



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: October 12, 2020
	REFERENCE: 665-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Company for Conducting the Environmental Impact Assessment of Planned Activities Providing for the Construction of Central Waste Management Facility in Luhansk oblast, the City of Lysychansk (within the lands of the Lysychansk City Council)”**.

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) Monday, October 26, 2020** and via email to the address below:

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

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

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

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

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

Messages should **not exceed 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: **“665-2020-UNDP-UKR-RFP-RPP”** and **““Company for Conducting the Environmental Impact Assessment of Planned Activities Providing for the Construction of Central Waste Management Facility in Luhansk oblast, the City of Lysychansk (within the lands of the Lysychansk City Council)””**.

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 12, 2020

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Description of Requirements

Project name:	"Company for Conducting the Environmental Impact Assessment of Planned Activities Providing for the Construction of Central Waste Management Facility in Luhansk oblast, the City of Lysychansk (within the lands of the Lysychansk City Council).
Brief Description of the Required Services	<ul style="list-style-type: none"> • Agree workplans, timeframes, methodologies of documents designing, and relevant data assessment with UNDP; • Form a working group of representatives of the Public Utilities Department of Luhansk Regional State Administration and local authorities; • Prepare, agree, and publish the notification text on planned activities subject to the environmental impact assessment; • Prepare the environmental impact assessment report and submit it to the working group for its consideration; • Organize and conduct a public hearings of planned activities; • Approve final documents and presentation materials within UNDP.
The overall objective	UNDP is looking to contract a qualified company (Contractor) for organizing and conducting the procedure of the environmental impact assessment of planned activities providing for the Construction of Central Waste Management Facility in Luhansk oblast, the City of Lysychansk (within the lands of the Lysychansk City Council).
Person to Supervise the Work/Performance of the Service Provider	The Contractor will report to the UN Recovery and Peacebuilding Programme to the Environmental Specialist under the Component II "Local Governance and Decentralization Reform in Ukraine."
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	February 2021
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be 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

	<p>on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org</p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> UAH</p>
Value Added Tax on Price Proposal	<p><input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable</p> <p><input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p>
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<p><input type="checkbox"/> 30 days</p> <p><input type="checkbox"/> 60 days</p> <p><input checked="" type="checkbox"/> 90 days</p> <p><input type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on Tuesday, October 20, 2020 at 11:00 (Kyiv time) via Skype.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit</p> <p>Subject: 665-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>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.</p> <p>Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> • 10% - upon submission and approval of report according to Deliverable 1; • 35% - upon submission and approval of report according to Deliverable 2 and 3; • 35% - upon submission and approval of report according to Deliverable 4 and 5; • 20% - upon submission and approval of report according to Deliverable 6 and 7; <p>The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UN Recovery and Peacebuilding Programme to the Environmental 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 27% <input checked="" type="checkbox"/> Proposed work plan, methodology, and approach 39 % <input checked="" type="checkbox"/> Personnel and invited experts/consultants 34% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors.
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.

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.

Documents to be submitted in proposal	<ul style="list-style-type: none"> ☑ Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal). ☑ Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award). ☑ Copies of other licenses or certificates (if any). ☑ Organization's profile (date of creation, place of registration, principal place of business, description and qualification, size, number of staff/consultants, relevant certifications). ☑ A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company ☑ The proposed work plan, methodology, and approach. ☑ At least 3 related examples of environmental impact assessment reports (links are acceptable) ☑ At least 2 related examples of environmental strategies for community development (links are acceptable) ☑ At least 2 related examples of reports on the environmental assessment of territories (links are acceptable) ☑ At least 2 references from previous clients regarding the implementation of similar works. ☑ CVs of project team members, including the information on experience in implementing similar projects/objectives (references required), as well as certification of team members availability if the contractor would be selected for this project. ☑ 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 organization. For Ukrainian companies, registration on the Government controlled area of Ukraine.
- ✓ Proven experience in the development of environmental development strategy and strategic environmental assessment, ecological programs (at least 1 year).
- ✓ Proven experience in the preparation of similar environmental documents/work:
 - Preparation of environmental impact assessment reports - at least 3 documents;
 - Preparation of environmental strategies for community development - at least 2 documents;
 - Preparation of reports on the environmental assessment of territories - at least 2 documents.
- ✓ Proven experience of work in the East of Ukraine, namely Donetsk or Luhansk oblast.

