			
	At least 3 years of experience in online courses development (3 years – 5 pts., each additional year – 1 pt., up to max of 10 pts.);	10			
	Experience of collaborating with central public administration representatives would be an asset (each year – 1pt, up to 5 pts.)	5			
	Working experience with UN Agencies and/or other international organizations will be an asset (each year – 1pt, up to 5 pts.);	5			

	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
3.2	<b>Methodologist</b>				
	University degree in Economics, Sociology, Management, Philology, Linguistics, PR, Communication or other similar fields (University degree – 3 pts., Master's degree – 5 pts.)	5			
	At least 3 years of professional experience in organization of educational courses of foreign languages (3 years – 5 pts., each additional year – 5 pts., up to max of 15 pts.)	15			
	Experience of collaborating with the training organizations and State bodies (each year – 1 pt., up to 5 pts.)	5			
	Experience in working with many different stakeholders involved into one project (each year – 1 pt., up to 10 pts.)	10			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
3.3	<b>IT-specialist</b>				
	University degree in IT, Economics, Sociology or other similar fields (University degree – 3 pts.; Master's degree – 5 pts.);	5			
	At least 2 years of relevant professional experience in the field of IT and organisation of online training activities (2 years – 5 pts., each additional year – 5 pts., up to max of 15 pts.);	15			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional year – 5 pts., up to max of 15 pts.)	15			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
	<b>Videographer</b>				
	University degree in Economics, Sociology, IT, Art or other similar fields (University degree – 3 pts.; Master's degree – 5 pts.);	5			
	At least 2 years of relevant professional experience in the field of video production (2 years – 5 pts., each additional year – 5 pts., up to max of 15 pts.);	15			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional year – 5 pts., up to max of 15 pts.)	15			



3.4	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
3.5.	<b>Expert-trainer for teaching English and organization of offline training courses (lessons)</b>				
	University degree in Pedagogy, Public Administration, Philology, Linguistics, or other similar fields (University degree – 3 pts.; Master's degree – 5 pts.);	5			
	At least 2 years of relevant professional experience in the field of organizing educational sessions/ development of the training courses/ teaching English language (2 years – 5 pts., each additional year – 1pts., up to max of 10 pts.);	10			
	Experience of collaborating with the training organizations and State bodies (each year – 3 pts., up to 15 pts.)	15			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional project – 5 pts., up to max of 15 pts.)	15			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		50			
<b>Total Form 3</b>		<b>210</b>			
<b>Total</b>		<b>700</b>			

## Section 5. Terms of Reference

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### Terms of Reference for provision of services for promoting English language skills of VRU Secretariat officials

Project name: EU-UNDP Parliamentary Reform Project

Timeframe: The entire assignment has to be accomplished during October 2020 – January 2021

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

The EU-UNDP Parliamentary Reform Project (PRP) is aimed at strengthening the functioning of the Ukrainian Parliament, the Verkhovna Rada of Ukraine, its working bodies, MPs and Secretariat (VRU), to become a progressively more effective, accountable and transparent institution in carrying out its constitutional responsibilities of legislation, oversight, and representation with positive influence on the overall process of EU-Ukraine Association Agreement implementation. The project strategy is aligned with the priorities of the EU's Single Support Framework for Ukraine 2018 – 2020, the Government of Ukraine – UN Partnership Framework 2018–2022, and the UNDP Country Programme Document 2018 – 2022. It is built on achievements and lessons learnt of the EU-UNDP Rada for Europe project (2016-2018) and will continue to support parliamentary reform, including through promoting the implementation of the recommendations of the 2016 Needs Assessment Mission (NAM). For the continuation of parliamentary reform, top level leadership and political ownership is key, which will be assured through continuous high-level consultations with relevant stakeholders and full transparency of project implementation.

The project is an EU-funded initiative strongly connected to UNDP's Democratic Governance Programme and comprises of three components. Component One, #Rada4Reforms, will focus on fostering the parliament's role in the overall reform process with a particular emphasis on improvement of the legislative process and parliamentary oversight, by providing comprehensive expert support to the implementation of the VRU Roadmap for Internal Reform and Capacity Building, improving the quality draft law expertise and impact assessment, and enhancing parliamentary monitoring.

