



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: October 1, 2020
	REFERENCE: 636-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Conducting KAP Survey for EORE in Eastern Ukraine”**.

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

Proposals may be submitted on or before **11:59 AM (Kyiv time) Friday, October 09, 2020** and via email to the address below:

United Nations Development Programme
tenders.ua@undp.org
Procurement Unit

Your Proposal must be expressed in the **English or Ukrainian or Russian** and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

NB. The Offeror shall create 2 archive files (*.zip format only!): one should include *technical proposal*, another one should include financial proposal and be encrypted with password. Both files should be attached to the email letter.

During evaluation process only technically compliant companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.

Messages should **not exceed 20 MB in size**. Offers larger than 20 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement

and the solicitation documents. Messages larger than 20 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“636-2020-UNDP-UKR-RFP-RPP”** and **“National company or NGO to conduct KAP Survey for EORE in Eastern Ukraine”**

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

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

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

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

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

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

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

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

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

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Sergei Mostovoy
Mr. Sergei Mostovoy,
a.i. Operations Manager

UNDP Ukraine
October 01, 2020

AD

Description of Requirements

Project name:	"Capacity Development Support for Integrated Mine Action in Eastern Ukraine"
Brief Description of the Required Services	An essential part of the project is enhancing mine risks prevention thorough an improved education framework. Explosive Ordnance Risk Education (EORE) has been running in Ukraine since 2015 by different organizations and there is a need to determine an efficiency of the ongoing programme by measuring changes in knowledge (K), attitude (A) and practice (P) of population on landmines and Explosive Remnants of War (ERW) . The first KAP studies were conducted in 2015 and 2016 which contributed to the development of prevention campaigns through posters, televised adverts, radio messages and education programmes directly provided at community level and in the school curriculum. This KAP Survey should provide an up-to-date database about knowledge, attitudes and practices, as well as about more qualitative information on the problems facing populations affected by mines/ERW.
The overall objective	<p>The main objectives of KAP Survey:</p> <ul style="list-style-type: none"> • Assess current Knowledge, Attitudes and Practices regarding landmine/ERW hazards for vulnerable populations. • Measure the impact of Risk Education Programme. • Provide recommendations for the implementation of future EORE projects. <p>The expected survey results are following:</p> <ul style="list-style-type: none"> • New information on current knowledge, attitudes and practices regarding landmines/ERW must be collected and analyzed (to identify prevention requirements). • Better understanding of the key socio-cultural or socio-economic issues which influence hazardous behavior and practices. • A contribution to the prevention programme strategy by identifying the appropriate communication networks for the target population. • An evaluation of prevention activities. • A set of clear Lessons Learnt / Good Practices (including in the implementation of training action plan) is available • A guideline for the orientation and evaluation of future EORE methods and activities.
Person to Supervise the Work/Performance of the Service Provider	Overall supervision of Community Security and Social Cohesion Specialist and direct supervision of Mine Action Specialist and technical guidance of KAP Survey Consultants.
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached

Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	October 2020
Target completion date	December 2020
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on Monday, October 05, 2020 at 14:00 (Kyiv time) via Skype. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 636-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:

	<ul style="list-style-type: none"> • 20% of the total payment upon completion of Deliverables №1 and №2 • 20% of the total payment upon completion of Deliverable №3 • 40% of the total payment upon completion of 80 % Deliverable №4 (min 600 families have to be interviewed) • 20% of the total payment upon full completion of Deliverables №4, №5 and №6 <p>UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been approved by UNDP.</p> <p>The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the component head signs the certification of acceptance.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Mine Action Specialist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 43% <input checked="" type="checkbox"/> Proposed work plan 28.5% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 28.5% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Contact Person for Inquiries (Written inquiries only)¹	<i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
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¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Documents to be submitted in proposal</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal); <input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided. <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any). <input checked="" type="checkbox"/> Organization's profile (date of creation, place of registration, principal place of business, description and qualification, size, number of staff/consultants, relevant certifications). <input checked="" type="checkbox"/> List all work performed within mine action and/or a similar nature and volume over the last three years (project name and experience of working in Luhansk and Donetsk oblasts; name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD). <input checked="" type="checkbox"/> Two reference letters from previous customers on relevant implemented projects. <input checked="" type="checkbox"/> Understanding of the requirements for services, including assumptions, namely: the aim of this contract, expected results, area of operations, contract period, capacity should be involved. Recommended structure of document to be submitted is in section II, Annex 2 to the Term of Reference. <input checked="" type="checkbox"/> Proposed operational approach/methodology that includes: organigramme indicating the line management structure, capacity description and general responsibilities of key staff, tasks and standard requirements, timelines, quality management, risk management and reporting. Recommended structure of document to be submitted is in section III, Annex 2 to the Terms of Reference. Timelines for each stage should be displayed in Gantt Chart format. <input checked="" type="checkbox"/> Logistic and administration that includes: staff information, gender balance, working hours and operational days, insurance, procurement, accommodation and office, security, transport, equipment and materials, safety and occupational health). Recommended structure of document to be submitted is in section IV, Annex 2 to the Terms of Reference. <input checked="" type="checkbox"/> Medical support including COVID countermeasures & Communication. Recommended structure of document to be submitted is in section V & VI, Annex 2 to the Terms of Reference. <input checked="" type="checkbox"/> CVs for all operational staff (KAP Survey Manager, KAP Survey Area Managers, Survey Operators and Survey Operators/Drivers) which indicate their education, qualification, experience, language skills and residency, as well as confirmation of their availability if selected for this project. CV should not exceed two pages per a staff member. <input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).
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Other Information Related to the RFP

Administrative Requirements:

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

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

An organization submitting a proposal is:

- ✓ Officially registered company or organization (commercial or non-profit) - at least 1 year.
- ✓ Experience in implementation Mine Action projects – at least 1 project;
- ✓ Gender balance within organization survey capacity team – gender % ratio at least 30 to 70;
- ✓ Mine Action experience working in Luhansk and/ or Donetsk oblast.