Team Leader:

- ✓ Master’s degree (or higher) in the fields of “Ecology”, “Economics”, “Management”, “Sociology”, “Law” or similar.
- ✓ At least 1 year of experience of work in ecological government agencies.
- ✓ Experience in developing methodologies and manuals on ecology or environment (At least 2 documents).
- ✓ At least 1 year experience in developing similar documents, related to Ecology or Environment.
- ✓ Fluency in Ukrainian and Russian.

Expert 1 and Expert 2:

- ✓ Master’s degree (or higher) in the field of “Ecology”;
- ✓ At least 2 years of experience in developing ecological strategies;
- ✓ Experience in developing methodologies and manuals on ecology or environment (at least 2 documents);
- ✓ At least 2 years of experience of work in government ecological agencies;
- ✓ At least 1 year of experience in developing similar documents, related to Ecology or Environment;
- ✓ Fluency in Ukrainian and Russian.

	<p>Other information is available on http://procurement-notices.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 665-2020-UNDP-UKR-RFP-RPP dated October 12, 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. A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company**
- 2. Technical proposal detailing the proposed work plan, methodology, and approach.**
- 3. A timeline detailing how the required results will be achieved/completed within the required timeline.**

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Team Leader, Expert 1 and Expert 2).***
- b) CVs for all operational staff (Team Leader, Expert 1 and Expert 2) 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.).

#	Activity	Percentage of Price (Weight for payment)	Price, without VAT (indicate currency)
1	Deliverable 1	10%	
2	Deliverable 2 and Deliverable 3	35%	
4	Deliverable 4 and Deliverable 5	35%	
5	Deliverable 6 and Deliverable 7	20%	
TOTAL without VAT, (indicate 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.

#	Activity/Costs	Unit	Quantity	Price per unit without VAT, (indicate currency)	Amount without VAT, (indicate currency)
1	Personnel Services				
1.1.	Team Leader	Month			
1.2	Expert 1	Month			
1.3	Expert 2	Month			
...	...				
2.	Administration costs (if necessary)				
2.1	Communication (telephone / Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3.	Travel and Lodging				
3.1	Daily Allowance				
...	...				
4.	Other costs (If any – to define clearly activities / costs)				
4.1	...				
TOTAL without VAT, (indicate currency)					

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

[Designation]

[Date]

Annex 3.**Terms of Reference**

Project Name:	Recovery and Peacebuilding Programme
Post Title:	Company for Conducting the Environmental Impact Assessment of Planned Activities Providing for the Construction of Central Waste Management Facility in Luhansk oblast, the City of Lysychansk (within the lands of the Lysychansk City Council).
Starting Date of Assignment:	October 2020
Duration of Assignment:	4 months
Expected Places of Travel:	Sievierodonetsk of Luhansk oblast, not less than 5 meetings of the working group (WG) of Experts, not less than 2 meetings with the head of the Department of Ecology and Natural Resources
Reports to	Environmental Specialist

I. BACKGROUND INFORMATION

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law.

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). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA). The RPP was designed to respond to, and mitigate, the causes and effects of the conflict 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 Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying programmatic framework for 12 projects funded by 12 international partners in the conflict-affected areas in the east of Ukraine, with an overall budget of over USD 80 million.

One of the priority areas of work is to promote a cleaner environment in the conflict-affected areas through successful decentralized and participatory environmental protection under component 2.

For this purpose, the UN RPP seeks a qualified company (Contractor) which will organize and conduct the procedure of the environmental impact assessment of planned activities providing for the Construction of

Central Waste Management Facility in Luhansk oblast, the City of Lysychansk (within the lands of the Lysychansk City Council)

This position falls under the project “Good Governance and Citizens Engagement for Justice, Security, Environmental Protection and Social Cohesion in Eastern Ukraine” funded by the Swedish International Development Agency, Government of Denmark, and the Swiss Development Cooperation.