Component Two, #RadaPro, will support the professional modernization of the parliamentary Secretariat, through the finalisation and implementation of its strategic development plan and comprehensive human resource development, including in the Committee Secretariats, along the lines of broader public administration reform (PAR) and the law "On Civil Service".

Component Three, #Transparent&Service-Oriented Rada, by making use of new technologies for communications, civic education and participation in coherence will build stronger transparency and accountability links between parliament and citizens with special focus of increasing public trust to the Ukrainian Parliament.

In view of the priorities of the ongoing parliamentary reform as well as the State policy in the field of European and Euro-Atlantic integration, it is relevant and necessary to further improve the knowledge of English (and other foreign languages) skills by the VRU Secretariat officials in response to the specific needs of their professional activity (i.e. improvement of the legislative and regulatory procedures; developing the national legislation in line with EU standards/acquis; promoting international (interparliamentary) cooperation; developing sectorial cooperation in the field of European and Euro-Atlantic integration etc.).

This pre-requisite is also envisaged by the Report on Internal Reform and Strengthening Institutional Capacity of the Verkhovna Rada of Ukraine developed by the Needs Assessment Mission chaired by former European Parliament President Mr Pat Cox. In particular, the Mission has outlined the necessity of

establishing a dedicated training space and developing a more diversified list of training courses that would be recommended to civil servants on a regular basis, including the issues of improvement of the level of foreign languages proficiency, information technologies and management practices.

The Verkhovna Rada of Ukraine stressed in its Resolution of 17 March, 2016 No 1035-VIII “On Measures to Implement Recommendations on Internal Reform and Strengthening Institutional Capacity of the Verkhovna Rada of Ukraine” (point 39) the necessity to develop a comprehensive HRM Strategy of the VRU Secretariat, which will include, inter alia, the improvement of the level of foreign languages proficiency of VRU officials.

In 2019, the Project in cooperation with the Personnel Department of the VRU conducted an inclusive and comprehensive Training Needs Assessment (TNA) of the representatives of three key target groups: Members of Parliaments (MPs), their assistants, VRU Secretariat staff members. In January 2020, the Project organized a strategic session in order to discuss with the participation of the key stakeholders and other partners the issues related to the implementation of a large-scale training strategy and creation of the new parliamentary training center. TNA results showed a high request from VRU Secretariat officials to promote their language skills (in particular, knowledge of English language). According to the mentioned survey, over 50% of the VRU Secretariat officials indicated the need to study English language.

In this regard, the selected contractor will be requested to develop English Learning Toolkit, tests and other appropriate training materials for VRU officials (including ten online training courses for English language e-learning on the prior topics related to VRU and its Secretariat activity), to conduct the assessment of the level of knowledge (by the VRU Secretariat officials) of English language and to perform active phase of online learning process of English language (making use of contractor’s e-learning platform).

## **II. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK**

Further realization of the parliamentary reform and implementation of the new VRU Secretariat HRM Strategy will require promoting language skills of VRU Secretariat officials (in particular, knowledge of English language). In order to achieve the stated objectives, the selected contractor will have the following responsibilities:

1. To develop the concept and curriculum (purpose, target audience, learning methods, training results) of the training of VRU Secretariat officials, work plan for the organization of English language learning (including testing, online and offline learning) as well as to conduct discussions on the developed curriculum, the methodological concept, the tests and the training materials with VRU Secretariat officials and other key stakeholders.
2. To develop tests for assessing the level of VRU Secretariat officials’ knowledge of English language (taking into account the Common European Framework of Reference for Languages (CEFR) that divides all learners into six following levels: A1 (beginner), A2 (elementary), B1 (intermediate), B2 (upper intermediate), C1 (effective operational proficiency or advanced), C2 (master or proficiency) as well as to conduct testing for VRU Secretariat officials in order to validate their English language ability.
3. Based on the results of the conducted testing of VRU Secretariat officials, to perform active phase of online learning process of (introductory (intensive) English language online course composed of at least 120 online lessons) making use of contractor’s e-learning platform.
4. To develop English Learning Toolkit for 200 VRU officials (including the methodological recommendations/ guidelines, other training materials) for the organization of the process of blending learning (combination of online and offline learning) as well as to develop 10 online training courses for English language e-learning process related to the prior areas (topics) of VRU and its Secretariat activity (“Work with EU Legal Acts/ EU legislation”, “Preparing international visits and work with the international delegations”, “To compile presentations for international partners”, “Business e-communication in English”, “Free English communication within the working

visits to Parliaments of the EU countries”, “Non-formal business communication in English”, “To prepare and to conduct phone business calls in English”, “100 Top of the most used of Business English (Developing your vocabulary)”, “To draft international agreements (official documents)”, “Peculiarities (culture) of Business English”).