KAP Survey Manager:

- ✓ Higher education - at least Specialist degree in Project Management, Business Administration or in the relevant fields;
- ✓ EORE certification from internationally recognized entity or other certifications within Mine Action field.
- ✓ Managerial experience within Mine Action – at least 1 year;
- ✓ Experience to manage EORE Projects – at least 1 project;
- ✓ Computer literacy with good knowledge of MS Office, especially MS Excel.

KAP Survey Area Manager #1 and KAP Survey Area Manager #2

- ✓ Education – at least Technical School in the relevant fields;
- ✓ Other relevant certifications within Mine Action field – at least 1;
- ✓ Fluency in Ukrainian language is required.
- ✓ Experience of managing and leading team/group above 10 people – at least 1 year;
- ✓ Computer literacy with good knowledge of MS Word and MS Excel;
- ✓ Work experience within humanitarian and/or development projects in Luhansk and Donetsk oblasts – at least 1 year.

Survey Operator

- ✓ Minimum secondary education is required
- ✓ Good knowledge of local context
- ✓ Good communication skills
- ✓ Ability to work away from home for extended periods
- ✓ Excellent discipline with the ability to follow direct instructions
- ✓ At least 50% of Survey Operators Can conduct interview in both Ukrainian and Russian languages.
- ✓ At least 50% of Survey Operators have residency in the covered areas (Luhansk or Donetsk oblasts)

	<p><i>Survey Operator / Driver</i></p> <ul style="list-style-type: none">✓ Minimum secondary education is required✓ Good knowledge of local context✓ Good communication skills✓ Ability to work away from home for extended periods✓ Excellent discipline with the ability to follow direct instructions✓ At least 50% of Survey Operators Can conduct interview in both Ukrainian and Russian languages.✓ At least 50% of Survey Operators have residency in the covered areas (Luhansk or Donetsk oblasts).✓ Holder of driver license with minimum 2 years of driving experience <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 636-2020-UNDP-UKR-RFP-RPP dated September 30, 2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

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

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

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

B. Proposed Methodology for the Completion of Services

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

Must include:

- 1. Understanding of the requirements for services, including assumptions, namely: the aim of this contract, expected results, area of operations, contract period, capacity should be involved. Recommended structure of document to be submitted is in section II, Annex 2 to the Term of Reference.**
- 2. Proposed operational approach/methodology that includes: organigramme indicating the line management structure, capacity description and general responsibilities of key staff, tasks and standard requirements, timelines, quality management, risk management and reporting. Recommended structure of document to be submitted is in section III, Annex 2 to the Terms of Reference.**
- 3. Logistic and administration that includes: staff information, gender balance, working hours and operational days, insurance, procurement, accommodation and office, security, transport, equipment and materials, safety and occupational health). Recommended structure of document to be submitted is in section IV, Annex 2 to the Terms of Reference.**
- 4. Medical support including COVID countermeasures & Communication. Recommended structure of document to be submitted is in section V & VI, Annex 2 to the Terms of Reference.**

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (KAP Survey Manager, KAP Survey Area Manager #1 and KAP Survey Area Manager #2, Survey Operators and Survey/Operators/Drivers);***
- b) CVs for all operational staff (KAP Survey Manager, KAP Survey Area Managers, Survey Operators and Survey Operators/Drivers) which indicate their education, qualification, experience, language skills and residency, as well as confirmation***
- e) Written confirmation from each team member that they are available for the entire duration of the contract.***

Financial Proposal

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

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

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

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

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

A. Cost Breakdown per Deliverables*

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

No.	Deliverables	TOTAL without VAT, currency	TOTAL VAT, currency	TOTAL with VAT, currency
1	Deliverable 1			
2	Deliverable 2, 3			
3	Deliverable 4 (80% of completion)			
4	Deliverable 4 (full completion) and 5, 6			
Total without VAT, currency				
Total VAT, currency				
Total with VAT, currency				

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

B. Cost Breakdown by Cost Component:

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

No	Activities / Costs	Unit of measurement	Q-ty	Price per unit, without VAT, currency	VAT, currency	Price per unit, with VAT, currency	Sum, with VAT, currency
1. Human Resources							
1.1.	KAP Survey Manager (1 person)	Day					
1.2	KAP Survey Area Manager (2 persons)	Day					
1.3	KAP Survey Operator (10 persons)	Day					
1.4.	KAP Survey Operator Driver (10 persons)	Day					
2. Administration costs (if necessary)							
2.1	Communication (Internet/Phone etc.)						
2.2	Office rent						
2.3	Other (if any – to define clearly activities/costs)						
3. Survey and Research related costs							
3.1.	Travel costs						
3.2	Accommodation						
3.3	Per diems						
3.4	Transportation						
3.5	Other (if any – to define clearly activities/costs)						
4. Three Days Training in Kramatorsk (25 people)							
4.1	Premise rental (capacity min 25 staff)	Days	3				
4.2	Travel costs <i>to and from</i> Kramatorsk	Trip					