II. MAIN OBJECTIVES OF THE ASSIGNMENT

UNDP is looking to contract a qualified company (Contractor) for organizing and conducting the procedure of the environmental impact assessment of planned activities providing for the Construction of Central Waste Management Facility in Luhansk oblast, the City of Lysychansk (within the lands of the Lysychansk City Council).

III. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK

It is envisaged that the Contractor will perform certain objectives according to the following framework:

- Agree workplans, timeframes, methodologies of documents designing, and relevant data assessment with UNDP;
- Form a working group of representatives of the Public Utilities Department of Luhansk Regional State Administration and local authorities;
- Prepare, agree, and publish the notification text on planned activities subject to the environmental impact assessment;
- Prepare the environmental impact assessment report and submit it to the working group for its consideration;
- Organize and conduct a public hearings of planned activities;
- Approve final documents and presentation materials within UNDP.

Under the supervision and day-to-day cooperation with UNDP Environmental Specialist, the Contractor is expected to perform the above mentioned objectives according to the suggested framework below. However, the Contractor may suggest his own methodology.

The framework is as follows:

STEP 1. Providing a notification of planned activities subject to the environmental impact assessment

- To initiate cooperation with a formed working group of representatives of the Public Utilities Department of Luhansk Regional State Administration and local authorities;
- Prepare (develop) the notification text on planned activities subject to the environmental impact assessment (hereinafter – the notification) according to the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026 indicating the information specified in Part 2, Article 5 of the Law of Ukraine “On Environmental Impact Assessment”.
- Submit a notification draft (text) to the working group for its consideration within one month from the date of the contract signing in electronic form as Adobe Portable Document Format (PDF) or Microsoft Word Document (DOC) files, as well as in writing as A4 hard copies (graphic materials on paper may be submitted in other formats).
- Agree with the working group the notification text and the date of its submission via user account of the Unified National Environmental Impact Assessment Registry (hereinafter – the Registry) with the

possibility to comply with deadlines of its publication in printed media, as well as post/place it on bulletin boards of local authorities or in other public places, or publish the notification in a different way.

- Submit a paper version of the notification to the Department of Ecology and Natural Resources of Luhansk oblast (central executive body) that ensures the formation and implementation of the national environmental policy (hereinafter – the authorized central body) by mail with the declared value and the attachment description, within 3 (three) working days from the date of the notification submission via user account of the Registry. The notification submitted on paper should include the registration file number of the environmental impact assessment of planned activities assigned by the Registry software during the submission of the notification.
- Ensure the publication of the notification in printed media (at least two) determined by the working group with its destination territory being covered by administrative units that may be affected by planned activities, no later than 3 (three) working days from the date of the notification submission to the authorized central body. It is also required to place/post the notification (up to 3 (three)) on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed or to publish the notification in a different way ensuring the information to be brought to the attention of residents of the administrative unit where the facility is planned to be located, or the relevant territorial community that may be affected by planned activities, as well as other stakeholders.
- Ensure the documentary proof of the fact and date of publication of the notification in printed media, as well as its posting/placing on bulletin boards of local authorities or in other public places, or its publishing in a different way. It is required, in particular, to provide a photographic evidence of the notification being posted/placed on bulletin boards of local authorities or in other public places and provide the working group with a report on such posting/placement to be prepared in any form with the information confirming the fact and the date of posting (publication) of the notification.
- Provide the representatives of the working group with two copies of the issue of all printed media in which the notification was published, as well as the documents confirming the fact and the date of its publication.