5. To perform active phase of online learning process of English language on the prior areas (topics) of VRU and its Secretariat activity (“Work with EU Legal Acts/ EU legislation”, “Preparing international visits and work with the international delegations”, “To compile presentations for international partners”, “Business e-communication in English”, “Free English communication within the working visits to Parliaments of the EU countries”, “Non-formal business communication in English”, “To prepare and to conduct phone business calls in English”, “100 Top of the most used of Business English (Developing your vocabulary)”, “To draft international agreements (official documents)”, “Peculiarities (culture) of Business English”)
6. To transfer the developed tests, English Learning Toolkit and ten developed online training courses to the new VRU Secretariat e-learning platform.

### III. DELIVERABLES AND IMPLEMENTATION SCHEDULE

The incumbent will be responsible for the following specific deliverables:

Deliverable #	Task description	Deadline
Deliverable #1	<p>To develop the concept and curriculum (purpose, target audience, learning methods, training results) of the training of VRU Secretariat officials, work plan for the organization of English language learning (including testing, online and offline learning) as well as to conduct discussions on the developed curriculum, the methodological concept, the tests and the training materials with VRU Secretariat officials and other key stakeholders.</p> <p><b>Expected result:</b> Curriculum and concept (including purpose, target audience, learning methods, training results) of the training of VRU Secretariat officials as well as the work plan for the organization of English language learning (including testing, online and offline learning) are prepared and discussed with VRU Secretariat officials and other key stakeholders..</p>	By 27/10/2020
Deliverable #2	<p>To develop tests system for assessing the level of English language knowledge by the VRU Secretariat officials (taking into account the provisions of the Common European Framework of Reference for Languages) and to conduct testing for VRU Secretariat officials in order to validate their English language ability.</p> <p><b>Expected result:</b> tests system (at least 1000 on-line tests) for validation English language ability by the VRU Secretariat officials (taking into account the provisions of the Common European Framework of Reference for Languages) is developed; at least, 200 VRU Secretariat officials passed testing for assessing their level of knowledge of English language</p>	By 03/11/2020
Deliverable # 3	<p>Based on the results of the conducted testing of VRU Secretariat officials, to perform active phase of online learning process of (introductory (intensive) English language online course composed of at least 120 online lessons) making use of contractor’s e-learning platform.</p> <p><b>Expected result:</b> at least, 100 VRU Secretariat officials were involved in online learning process of English language (introductory (intensive) English language course composed of at least 120 online lessons) making use of contractor’s e-learning platform)</p>	By 24/11/2020