4.3	Accommodation	Night	4				
4.4	Refreshment (incl. breakfast, lunch and dinner)	set	75				
4.5	Coffee break (twice a day)	set	150				
4.6	Consumables						
5. Other related costs (if any – to define clearly activities/costs)							
5.1							
5.2							
Total without VAT, currency							
Total VAT, currency							
Total with VAT, currency							

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

[Designation]

[Date]

**Annex 3.**

TERMS OF REFERENCE
KAP Survey for Explosive Ordnance Risk Education (EORE)

Project Name:	Capacity Development Support for Integrated Mine Action in Eastern Ukraine
Contractor:	National company or NGO
Description of the assignment:	To conduct KAP Survey for EORE in Eastern Ukraine
Primary Supervisor's Title	Mine Action Specialist
Secondary Supervisor's Title:	Community Security and Social Cohesion Specialist
Place of implementation:	Government controlled areas in Luhansk and Donetsk oblasts
Starting date of the assignment:	Oct 2020
Completion date of the assignment:	Dec 2020
Reporting to:	Community Security and Social Cohesion Specialist

1. BACKGROUND

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA). UN RPP was designed to respond to, and mitigate, the causes and effects of the conflict in the east of Ukraine. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF).

The conflict in eastern Ukraine has had widespread impacts upon the human security of civilian population. OHCHR reports show that there were more than 1059 civilian casualties related to mine and ERW incidents since the beginning of the conflict. Ukraine is one of the most contaminated countries in the world and became the most affected country by anti-vehicle mine accidents. The presence or suspicion of landmines, booby-traps, anti-vehicle mines, cluster munitions, or any number of other explosive remnants of war (ERWs) is adversely impacting on civilian's lives, restricting agriculture, inhibiting basic sustenance activities and disrupting essential infrastructure and services in many parts of eastern Ukraine. The situation of IDPs continues to be a major humanitarian concern and it is estimated that over 1.4 million people have been displaced since 2014, women and children representing 63% of them.

The Government of Ukraine is undertaking a reform of its mine action response in line with the International Mine Action Standards that include gender dimensions and the National Action Plan to implement the UN Security Council Resolution 1325 "Women, Peace and Security" (2016-2020). A new legislation was passed in January 2019 and calls for the development of mine action national standards and envisages the set-up of a

dedicated National Mine Action Authority and Mine Action Centers to ensure coordination of measures for the management and regulation of all mine action activities in Ukraine.

UNDP's Capacity Development Support for Integrated Mine Action in Eastern Ukraine (Mine Action) project is aimed at supporting the Government of Ukraine in establishing a comprehensive, coordinated and gender-responsive mine action. The project will provide strategic capacity development support for mine action to enhance integrated planning, coordination, and operational efficiencies amongst the different mine action stakeholders presently active at national level and regionally in eastern Ukraine (Donetsk and Luhansk oblasts).

An essential part of the project is enhancing mine risks prevention thorough an improved education framework. Explosive Ordnance Risk Education (EORE) has been running in Ukraine since 2015 by different organizations and there is a need to determine an efficiency of the ongoing programme by measuring changes in **knowledge (K), attitude (A) and practice (P)** of population on landmines and **Explosive Remnants of War (ERW)**. The first KAP studies were conducted in 2015 and 2016 which contributed to the development of prevention campaigns through posters, televised adverts, radio messages and education programmes directly provided at community level and in the school curriculum. This KAP Survey should provide an up-to-date database about knowledge, attitudes and practices, as well as about more qualitative information on the problems facing populations affected by mines/ERW.

The Project now seeks to recruit qualified and experienced company/organization in EORE campaign which will be able to mobilize and deploy necessary resources to conduct KAP Survey in Luhansk and Donetsk oblast on the government-controlled areas (GCA) as well as to ensure quality of survey tasks' performance.

2. MAIN OBJECTIVES OF THE ASSIGNMENT

The main objectives of KAP Survey:

- Assess current Knowledge, Attitudes and Practices regarding landmine/ERW hazards for vulnerable populations.
- Measure the impact of Risk Education Programme.
- Provide recommendations for the implementation of future EORE projects.

The expected survey results are following:

- New information on current knowledge, attitudes and practices regarding landmines/ERW must be collected and analyzed (to identify prevention requirements).
- Better understanding of the key socio-cultural or socio-economic issues which influence hazardous behavior and practices.
- A contribution to the prevention programme strategy by identifying the appropriate communication networks for the target population.
- An evaluation of prevention activities.
- A set of clear Lessons Learnt / Good Practices (including in the implementation of training action plan) is available
- A guideline for the orientation and evaluation of future EORE methods and activities.

The contracting company/organization will work under the overall supervision of Community Security and Social Cohesion Specialist and direct supervision of Mine Action Specialist and technical guidance of KAP Survey Consultants.

3. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK

To achieve the objectives of the assignment, the contracting company/organization is expected to:

1. Attract necessary resources in compliance with the state labor legislation and within specified timeframe according to a Job Description, provided by a KAP Survey Consultant, engaged by UNDP.