STEP 2. Preparing the environmental impact assessment report

Ensure the preparation of the environmental impact assessment report according to the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026 indicating the information specified in Part 2, Article 6 of the Law of Ukraine “On Environmental Impact Assessment”. (at least 50 pages, formats: *.docx, *.pptx, *.pdf) in an electronic source or in an electronic form. Research / research / reports must be written in Ukrainian)

- Provide the representatives of the working group with the environmental impact assessment report within 3 (three) months from the date of the contract signing in electronic form as Adobe Portable Document Format (PDF) or Microsoft Word Document (DOC) files, as well as in writing as A4 paper version (graphic materials on paper may be submitted in other formats) in four copies. Each copy of the environmental impact assessment report should be signed by all its authors, working at the Contractor, indicating their qualification.

STEP 3. Ensuring public hearings of planned activities

- Prepare (develop) the text of the announcement on the public hearings of the environmental impact assessment report (hereinafter – the announcement) according to the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13,

2017, No. 1026 indicating the information specified in Part 2, Article 8 of the Law of Ukraine “On Environmental Impact Assessment”.

- Agree with the representatives of the working group the text of the announcement and propose the date of its submission via user account of the Registry, as well as the environmental impact assessment report and other documents specified in Part 9, Article 4 of the Law of Ukraine “On Environmental Impact Assessment”, Paragraph 6 of the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026 with the possibility to comply with deadlines of its publication in printed media, as well as post/place it on bulletin boards of local authorities or in other public places, or publish the announcement in a different way.
- Submit an announcement draft (text) to the working group for its consideration within three months from the date of the contract conclusion in electronic form as Adobe Portable Document Format (PDF) or Microsoft Word Document (DOC) files, as well as in writing as A4 hard copies (graphic materials on paper may be submitted in other formats).
- Hold consultations with the authorized central body and representatives of the working group on the place and time of conducting public hearings, conclude a contract for organizing a public hearings, make the required payments. The contract for organizing the public hearings and the payment document should include the name of planned activities and the registration file number assigned by the Registry to planned activities.

Public hearings should be planned and conducted according to Paragraph 21, Article 17 of the Law of Ukraine “On Environmental Impact Assessment”.

- Ensure the publication of the announcement in printed media (at least two) determined by the representatives of the working group with its destination territory being covered by administrative units that may be affected by planned activities. It is also required to place/post the announcement on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed or to publish the announcement in a different way ensuring the information to be brought to the attention of residents of the administrative unit where the facility is planned to be located, or the relevant territorial community that may be affected by planned activities, as well as other stakeholders, after agreeing the text of the announcement and the date of public hearings within three working days from the date of the announcement submission via user account of the Registry, as well as the environmental impact assessment report, the document confirming payments effected, and the other documents specified in Paragraph 6 of the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026.
- Submit specified documents prepared in writing to the authorized central body by mail with the declared value and the attachment description, within 3 (three) working days from the date of the announcement submission via user account of the Registry, as well as the environmental impact assessment report, the document confirming payments effected, and the other documents specified in Paragraph 6 of the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026. The paper version of documents should include the registration file number of the environmental impact assessment of planned activities assigned by the Registry software during the submission of the notification.

- Ensure the documentary proof of the fact and date of publication of the announcement in printed media, as well as its posting/placing on bulletin boards of local authorities or in other public places, or its publishing in a different way. It is required, in particular, to provide a photographic evidence of the announcement being posted/placed on bulletin boards of local authorities or in other public places and provide the working group with a report on such posting/placement to be prepared in any form with the information confirming the fact and the date of posting (publication) of the announcement.
- Provide the representatives of the working group with two copies of the issue of all printed media in which the announcement was published, as well as the documents confirming the fact and the date of its publication.
- Ensure the submission of the environmental impact assessment report and other documentation necessary for conducting the environmental impact assessment to be reviewed by stakeholders. The access to the environmental impact assessment report and documentation on planned activities may be provided by its placing in publicly accessible locations of premises of the authorized body, local authority of the relevant administrative unit, which may be affected by planned activities, as well as in the premises of business entity and may be additionally placed in other public locations. The public should be provided with an opportunity to make copies (photocopies) and excerpts from the above mentioned documentation, as well as to review the information at the location of its posting/placement.
- Ensure the placement of the announcement on public hearings of the environmental impact assessment report on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed during the entire period from the date of its official publication until the end of the public hearings period.
- Ensure the publication of the information in printed media, its posting/placement on bulletin boards and making copies for its physical placement for public inspection at one's own expense.