Deliverable # 4	<p>To develop English Learning Toolkit for VRU officials (including recommendations/ guidelines for the organization of e-learning process) as well as 10 online training courses for English language e-learning on the prior topics related to VRU activity (“Work with EU Legal Acts/ EU legislation”, “Preparing international visits and work with the international delegations”, “To compile presentations for international partners”, “Business e-communication in English”, “Free English communication within the working visits to Parliaments of the EU countries”, “Non-formal business communication in English”, “To prepare and to conduct phone business calls in English”, “100 Top of the most used of Business English (Developing your vocabulary)”, “To draft international agreements (official documents)”, “Peculiarities (culture) of Business English”).</p> <p>This work shall include the following activities:</p> <ul style="list-style-type: none"> <li>- producing online version of ten online-training courses in accordance with the Technical Requirements presented in the Annex 1;</li> <li>- filming video fragments for online courses;</li> <li>- creating online courses in interactive SCORM-format;</li> <li>- video and audio editing of online-courses lectures, accumulation and storage of online-course materials, development and creation of illustration and infographic materials, backgrounds, titles of the new online courses;</li> <li>- temporary installing online-courses on online e-learning platform of Contractor.</li> </ul> <p><b>Expected result:</b> English Learning Toolkit for VRU officials (which should contain at least 100 pages of the methodological documents and recommendations/ guidelines on the different aspects of the organization of learning process, i.e. possible methods of English learning, training tools, organizational, psychological, communication and other aspects of the training process) as well as ten new online-training courses which are developed and temporarily installed on the online e-learning platform of Contractor.</p>	By 02/12/2020
Deliverable # 5	<p>To perform active phase of online learning process of English language on the prior areas (topics) of VRU and its Secretariat activity (“Work with EU Legal Acts/ EU legislation”, “Preparing international visits and work with the international delegations”, “To compile presentations for international partners”, “Business e-communication in English”, “Free English communication within the working visits to Parliaments of the EU countries”, “Non-formal business communication in English”, “To prepare and to conduct phone business calls in English”, “100 Top of the most used of Business English (Developing your vocabulary)”, “To draft international agreements (official documents)”, “Peculiarities (culture) of Business English”)</p> <p><b>Expected result:</b> at least, 100 VRU Secretariat officials successfully passed online learning process of English language on the prior areas (topics) of VRU and its Secretariat activity (“Work with EU Legal Acts/ EU legislation”, “Preparing international visits and work with the international delegations”, “To compile presentations for international partners”, “Business e-communication in English”, “Free English communication within the working visits to Parliaments of the EU countries”, “Non-formal business communication in English”, “To prepare and to conduct phone business calls in English”, “100 Top of the most used of Business English</p>	By 22/01/2021

	(Developing your vocabulary)", "To draft international agreements (official documents)", "Peculiarities (culture) of Business English")	
Deliverable # 6	To transfer the developed tests, ten online training courses, English Learning Toolkit to the new VRU Secretariat e-learning platform. <b>Expected result:</b> tests, ten online training courses, English Learning Toolkit are installed on the VRU Secretariat online e-learning platform	By 27/01/2021

UNDP will provide payments upon provision of deliverables duly certified by UNDP in accordance with the table above. UNDP will be the ultimate authority to control the quality of work results and assess the Contractor's performance during the assignment.

Payments are made in nine tranches as per the Schedule of payments indicated in the table above.

In particular, the payment schedule will be as follows:

Deliverable 1	15 %
Deliverable 2	20%
Deliverable 3	15%
Deliverable 4	30%
Deliverable 5	10%
Deliverable 6	10 %

#### IV. MONITORING/REPORTING REQUIREMENTS

UNDP Parliamentary Reform Team Lead in close coordination with the Capacity Development Specialist will supervise the work of the contractor through regular in person and e-mail/or telephone / Skype communication. Upon completion of the task, the deliverables will be checked by the Parliamentary Reform Project team. Should any travel be needed for the assignment, which is not envisaged at this stage, the related costs will be covered additionally, therefore, the incumbent should not include this cost in his/her financial proposal.

The Company's Implementation Team:

- The team will ensure that the tasks are implemented timely, as agreed in the work plan and the contract. The contractor will be responsible for timely completion of their milestones;
- The team members will be responsible for accessing any documentation relating to their assignment and will treat this information as confidential;
- The team members will be responsible to follow-up with the setting agenda of meetings and interviews;
- The team will flag UNDP of any problems faced during conduct of the work, any foreseen delays, etc. on time, to ensure a development of a risk mitigation measure.

#### Use of Reports/Documents

No report or document should be published or distributed to third parties without approval of UNDP. The Tentative Work Plan provided hereinabove may be amended upon Contractor's suggestions and/or mutual discussion of UNDP and the Contractor and solely upon a written consent. Any unauthorized breach of terms and conditions of the agreed plan may lead to termination of the contract.

#### V. REQUIREMENTS FOR CONTRACTOR

For the company:

- Legally registered entity;
- At least two years of experience in the sphere of on-line training activity in the field of foreign languages teaching;
- Existence of at least two own (operational) on-line educational platforms: one e-learning platform should provide accounting, multi-level registration and rating of users as well as SCORM-format

supporting (for temporary uploading 10 online courses), another e-learning platform should contain at least 120 online lessons for individual training English language (grammar, vocabulary etc.) and should provide multi-level registration and rating of users (short description and links should be provided);

- Experience in developing at least 5 online training courses (short description and links should be provided);
- Experience of previous successful cooperation with Ukraine public authorities and international organizations will be considered as an asset.