2. Organize and train survey operators following guidance of UNDP Mine Action Specialist and KAP Survey Consultant. Three-day persons-to-person training on KAP Survey is to be organized in Kramatorsk, Donetsk oblast.
3. Deploy in a timely manner the survey teams in respective areas of survey activities. Team composition is in Annex 1.
4. Conduct supervision of daily survey activities in compliance with set up technical procedures and approved survey plan. All activities are to be organized in coordination with Mine Action Specialist and KAP Survey Consultant.
5. Mentor, supervise and monitor the attracted survey operators ensuring that they carry out their duties in a responsible manner. All issues related to violation of procedures, discipline, established daily routine are to be reported at the same day to Mine Action Specialist and KAP Survey Consultant.
6. Ensure that survey teams before to be deployed to the assigned area of operation are to be equipped with all necessary and serviceable transport, necessary equipment, EORE materials, questionnaire forms, writing utensils etc.
7. Conduct internal quality assurance of survey activities, providing corrective action where necessary. All identified critical non-conformities should be reported at the same day to Mine Action Specialist and KAP Survey Consultant.
8. Monitor a daily work progress and analyze productivity and the relevant daily reports are to be verified and properly archived on a daily basis. If work progress is not on schedule, Mine Action Specialist and KAP Survey Consultant are to be informed immediately with recommendations for improvement.
9. Submit weekly progress reports to Mine Action Specialist having previously coordinated with KAP Survey Consultant and make sure all reports are archived and registered in a timely manner.
10. Maintain stable communication in all levels between team members, survey managers and UNDP office - Mine Action Specialist and KAP Survey Consultant.
11. Arrange sustainable medical support of survey teams including providing with first aid kits, countermeasure kits to COVID-19 and medical evacuation plan, which is to be developed for each area of survey activities.
12. Identify, analyze and manage all risks within areas of survey activities and keep updated Mine Action Specialist and KAP Survey Consultant in timely manner with providing the necessary recommendations.
13. Control on a routine basis serviceability, completeness, proper storage and use of the transport, equipment and other materials which is provided by a Contractor.
14. Conduct demobilization of resources both human and equipment within specified time.
15. Submit a final work report on completed activities in the format as it should be agreed before capacity deployment.

Expected Outputs and Timeline:

The output deliverables by the Consultant will follow the six stages of the survey process as outlined below:

- **Stage 1:** Contract signature by both parties, survey plan development and approval.
- **Stage 2:** Resource mobilization.
- **Stage 3:** Training and operational deployment.
- **Stage 4:** Survey implementation.
- **Stage 5:** Resource demobilization.
- **Stage 6:** Contract closure.

4. DELIVERABLES

Deliverable #	Task description	Deadline
1	Upon contract signing by both parties the contracting company/organization should prepare and submit working plan for approval, specifying: area of survey activities for each survey team; operational and non-operational days; expected weekly outputs; who, when & where conduct quality checks; and relocation schedule from one settlement to other.	1 week after the start of the assignment.
2	Resource mobilization including hiring the personnel, renting offices and cars, purchasing operational equipment and materials. Carried out activities are summarized in interim report confirming its operational readiness. (Organizational structure of KAP Survey capacity is in Annex 1).	2 weeks after the start of the assignment.
3	Training of survey operators, issuance of task orders for each survey teams, deployment of the teams to the areas of survey task performance. It should be noted that all permissions from local authorities to conduct survey are received during this stage.	3 weeks after the start of the assignment
4	KAP Survey task implementation. Overall output is interviewed 750 families (proportionally approx. 375 families in each oblast).	4-8 weeks after the start of the assignment
5	A one-week period is allocated for standing down processes from operational-ready status. All questionnaire forms, outstanding reports, including a final substantive report are finalized and submitted.	9 weeks after the start of the assignment
6	Contract closure. All services must have been completed in a sufficient fashion in regards to quality and been delivered on time. UNDP must accept the deliverables and agreed that they were delivered as promised in the contract. Upon service acceptance UNDP completes financial obligations on its end.	9 weeks after the start of the assignment

5. MONITORING/REPORTING REQUIREMENTS

The contractor will report to the Mine Action Specialist and National KAP Survey Consultant. In particular, the following reports shall be submitted:

- Daily reports from each survey teams shall be submitted to KAP Survey Consultant on the daily basis by 17:30 starting from assignment;
- Weekly progress reports shall be summarized and coordinated with KAP Survey Consultant, and submitted to Mine Action Consultant at the end of working week, on Friday by 18:00 starting from assignment;
- An interim progress reports that will summarize the key progress results over the period of 3 weeks after the start of the assignment;
- A final report after the data collection process shall be submitted by 10 Dec 2020;

The payment will be arranged in stages according to the proposed payment schedule below and upon acceptance of the deliverables based on quality control and recommendations of the UNDP Mine Action Specialist.

The contractor shall comply with the system of monitoring, evaluation and quality control, implemented by the UNDP RPP, and provide the necessary information, reports and statistics according to a preliminary determined schedule. Reports should be provided in Word/Excel and PDF (if necessary) format in both Ukrainian and English versions.

The Assessment methodology, questionnaires and reports are the property of the UN RPP.