STEP 4. Conducting public hearings

- Ensure participation in public hearings during public hearings of planned activities as a speaker/representative of a company of planned activities in public hearings with a environmental impact assessment report which should contain the information specified in Paragraph 16 (the Law of Ukraine "On Environmental Impact Assessment") of the Procedure for Conducting Public Hearings in the Process of Environmental Impact Assessment approved by the Resolution of the Cabinet of Ministers of Ukraine dated December 13, 2017, No. 989.
- Ensure the participation of co-speakers, experts or specialists in public hearings, if necessary.
- Provide answers to public questions orally during public hearings with their entering in the minutes of public hearings or in writing after their completion. Within five working days from the date of conducting public hearings, it is required to provide written answers to all public questions which were not answered during public hearings. The answer will be sent to the address of a person who asked the question specified in the register (sign-in sheet) of participants in public hearings. At the same time, copies of answers will be also sent to the organizer of public hearings for their entering in the minutes of public hearings.

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STEP 5. Publishing the environmental impact assessment conclusion

- Ensure the publication of the environmental impact assessment conclusion and the decision on the implementation of planned activities (indicating the body, number, and date of their approval) within 3 (three) working days from the date of their receipt by representatives of the working group by its placing/posting in printed media (at least two) determined by representatives of the working group with its destination territory being covered by administrative units that may be affected by planned activities.

It is also required to place/post this information on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed or to publish it in a different way ensuring the information to be brought to the attention of residents of the administrative unit where the facility is planned to be located, or the relevant territorial community that may be affected by planned activities, as well as other stakeholders.

- Ensure the documentary proof of the fact and date of publication of the environmental impact assessment conclusion and the decision on the implementation of planned activities (indicating the body, number, and date of their approval) in printed media, as well as its posting/placement on bulletin boards of local authorities or in other public places, or its publishing in a different way. It is required, in particular, to provide a photographic evidence of this information being posted/placed on bulletin boards of local authorities or in other public places and provide the Customer with a report on such posting/placement to be prepared in any form confirming the fact and the date of posting (publication) of such information.
- Provide the representatives of the working group with two copies of the issue of all printed media in which the environmental impact assessment conclusion and the decision on the implementation of planned activities (indicating the body, number, and date of their approval) were published, as well as the documents confirming the fact and the date of its publication.
- Take all necessary steps to conduct the environmental impact assessment procedure in compliance with all requirements established by law.
- Pay for public hearings, preparation, publication, placement of information, and other costs related to the service provision independently and at one's own expense.
- Provide the representatives of the working group with documents on payment for posting/placement of materials in printed media, on bulletin boards of local authorities or in other public places, or its publication in a different way, as well as on payment for conducting public hearings electronically as Adobe Portable Document Format (PDF) files and in writing as A4 hard copies.
- Provide technical and organizational support for all documentation and its adjustment as necessary during the entire period of the environmental impact assessment procedure.

IV. DELIVERABLES

The description of deadlines for the following outputs is given below:

No.	Deliverables / Output description	Due date
1	The work plan is prepared and the research methodology is developed and approved by UNDP.	Up to 2 weeks since the start of the contract
2	STEP 1. Providing a notification of planned activities subject to the environmental impact assessment <ul style="list-style-type: none"> • The working group of representatives of the Public Utilities Department of Luhansk Regional State Administration and local authorities is formed. • The notification text on planned activities subject to the environmental impact assessment (hereinafter – the notification) according to the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026 indicating the information specified in Part 2, Article 5 of the 	Up to 6 weeks since the start of the contract