### **Tentative team**

The Contractor should propose the project team composed of the following specialists/ experts

#### **1. Project manager:**

University degree in Economics, Sociology, Management, Public Administration, Law, Psychology, Information Science, Linguistics, Philology or other similar fields
At least 3 years of experience in project managing/ managing similar assignments
At least 3 years of experience in online courses development
Experience of collaborating with central public administration representatives will be an asset
Working experience with UN Agencies and/or other international organizations will be an asset
Fluency in Ukrainian and Russian; knowledge of English will be a strong asset

#### **2. Methodologist**

University degree in Economics, Sociology, Management, PR, Communication, Linguistics, Philology or other similar fields
At least 3 years of professional experience in organization of educational courses of foreign languages
Experience of collaborating with the training organizations and State bodies
Experience in working with many different stakeholders involved into one project
Fluency in Ukrainian and Russian, English will be an asset

#### **3. IT-specialist:**

University degree in IT, Economics or other similar fields;
At least 2 years of relevant professional experience in the field of IT and online training courses development
Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project
Fluency in Ukrainian and Russian, English will be an asset

#### **4. Videographer:**

University degree in Economics, Sociology, IT, Art or other similar fields;
At least 2 years of relevant professional experience in the field of video production;
Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project
Fluency in Ukrainian and Russian, English will be an asset

#### **5. Expert-trainer for teaching English, organizing e-learning process:**

University degree in Pedagogy, Public Administration, Linguistics, Philology or other similar fields
At least 2 years of relevant professional experience in the field of organizing educational sessions, teaching English
Experience of collaborating with the training organizations and State bodies
Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project
Fluency in English, Ukrainian and/ or Russian

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

<input checked="" type="checkbox"/>	Letter of interest/proposal, with concrete work plan on how the work will be conducted and/or approached;
<input checked="" type="checkbox"/>	Information about the organization with other requested information (experience in the implementation of the similar projects, experts' team, and recommendation letters).
<input checked="" type="checkbox"/>	Detailed information about the portfolio of the implemented projects in the field of e-learning as well as description and links to the developed (at least) 5 on-line training courses
<input checked="" type="checkbox"/>	Draft methodology and draft work plan for organizing English e-learning process for VRU Secretariat officials, including the structure (plan) of ten (English language) online training courses on the prior topics related to VRU and its Secretariat activity as well as information on tests for assessing the level of English language knowledge (at least 15 pages)
<input checked="" type="checkbox"/>	Structure and content of English Learning Toolkit as well as the proposed structure of the tests system and examples of the online tests (at least 20 pages)
<input checked="" type="checkbox"/>	Information about two own on-line (e-learning) platforms: one e-learning platform should provide accounting, multi-level registration and rating of users as well as SCORM-format supporting (for temporary uploading 10 online courses), another e-learning platform should contain at least 120 online lessons for individual training English language (grammar, vocabulary etc.) and should provide multi-level registration and rating of users (short description and links should be provided)
<input checked="" type="checkbox"/>	Resume of the project team members
<input checked="" type="checkbox"/>	Financial proposal.