6. PROPOSED PAYMENT SCHEDULE

The UNDP will pay the negotiated amount in 3 tranches as per delivery of the outputs outlined above:

- 20% of the total payment upon completion of Deliverables №1 and №2
- 20% of the total payment upon completion of Deliverables №3
- 40% of the total payment upon completion of 80 % Deliverables №4 (min 600 families have to be interviewed)
- 20% of the total payment upon full completion of Deliverables №4, №5 and №6

7. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

- 1) Officially registered company or organization (commercial or non-profit) - at least 1 year.
 - 2) Experience in implementation Mine Action projects – at least 1 project;
 - 3) Gender balance within organization survey capacity team – gender % ratio at least 30 to 70;
 - 4) Mine Action experience working in Luhansk and/ or Donetsk oblast;
 - 5) Experience working in both Donetsk and Luhansk oblasts within the 20 km zone from the “contact line” is an asset.
- 7) Availability of qualified team of experts. Company staff that will be involved for survey task shall have:
- KAP Survey Manager
 1. Higher education - at least Specialist degree in Project Management, Business Administration or in the relevant fields;
 2. EORE certification from internationally recognized entity or other certifications within Mine Action field.
 3. Fluency in both Ukrainian and Russian languages is required, working knowledge in English is an asset;
 4. Managerial experience within Mine Action – at least 1 year;
 5. Experience to manage EORE Projects – at least 1 project;
 6. Computer literacy with good knowledge of MS Office, especially MS Excel;
 - KAP Survey Area Manager #1 and KAP Survey Area Manager #2
 1. Education – at least Technical School in the relevant fields;
 2. Other relevant certifications within Mine Action field – at least 1;
 3. Fluency in Ukrainian language is required, working knowledge in Russian is an asset;
 4. Experience of managing and leading team/group above 10 people – at least 1 year;
 5. Computer literacy with good knowledge of MS Word and MS Excel;
 6. Work experience within humanitarian and/or development projects in Luhansk and Donetsk oblasts – at least 1 year.
 - Survey Operator

- Minimum secondary education is required
 - Work experience in mine action, humanitarian or development environment is an asset
 - Good knowledge of local context
 - Good communication skills
 - Ability to work away from home for extended periods
 - Excellent discipline with the ability to follow direct instructions
 - At least 50% of Survey Operators Can conduct interview in both Ukrainian and Russian languages.
 - At least 50% of Survey Operators have residency in the covered areas (Luhansk or Donetsk oblasts)
- Survey Operator/Driver
- Minimum secondary education is required
 - Work experience in mine action, humanitarian or development environment is an asset.
 - Good knowledge of local context
 - Good communication skills
 - Ability to work away from home for extended periods
 - Excellent discipline with the ability to follow direct instructions
 - At least 50% of Survey Operators / Drivers can conduct interview in both Ukrainian and Russian languages
 - At least 50% of Survey Operators/Drivers have residency in the covered areas (Luhansk or Donetsk oblasts)
 - Holder of driver license with minimum 2 years of driving experience

8. INFORMATION AND DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Required	
<input checked="" type="checkbox"/>	Organization's profile (date of creation, place of registration, principal place of business, description and qualification, size, number of staff/consultants, relevant certifications).
<input checked="" type="checkbox"/>	List all work performed within mine action and/or a similar nature and volume over the last three years (project name and experience of working in Luhansk and Donetsk oblasts; name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD).
<input checked="" type="checkbox"/>	Two reference letters from previous customers on relevant implemented projects.
<input checked="" type="checkbox"/>	Understanding of the requirements for services, including assumptions, namely: the aim of this contract, expected results, area of operations, contract period, capacity should be involved. Recommended structure of document to be submitted is in section II, Annex 2.
<input checked="" type="checkbox"/>	Proposed operational approach/methodology that includes: organigramme indicating the line management structure, capacity description and general responsibilities of key staff, tasks and standard requirements, timelines, quality management, risk management and reporting. Recommended structure of document to be submitted is in section III, Annex 2. Timelines for each stage should be displayed in Gantt Chart format.
<input checked="" type="checkbox"/>	Logistic and administration that includes: staff information, gender balance, working hours and operational days, insurance, procurement, accommodation and office, security, transport, equipment and materials, safety and occupational health). Recommended structure of document to be submitted is in section IV, Annex 2.
<input checked="" type="checkbox"/>	Medical support including COVID countermeasures & Communication. Recommended structure of document to be submitted is in section V & VI, Annex 2.

<input checked="" type="checkbox"/>	CVs for all operational staff (KAP Survey Manager, KAP Survey Area Managers, Survey Operators and Survey Operators/Drivers) which indicate their education, qualification, experience, language skills and residency, as well as confirmation of their availability if selected for this project. CV should not exceed two pages per a staff member.
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9. FINANCIAL PROPOSAL

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal.