	<p>Law of Ukraine “On Environmental Impact Assessment” is prepared/developed.</p> <ul style="list-style-type: none"> • The notification draft (text) is submitted to the working group for its consideration within one month from the date of the contract conclusion in electronic form as Adobe Portable Document Format (PDF) or Microsoft Word Document (DOC) files, as well as in writing as A4 hard copies (graphic materials on paper may be submitted in other formats). • The notification text and the date of its submission via user account of the Unified National Environmental Impact Assessment Registry (hereinafter – the Registry) with the possibility to comply with deadlines of its publication in printed media, as well as post/place it on bulletin boards of local authorities or in other public places, or publish the notification in a different way is agreed with the working group. • The paper version of the notification is submitted to the central executive body that ensures the formation and implementation of the national environmental policy (hereinafter – the authorized central body) by mail with the declared value and the attachment description, within three working days from the date of the notification submission via user account of the Registry. The notification submitted on paper contains the registration file number of the environmental impact assessment of planned activities assigned by the Registry software during the submission of the notification. • The publication of the notification in printed media (at least two) determined by the working group with its destination territory being covered by administrative units that may be affected by planned activities, no later than three working days from the date of the notification submission to the authorized central body is ensured. The notification is placed/posted on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed or published in a different way ensuring the information to be brought to the attention of residents of the administrative unit where the facility is planned to be located, or the relevant territorial community that may be affected by planned activities, as well as other stakeholders. • The documentary proof of the fact and date of publication of the notification in printed media, as well as its posting/placing on bulletin boards of local authorities or in other public places, or its publishing in a different way is ensured. The photographic evidence of the notification being posted/placed on bulletin boards of local authorities or in other public places is submitted. The working group is provided with a report on such posting/placement to be prepared in any form with the information confirming the fact and the date of posting (publication) of the notification. • The representatives of the working group are provided with two copies of the issue of all printed media in which the notification was published, as well as the documents confirming the fact and the date of its publication. 	
3	<p>STEP 2. Preparing the environmental impact assessment report</p> <ul style="list-style-type: none"> • The preparation of the environmental impact assessment report according to 	Up to 13 weeks since the start of the

	<p>the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026 indicating the information specified in Part 2, Article 6 of the Law of Ukraine "On Environmental Impact Assessment" is ensured. (at least 50 pages, formats: * .docx, * .pptx, * .pdf) in an electronic source or in an electronic form. Research / research / reports must be written in Ukrainian)</p> <ul style="list-style-type: none"> The representatives of the working group are provided with the environmental impact assessment report within three months from the date of the contract conclusion in electronic form as Adobe Portable Document Format (PDF) or Microsoft Word Document (DOC) files, as well as in writing as A4 paper version (graphic materials on paper may be submitted in other formats) in four copies. Each copy of the environmental impact assessment report is signed by all its authors (contractors) indicating their qualification. 	contract
4	<p>STEP 3. Ensuring public hearings of planned activities</p> <ul style="list-style-type: none"> The text of the announcement on public hearings of the environmental impact assessment report (hereinafter – the announcement) according to the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026 indicating the information specified in Part 2, Article 8 of the Law of Ukraine "On Environmental Impact Assessment" is prepared/developed. The text of the announcement is agreed with the representatives of the working group and the date of its submission via user account of the Registry, as well as the environmental impact assessment report and other documents specified in Part 9, Article 4 of the Law of Ukraine "On Environmental Impact Assessment", Paragraph 6 of the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026 with the possibility to comply with deadlines of its publication in printed media, as well as post/place it on bulletin boards of local authorities or in other public places, or publish the announcement in a different way are proposed. The announcement draft (text) is submitted to the working group for its consideration, within three months from the date of the contract conclusion in electronic form as Adobe Portable Document Format (PDF) or Microsoft Word Document (DOC) files, as well as in writing as A4 hard copies (graphic materials on paper may be submitted in other formats). The consultations with the authorized central body and representatives of the working group on the place and time of conducting public hearings are held. The contract for organizing a public hearings is concluded. The required payments are made. The contract for organizing the public hearings and the 	Up to 15 weeks from contract starting date

payment document contain the name of planned activities and the registration file number assigned by the Registry to planned activities.

Public hearings are planned and conducted according to Paragraph 21, Article 17 of the Law of Ukraine "On Environmental Impact Assessment".