**VII. 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 indicated to serve as examples.

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

#	Deliverables [list the misreferred to in the TOR]	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive)



1	To develop the concept and curriculum (purpose, target audience, learning methods, training results) of the training of VRU Secretariat officials, work plan for the organization of English language learning (including testing, online and offline learning) as well as to conduct discussions on the developed curriculum, the methodological concept, the tests and the training materials with VRU Secretariat officials and other key stakeholders.	15%		
2	To develop tests system for assessing the level of English language knowledge by the VRU Secretariat officials (taking into account the provisions of the Common European Framework of Reference for Languages) and to conduct testing for VRU Secretariat officials in order to validate their English language ability.	20%		
3	Based on the results of the conducted testing of VRU Secretariat officials, to perform active phase of online learning process of (introductory (intensive) English language online course composed of at least 120 online lessons) making use of contractor's e-learning platform.	15%		
4	To develop English Learning Toolkit for VRU officials (including recommendations/ guidelines for the organization of e-learning process) as well as 10 online training courses for English language e-learning on the prior topics related to VRU activity ("Work with EU Legal Acts/ EU legislation", "Preparing international visits and work with the international delegations", "To compile presentations for international partners", "Business e-communication in English", "Free English communication within the working visits to Parliaments of the EU countries", "Non-formal business communication in English", "To prepare and to conduct phone business calls in English", "100 Top of the most used of Business English (Developing your vocabulary)", "To draft international agreements (official documents)", "Peculiarities (culture) of Business English").	30%		
5	To perform active phase of online learning process of English language on the prior areas (topics) of VRU and its Secretariat activity ("Work with EU Legal Acts/ EU legislation", "Preparing international visits and work with the international delegations", "To compile presentations for international partners", "Business e-communication in English", "Free English communication within the working visits to Parliaments of the EU countries", "Non-formal business communication in English", "To prepare and to conduct phone business calls in English", "100 Top of the most used of Business English (Developing your vocabulary)", "To draft international agreements (official documents)", "Peculiarities (culture) of Business English")	10%		
6	To transfer the developed tests, ten online training courses, English Learning Toolkit on the new VRU Secretariat e-learning platform.	10%		

	<b>Total</b>	<b>100%</b>		<b>USD</b>
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## VIII. EVALUATION CRITERIA

### Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 300 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

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

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

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

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

### The evaluation of the technical proposals

Summary of Technical Proposal		Score Weight	Max Points obtainable	Company/Other Entity		
				A	B	C
1	Profile) of Firm / Organization, experience in the implementation of the similar projects	25%	175			
2	Proposed draft work plan and methodology organising of English language learning activity	45%	315			
3	Management Structure and proposed Personnel	30%	210			
<b>Total</b>		100%	700			

Evaluation forms for technical proposals follow on the next X pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

### The Technical Evaluation Forms are:

Form 1. Expertise of a company / organization submitting proposal

Form 2. Proposed methodology and structure of four training modules (with a short summary)

Form 3. Management Structure and proposed Personnel

<b>Technical Proposal Evaluation Form 1</b>	<b>Points</b>	Company / Other Entity
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		obtainable	A	B	C
<b>Expertise of the Company/Organization</b>					
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing / General organizational capacity (e.g., size of the organization, the reputation of the organization and personnel)	25			
1.2	Experience of the work in the sphere of on-line training activity in the field of foreign languages teaching (minimum 2 years - 5 points, each additional year – 1 point; up to maximum of - 15 points)	15			
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)	10			
1.4	Experience in development of online educational courses/ lessons (at least 5 online educational courses/ lessons were developed – 10 points, each additional online training course – 5 points; up to maximum of - 40 points)	40			
1.5	Have a pool of trained and qualified (certified) staff (No – 0 pts., Yes – up to 10 pts.) Experience in development educational materials and lectures, in particular in English learning (No – 0 pts., Yes – up to 10 pts.);	20			
1.6	Successful experience in working with UN system organizations, other international organizations: availability of experience – 10 points, no experience – 0 points.	10			
1.7	Successful experience in working with Ukrainian public institutions (State and LSG bodies), (minimum one year - 5 points, each additional year – 1 point, up to 15 points)	15			
1.8	Existence of own two operational online training platforms for the organisation of e-learning process (at least two training platforms – 10 points, each additional online training platform – 10 points; up to maximum of - 40 points)	40			
<b>Total Form 1</b>		<b>175</b>			

Technical Proposal Evaluation Form 2		Points obtainable	Company / Other Entity		
			A	B	C
Proposed methodology, approach, draft action plan and structure (content) of the training materials/ products					
2.1	Methodology To what degree does the Proposer understand the task?– up to 15 points	45			