A. Cost breakdown per deliverables

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

No.	Deliverables	TOTAL without VAT, currency	TOTAL VAT, currency	TOTAL with VAT, currency
5	Deliverable 1			
6	Deliverable 2, 3			
7	Deliverable 4 (80% of completion)			
8	Deliverable 4 (full completion) and 5, 6			
		Total without VAT, currency		
		Total VAT, currency		
		Total with VAT, currency		

B. Cost Breakdown by Cost Component:

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

No	Activities / Costs	Unit of measur ement	Q-ty	Price per unit, without VAT, currency	VAT, currency	Price per unit, with VAT, currency	Sum, with VAT, currenc y
1. Human Resources							
1.1.	KAP Survey Manager (1 person)	Day					
1.2	KAP Survey Area Manager (2 persons)	Day					

1.3	KAP Survey Operator (10 persons)	Day					
1.4.	KAP Survey Operator Driver (10 persons)	Day					
2. Administration costs (if necessary)							
2.1	Communication (Internet/Phone etc.)						
2.2	Office rent						
2.3	Other (if any – to define clearly activities/costs)						
3. Survey and Research related costs							
3.1.	Travel costs						
3.2	Accommodation						
3.3	Per diems						
3.4	Transportation						
3.5	Other (if any – to define clearly activities/costs)						
4. Three Days Training in Kramatorsk (25 people)							
4.1	Premise rental (capacity min 25 staff)	Days	3				
4.2	Travel costs <i>to and from</i> Kramatorsk	Trip					
4.3	Accommodation	Night	4				
4.4	Refreshment (incl. breakfast, lunch and dinner)	set	75				
4.5	Coffee break (twice a day)	set	150				
4.6	Consumables						
5. Other related costs (if any – to define clearly activities/costs)							
5.1							
5.2							
Total without VAT, currency							
Total VAT, currency							
Total with VAT, currency							

10. EVALUATION CRITERIA

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

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

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

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

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

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Organization			
1	Experience of the company / organization submitting the proposal	43%	300				
2	Proposed work plan	28.5%	200				
3	Staff relevance to the work assignment	28.5%	200				
	Total Score	100%	700				
	Notes						

Technical evaluation forms are provided at the next pages. The maximal points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

Technical Evaluation Forms:

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

Form 2. Proposed work plan, logistic and administration, medical support and communication

Form 3. Staff relevance to the work assignment

Technical Evaluation Criteria

Evaluation of the Technical Proposal		Maximum score	Company/Other organization		
Form 1			A	B	C
Experience of the company / organization submitting the proposal					
1.1	Organization/company is officially registered: - 1 year – 30 points; - 2 years – 35 points; - 3 years & more – 40 points.	40			
1.2	Experience of organization in implementing Mine Action projects: - 1 project – 40 points; - 2 projects – 50 points, - 3 projects or more – 60 points.	60			

1.3	<p>Gender balance within organization survey capacity team</p> <ul style="list-style-type: none"> - Gender % ratio 30 to 70 – 40 points; - Gender % ratio 40 to 60 – 50 points; - Gender % ratio 50 by 50 – 60 points; 	60			
1.4	<p>Organization Mine Action experience working in Donetsk and/or Luhansk oblasts:</p> <ul style="list-style-type: none"> - Experience working in one of Donetsk or Luhansk oblasts - 20 points; - Experience working in both Donetsk and Luhansk oblasts – 30 points. 	30			
1.5	<p>Experience of organization working in both Donetsk and Luhansk oblasts within the 20 km zone from the “contact line”:</p> <ul style="list-style-type: none"> -Yes – 10 points; -No – 0 points. 	10			
1.6	<p>Education of each Operator/Driver in the organization:</p> <ul style="list-style-type: none"> - All survey operators have a secondary education – 25 points; - 0,5 point is added for each candidate who has a higher education. <p><i>*The total score per section should not exceed 30 points even if number of candidates with higher education is more.*</i></p>	30			
1.7	<p>Driver’s license and driving experience of each Survey Operator/Driver in the organization:</p> <ul style="list-style-type: none"> - At least 50 % of Survey Operators have a driver license with minimum 2 years of driving experience – 15 points; - 0,5 point is added for each additional holder of a driving license with minimum 2 years of driving experience. 	20			
1.8	<p>Residency of Luhansk or Donetsk oblasts of each Operator/Driver in the organization:</p> <ul style="list-style-type: none"> - 50% of Survey Operators or survey operators/drivers are residents of the above-mentioned oblasts – 15 points; - 0,5 point is added for each resident in the region. 	20			
1.9	<p>Language Skills of each Operator/Driver in the organization:</p> <ul style="list-style-type: none"> - 50% of survey operators can conduct interview in both Ukrainian and Russian languages – 15 points; - 0,5 point is added for each survey operator who can conduct interview in both Ukrainian and Russian languages. 	20			

1.10	<p>Work experience of each Operator/Driver in the mine action, humanitarian or development environment organization:</p> <ul style="list-style-type: none"> - 1 point is added for each candidate who had/has any experience in mine action environment; - 0,5 point is added for each candidate who had/has work experience in humanitarian or development environment. <p><i>*The total score per section should not exceed 10 points even if number of candidates who have a relevant experience is more.</i></p>	10			
	The total score on Form 1	300			