- The publication of the announcement in printed media (at least two) determined by the representatives of the working group with its destination territory being covered by administrative units that may be affected by planned activities is ensured. The announcement is posted/placed on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed or published in a different way ensuring the information to be brought to the attention of residents of the administrative unit where the facility is planned to be located, or the relevant territorial community that may be affected by planned activities, as well as other stakeholders, after agreeing the text of the announcement and the date of public hearings within three working days from the date of the announcement submission via user account of the Registry, as well as the environmental impact assessment report, the document confirming payments effected, and the other documents specified in Paragraph 6 of the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026.
- The specified documents prepared in writing are submitted to the authorized central body by mail with the declared value and the attachment description, within three working days from the date of the announcement submission via user account of the Registry, as well as the environmental impact assessment report, the document confirming payments effected, and the other documents specified in Paragraph 6 of the Procedure for the Transfer of Documentation to Provide the Environmental Impact Assessment Conclusion and the Environmental Impact Assessment Funding approved by the Resolution of the Cabinet of Ministers dated December 13, 2017, No. 1026. The paper version of documents contains the registration file number of the environmental impact assessment of planned activities assigned by the Registry software during the submission of the notification.
- The documentary proof of the fact and the date of publication of the announcement in printed media, as well as its posting/placing on bulletin boards of local authorities or in other public places, or its publishing in a different way is ensured. The photographic evidence of the announcement being posted/placed on bulletin boards of local authorities or in other public places is submitted. The working group is provided with a report on such posting/placement to be prepared in any form with the information confirming the fact and the date of posting (publication) of the announcement.

	<ul style="list-style-type: none"> The representatives of the working group are provided with two copies of the issue of all printed media in which the announcement was published, as well as the documents confirming the fact and the date of its publication. The submission of the environmental impact assessment report and other documentation necessary for conducting the environmental impact assessment to be reviewed by stakeholders is ensured. The access to the environmental impact assessment report and documentation on planned activities is provided by its placing in publicly accessible locations of premises of the authorized body, local authority of the relevant administrative unit, which may be affected by planned activities, as well as in the premises of business entity and may be additionally placed in other public locations. The public is provided with an opportunity to make copies (photocopies) and excerpts from the above mentioned documentation, as well as to review the information at the location of its posting/placement. The placement of the announcement on public hearings of the environmental impact assessment report on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed during the entire period from the date of its official publication until the end of the hearings period is ensured. The publication of the information in printed media, its posting/placement on bulletin boards and making copies for its physical placement for public inspection at one's own expense are ensured. 	
5	<p>STEP 4. Conducting public hearings</p> <ul style="list-style-type: none"> The participation in public hearings during public hearings of planned activities as a speaker/representative of a company/customer of planned activities in public hearings with a report which should contain the information specified in Paragraph 16 (the Law of Ukraine "On Environmental Impact Assessment") of the Procedure for Conducting Public Hearings in the Process of Environmental Impact Assessment approved by the Resolution of the Cabinet of Ministers of Ukraine dated December 13, 2017, No. 989 is ensured. The participation of co-speakers, experts or specialists in public hearings, if necessary, is ensured. The answers to public questions are provided orally during public hearings with their entering in the minutes of public hearings or in writing after their completion. Written answers to all public questions which were not answered during public hearings are provided within five working days from the date of conducting public hearings. The answers are sent to the address of persons who asked the question specified in the register (sign-in sheet) of participants in public hearings. At the same time, copies of answers are also sent to the organizer of public hearings for their entering in the minutes of public hearings. 	Up to 23 weeks since the start of the contract
6	<ul style="list-style-type: none"> The publication of the environmental impact assessment conclusion and the decision on the implementation of planned activities (indicating the body, 	Up to 30 weeks since