	<p>Have the important aspects of the task been addressed in sufficient detail in the proposed methodology? – up to 15 points</p> <p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? – up to 15 points</p>				
2.2	<p>How well developed, optimal and compliant with the terms of reference is the action plan with a list of key activities and a time frame?</p> <ul style="list-style-type: none"> <li>- The plan is realistic and meets the timing requirements of the Project – up to 10 points;</li> <li>- Key activities are developed in the optimal sequence and provide for optimal implementation of the program – up to 10 points</li> </ul>	20			
2.3	<p>How well developed, optimal and compliant with the terms of reference are the proposed structure (plan) and summary (content) of ten on-line (English language learning) training courses on the prior topics related to VRU and its Secretariat activity, i.e.:</p> <ul style="list-style-type: none"> <li>- “Work with EU Legal Acts/ EU legislation” – up 10 points;</li> <li>- “Preparing international visits and work with the international delegations” – up 10 points;</li> <li>- “To compile presentations for international partners” – up 10 points;</li> <li>- “Business e-communication in English” – up 10 points;</li> <li>- “Free English communication within the working visits to Parliaments of the EU countries” – up 10 points;</li> <li>- “Non-formal business communication in English” – up 10 points;</li> <li>- “To prepare and to conduct phone business calls in English” – up 10 points;</li> <li>- “100 Top of the most used of Business English (Developing your vocabulary)” – up 10 points;</li> <li>- “To draft international agreements (official documents)” – up 10 points;</li> <li>- “Peculiarities (culture) of Business English”) – up 10 points.</li> </ul> <p>In total – up to maximum of 100 points</p>	100			
2.4	Structure (plan) and the content of English Language Learning Toolkit - up to 80 points	80			
2.5.	Structure and content of the tests system for assessing the level of English language knowledge by the VRU Secretariat officials as well as at least	70			

	10 examples of the tests				
<b>Total Form 2</b>		<b>315</b>			

<b>Technical Proposal Evaluation Form 3</b>		<b>Points obtainable</b>	<b>Company / Other Entity</b>		
<b>Management Structure and Key Personnel</b>			<b>A</b>	<b>B</b>	<b>C</b>
3.1	<b>Project manager:</b>				
	University degree in Economics, Sociology, Management, Public Administration, Law, Psychology, Information Science, Philology, Linguistics, or other similar fields (University degree – 3 pts., Master’s degree – 5 pts.)	5			
	At least 3 years of experience in project managing/ managing similar assignments (3 years – 5 pts., each additional year – 1 pt., up to max of 10 pts.);	10			
	At least 3 years of experience in online courses development (3 years – 5 pts., each additional year – 1 pt., up to max of 10 pts.);	10			
	Experience of collaborating with central public administration representatives would be an asset (each year – 1pt, up to 5 pts.)	5			
	Working experience with UN Agencies and/or other international organizations will be an asset (each year – 1pt, up to 5 pts.);	5			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
3.2	<b>Methodologist</b>				
	University degree in Economics, Sociology, Management, Philology, Linguistics, PR, Communication or other similar fields (University degree – 3 pts., Master’s degree – 5 pts.)	5			
	At least 3 years of professional experience in organization of educational courses of foreign languages (3 years – 5 pts., each additional year – 5 pts., up to max of 15 pts.)	15			
	Experience of collaborating with the training organizations and State bodies (each year – 1 pt., up to 5 pts.)	5			
	Experience in working with many different stakeholders involved into one project (each year – 1 pt., up to 10 pts.)	10			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
	<b>IT-specialist</b>				
	University degree in IT, Economics, Sociology or	5			

3.3	other similar fields (University degree – 3 pts.; Master’s degree – 5 pts.);				
	At least 2 years of relevant professional experience in the field of IT and organisation of online training activities (2 years – 5 pts., each additional year – 5 pts., up to max of 15 pts.);	15			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional year – 5 pts., up to max of 15 pts.)	15			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
3.4	<b>Videographer</b>				
	University degree in Economics, Sociology, IT, Art or other similar fields (University degree – 3 pts.; Master’s degree – 5 pts.);	5			
	At least 2 years of relevant professional experience in the field of video production(2 years – 5 pts., each additional year – 5 pts., up to max of 15 pts.);	15			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional year – 5 pts., up to max of 15 pts.)	15			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			
		40			
3.5.	<b>Expert-trainer for teaching English and organization of offline training courses (lessons)</b>				
	University degree in Pedagogy, Public Administration, Philology, Linguistics, or other similar fields (University degree – 3 pts.; Master’s degree – 5 pts.);	5			
	At least 2 years of relevant professional experience in the field of organizing educational sessions/ development of the training courses/ teaching English language (2 years – 5 pts., each additional year – 1pts., up to max of 10 pts.);	10			
	Experience of collaborating with the training organizations and State bodies (each year – 3 pts., up to 15 pts.)	15			
	Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional project – 5 pts., up to max of 15 pts.)	15			
	Fluency in Ukrainian and Russian, English will be a strong asset; (Ukrainian and Russian – 3 pts., Ukrainian, Russian and English – 5 pts.)	5			