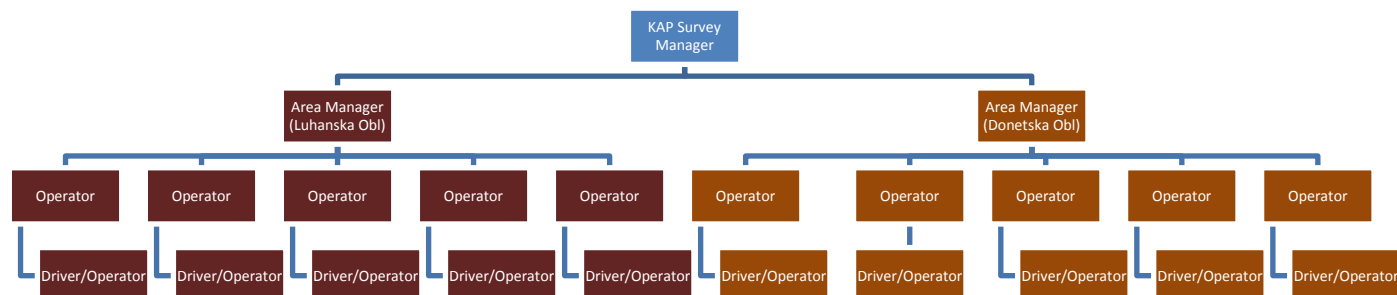
Evaluation of the Technical Proposal Form 2		Maximum score	Company/Other organization		
			A	B	C
Proposed work plan					
2.1	Understanding of the requirements for services: - The proposal clear specifies full understanding the requirements of services to be provided – 40 points; - The proposal displays good understanding the requirements of services to be provided – 35 points; - The proposal displays general understanding the requirements of services to be provided but missing some non-critical points – 30 points.	40			
2.2	Proposed operational approach. - The proposed operational approach clearly explains details, is logical and fully responds to the assignment – 40 points; - The proposed operational approach corresponds to the assignment – 35 points; - The proposed operational approach generally explains and responds to the assignment but missing some non-critical points – 30 points.	40			
2.3	Logistics and administration. - The proposal clearly explains and in details the logistic and administrative requirements – 40 points; - The proposal explains the logistic and administrative requirements – 35 points; - The proposal explains in general the logistic and administrative requirements but missing some non-critical points – 30 points.	40			
2.4	Medical support - The proposal fully meets the medical support requirements including COVID countermeasures – 40 points; - The proposal meets medical support requirements including COVID countermeasures – 35 points; - The proposal meets the medical support requirements including COVID countermeasures in general but missing some non-critical points – 30 points.	40			
2.5	Communication - The proposal displays clearly and correct communication system to be organized within capacity – 40 points; - The proposal displays good communication system to be organized within capacity – 35 points; - The proposal displays communication system to be organized within capacity in general but missing some non-critical points – 30 points.	40			
	The total score on Form 2	200			

	Evaluation of the Technical Proposal Form 3	Maximum score	Company/Other organization		
			A	B	C
Staff relevance to the work assignment					
	KAP Survey Manager				
3.1	Higher education - at least Specialist degree in Project Management, Business Administration or in the relevant fields: - Master Degree or equivalent – 20 points; - Specialist degree or equivalent – 15 points.	20			
3.2	EORE certification from internationally recognized entity in EORE sessions delivery or other certifications within Mine Action: - EORE certification from internationally recognized entity and other certifications within Mine Action – 20 points; - Other certifications within Mine Action – 15 points.	20			
3.3	Language Skills: - Fluent both Russian and Ukrainian, and working-level English – 20 points; - Fluent Ukrainian and Russian – 15 points;	20			
3.4	Managerial experience within Mine Action: - 2 years and more – 20 points; - 1 year – 15 points.	20			
3.5	Experience to manage EORE projects: - 2 projects – 20 points; - 1 project – 15 points.	20			
Interim score by criteria 3.1-3.5		100			
	KAP Survey Area Manager #1				
3.6	Education: - Bachelor Degree or higher – 10 points; - Technical School – 7 points.	10			
3.7	Other relevant certifications within Mine Action: - 1 certificate – 7 - More than 1 – 10	10			
3.8	Language Skills: - Fluent both Ukrainian and Russian – 10 points; - Fluent in Ukrainian language – 7 points.	10			
3.9	Experience of managing and leading teams above 10 people: - 3 years and more – 10 points; - 1 - 2 years – 7 points.	10			
3.10	Work experience within humanitarian and/or development projects in Luhansk and Donetsk oblasts: - 3 years and more – 10 points; - 1 - 2 years – 7 points.	10			
	KAP Survey Area Manager #2				

3.11	Education: - Bachelor Degree or higher – 10 points; - Technical School – 7 points.	10			
3.12	Other relevant certifications within Mine Action: - 1 certificate – 7 - More than 1 – 10	10			
3.13	Language Skills: - Fluent both Ukrainian and Russian – 10 points; - Fluent in Ukrainian language – 7 points.	10			
3.14	Experience of managing and leading teams above 10 people: - 3 years and more – 10 points; - 1 - 2 years – 7 points.	10			
3.15	Work experience within humanitarian and/or development projects in Luhansk and Donetsk oblasts: - 3 years and more – 10 points; - 1 - 2 years – 7 points.	10			
Interim score by criteria 3.6-3.15		100			
Total score on Form 3		200			

Annex 1. Organization survey capacity team

1. Organigramme indicating the line management structure



2. List of positions

№	Position name	Q-ty		
		In all	Donetska obl.	Luhanska obl.
1	KAP Survey Manager	1	1	
2	KAP Survey Area Manager	2	1	1
3	Survey Operator	10	5	5
4	Driver/Operator	10	5	5
All staff		23	12	11

Annex 2. Recommended Technical Proposal form**I. Company relevant experience and safety record**

1. List all mine action works performed over the last four years.

Project name and place of implementation	Name of client, address and contact person	Type and Description of work performed and year of completion	Value of contract/ grant

2. Safety record

2016		2017		2018		2019		2020	
Fatal	Non-fatal	Fatal	Non-fatal	Fatal	Non-fatal	Fatal	Non-fatal	Fatal	Non-fatal