		50			
Total Form 3		210			
Total		700			

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in password protected file via email. Electronic format of submission only)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>



## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	▪ as per Section 4, required documents

## Form C: Joint Venture/Consortium/Association Information Form

<b>Name of Bidder:</b>	[Insert Name of Bidder]	<b>Date:</b>	Select date
<b>RFP reference:</b>	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
 Name of partner: _____	 Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

### Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			

Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's experience and reputation on the market

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevant certificates and association membership confirming documents.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Bidder's capability and expertise

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 Detailed organizational structure of the Company, including quantity of qualified personal available.
- 2.2 Quality assurance and service support provision information.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.



## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and **submit it in a file separate from the Technical Proposal and password protected** as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of proposal may be UAH or USD, though USD is highly recommended as the price of the contract will be based on the proposal and its currency and will not be changed in its duration. Thus, USD price proposal provides better option for currency risk mitigation. Please clearly indicate currency of the proposal

### A. Cost Breakdown per Deliverables\*

#	Deliverables [list the misreferred to in the TOR]	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive)
1	To develop the concept and curriculum (purpose, target audience, learning methods, training results) of the training of VRU Secretariat officials, work plan for the organization of English language learning (including testing, online and offline learning) as well as to conduct discussions on the developed curriculum, the methodological concept, the tests and the training materials with VRU Secretariat officials and other key stakeholders.	15%		
2	To develop tests system for assessing the level of English language knowledge by the VRU Secretariat officials (taking into account the provisions of the Common European Framework of Reference for Languages) and to conduct testing for VRU Secretariat officials in order to validate their English language ability.	20%		
3	Based on the results of the conducted testing of VRU Secretariat officials, to perform active phase of online learning process of (introductory (intensive) English language online course composed of at least 120 online lessons) making use of contractor's e-learning platform.	15%		
4	To develop English Learning Toolkit for VRU officials (including recommendations/ guidelines for the organization of e-learning process) as well as 10 online training courses for English language e-learning on the prior topics related to VRU activity ("Work with EU Legal Acts/ EU legislation", "Preparing international visits and	30%		

	work with the international delegations”, “To compile presentations for international partners”, “Business e-communication in English”, “Free English communication within the working visits to Parliaments of the EU countries”, “Non-formal business communication in English”, “To prepare and to conduct phone business calls in English”, “100 Top of the most used of Business English (Developing your vocabulary)”, “To draft international agreements (official documents)”, “Peculiarities (culture) of Business English”).			
5	To perform active phase of online learning process of English language on the prior areas (topics) of VRU and its Secretariat activity (“Work with EU Legal Acts/ EU legislation”, “Preparing international visits and work with the international delegations”, “To compile presentations for international partners”, “Business e-communication in English”, “Free English communication within the working visits to Parliaments of the EU countries”, “Non-formal business communication in English”, “To prepare and to conduct phone business calls in English”, “100 Top of the most used of Business English (Developing your vocabulary)”, “To draft international agreements (official documents)”, “Peculiarities (culture) of Business English”)	10%		
6	To transfer the developed tests, ten online training courses, English Learning Toolkit on the new VRU Secretariat e-learning platform.	10%		
	<b>Total</b>	<b>100%</b>		<b>USD</b>

#### B. Cost Breakdown by Cost Component:

Activity/Costs	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	Cost per unit	Amount excluding VAT*
Personnel Services				
Project manager	day			
Methodologist				
IT-specialist				
Videographer				
Expert-trainer for teaching English, organizing e-learning process				
Other costs (if any – to define clearly activities/costs)				

**NB Amounts in both tables must be equal as they represent the same financial proposal from different aspects.**

“Duly authorized to sign the proposal for and on behalf of” \_\_\_\_\_

(Name of Organisation): \_\_\_\_\_

Signature/Stamp of Entity/Date: \_\_\_\_\_

Name of representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\* Dear partners!

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance. According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

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

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

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

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