II. Understanding of the requirements for services, including assumptions *(Narrative per section is max 1 page (Calibri, 11))*

1. The aim of this contract
2. Expected results
3. Area of Operations
4. Contract period
5. Capacity should be involved
6. Other

III. Proposed operational approach *(Narrative per section is max 4 pages (Calibri, 11))*

1. Organigramme indicating the line management structure both survey capacity and supportive components
2. Capacity description and general responsibilities of key staff
 - 2.1. KAP Survey manager
 - 2.2. Regional KAP Survey Manager
 - 2.3. Operator
 - 2.4. Operator/Driver

3. Tasks and standard requirements

4.1. Relevant Standard Operating Procedure (SOP)

4.2. Training

4.3. Tasking process

4.4. Expected daily outputs

4. Timelines

Stage 1: Contract signature by both parties, survey plan development and approval.

Stage 2: Resource mobilization.

Stage 3: Training and operational deployment.

Stage 4: Survey implementation.

Stage 5: Resource demobilization.

Stage 6: Contract closure.

5. Quality Management

6. Risk Management

7. Reporting

8.1. Daily report

8.2. Weekly progress report

8.3. Final technical report

8.4. Accident/Incident report

8.5. Final financial report

IV. Logistics and administration *(Narrative per section is max 4 pages (Calibri, 11))*

9.1. Staff distribution

9.2. Survey managers

CVs are should provide the following information *(Max 2 pages)*

I. Personal Data

a. Name

b. DOB

- c. Place of residence
- d. Marital status
- e. Contact details
- II. Education
- III. Relevant qualifications including languages knowledge and driver license
- IV. Work experience
 - a. Period
 - b. Company name and place
 - c. Position
 - d. Brief description of duties

9.3. Survey Operators / Drivers

Name	DOB	Residence	Language	Gender	Education & relevant qualifications	Driver license
Survey team № 1						
Survey team № 2						
Survey team № 3						
Survey team № 4						
Survey team № 5						
Survey team № 6						
Survey team № 7						
Survey team № 8						

Survey team № 9						
Survey team № 10						

9.4. Gender balance

9.5. Working hours and operational days

9.6. Staff insurance

9.7. Accommodation and offices

9.8. Transport, equipment and materials

Below is a minimum list of equipment possessed / rented

№	Item	Q-ty	Remarks
Offices			
1	Printer/Scanner (color)	2	One for office in Donetsk obl One for office in Luhansk obl
2	Computer	3	One for each manager
3	Internet equipment set	2	One for office in Donetsk obl One for office in Luhansk obl
4	Spare cartridges for the printer with a stock to print 5000 sheets	2	One for office in Donetsk obl One for office in Luhansk obl
5	Stationery set including printing paper 5000 sheets	2	One for office in Donetsk obl One for office in Luhansk obl
6	Mobile phone with simcard	2	One for office in Donetsk obl One for office in Luhansk obl
7	Set of archiving folders (7 folders A4 with capacity on 200 pages)	2	One for office in Donetsk obl One for office in Luhansk obl
8	COVID countermeasures kit	2	One for office in Donetsk obl One for office in Luhansk obl
...			
...			
Teams			
...	Soft vehicle (equipped in compliance state traffic rules)	10	One per team
...	First aid kit	10	One per team
...	Mobile phone with simcard	10	One per team
...	Clipboard file folder A4	20	One per team member
...	Set of Mine/ERW pictures	10	One per team
...	Questionnaire Forms	10	Q-ty per set is to confirmed

...	Set of writing materials (pen, pensile and corrector)	20	One per team member
...	Bag for documents (waterproof)	10	One per team
...	COVID countermeasures kit (for 30 operational days)	20	One per team member and per interviewee
...			
...			

9.9. Movement



9.10. Security

9.11. Safety & Occupational Health

V. Medical support (*Narrative per section is max 1 page (Calibri, 11)*)

VI. Communication (*Narrative per section is max 1 page (Calibri, 11)*)

Model Contract

Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та		Contract for Goods and/or Services Between the United Nations Development Programme and	
			
<i>Empowered lives. Resilient nations.</i>		<i>Empowered lives. Resilient nations.</i>	
1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна		1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine	
2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:		2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Посилання на номер договору (напр., номер присудження договору):		3. Contract Reference (e.g. Contract Award Number):	
4. Довгострокова угода: Ні		4. Long Term Agreement: No	
5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги		5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services	
6. Тип Послуг:		6. Type of Services:	
7. Дата початку Договору:	8. Дата завершення Договору:	7. Contract Starting Date:	8. Contract Ending Date:
9. Загальна сума Договору: 9a. Передплата: Не застосовується		9. Total Contract Amount: 9a. Advance Payment: Not applicable	
10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів		10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат		11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Назва(ім'я) Підприємця:		12. Contractor's Name:	
13. Ім'я контактної особи Підприємця: Посада: керівник Адреса: Номер телефону: Факс: Email:		13. Contractor's Contact Person's Name: Title Address: Telephone number: Fax: Email:	
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: Email:		14. UNDP Contact Person's Name: Title: Address: Telephone number: Email:	
15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО		15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address:	

ЄДРПОУ		MFO EDRPOU	
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>		<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>	
Від імені Підрядника / For the Contractor		Від імені ПРООН / For UNDP	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	