	<p>number, and date of their approval) is ensured within three working days from the date of their receipt by representatives of the working group by its placing/posting in printed media (at least two) determined by representatives of the working group with its destination territory being covered by administrative units that may be affected by planned activities. This information is posted/placed on bulletin boards of local authorities or in other public places within the territory where the planned activities are to be performed or published in a different way ensuring the information to be brought to the attention of residents of the administrative unit where the facility is planned to be located, or the relevant territorial community that may be affected by planned activities, as well as other stakeholders.</p> <ul style="list-style-type: none"> • The documentary proof of the fact and date of publication of the environmental impact assessment conclusion and the decision on the implementation of planned activities (indicating the body, number, and date of their approval) in printed media, as well as its posting/placing on bulletin boards of local authorities or in other public places, or its publishing in a different way is ensured. The photographic evidence of this information being posted/placed on bulletin boards of local authorities or in other public places is submitted. The Customer is provided with a report on such posting/placement to be prepared in any form confirming the fact and the date of posting (publication) of such information. • The representatives of the working group are provided with two copies of the issue of all printed media in which the environmental impact assessment conclusion and the decision on the implementation of planned activities (indicating the body, number, and date of their approval) were published, as well as the documents confirming the fact and the date of its publication. • All necessary steps are taken to conduct the environmental impact assessment procedure in compliance with all requirements established by law. • Public hearings, preparation, publication, placement of information, and other costs related to the service provision are paid independently and at one's own expense. • The representatives of the working group are provided with documents on payment for posting/placement of materials in printed media, on bulletin boards of local authorities or in other public places, or its publication in a different way, as well as on payment for conducting public hearings electronically as Adobe Portable Document Format (PDF) files and in writing as A4 hard copies. • Technical and organizational support for all documentation and its adjustment as necessary during the entire period of the environmental impact assessment procedure is provided. 	the start of the contract
7	The final report is provided and approved by the UNDP's responsible focal person.	Up to 32 weeks since the start of the contract

V. PROPOSED PAYMENT SCHEDULE

Payments will be made in 4 (four) stages according to the proposed payment schedule given below:

10% - upon submission and approval of report according to Deliverable 1;

35% - upon submission and approval of report according to Deliverable 2 and 3;

35% - upon submission and approval of report according to Deliverable 4 and 5;

20% - upon submission and approval of report according to Deliverable 6 and 7;

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

VI. REQUIREMENTS FOR MONITORING/REPORTING

The Contractor will report to the UN Recovery and Peacebuilding Programme to the Environmental Specialist under the Component II “Local Governance and Decentralization Reform in Ukraine” who accepts and approves deliverables specified above. The detailed schedule of works for Step 1 and Step 2 will be discussed with the Contractor prior to the assignment.

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

All reports for UNDP shall be transmitted electronically (formats of * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication with the attached final product to be also accompanied by an official letter in paper version of the Contractor about the data transmission of products to UNDP. The reports should be written in Ukrainian.

VII. EXPERIENCE AND QUALIFICATION REQUIREMENTS

1. Officially registered organization. For Ukrainian companies, registration on the Government controlled area of Ukraine.
2. Proven experience in the development of environmental development strategy and strategic environmental assessment, ecological programs (at least 1 year).
3. Proven experience in the preparation of similar environmental documents/work:
 - 3.1. Preparation of environmental impact assessment reports - at least 3 documents.
 - 3.2. Preparation of environmental strategies for community development - at least 2 documents.
 - 3.3. Preparation of reports on the environmental assessment of territories - at least 2 documents.
4. Proven experience of work in the East of Ukraine, namely Donetsk or Luhansk oblast.
5. Presentation of 2 references from previous clients regarding the implementation of similar works.
6. Availability of human resources that will ensure due quality and timely implementation of the contract.

The project team will include the Team leader and the Experts' group (at least 2 members).

• Team Leader:

- Master's degree (or higher) in the fields of “Ecology”, “Economics”, “Management”, “Sociology”, “Law” or similar;
- At least 1 year of experience of work in ecological government agencies;
- Experience in developing methodologies and manuals on ecology or environment (At least 2 documents);
- At least 1 year experience in developing similar documents, related to Ecology or Environment;

- Fluency in Ukrainian and Russian;
- **Expert 1 and Expert 2:**
 - Master's degree (or higher) in the field of "Ecology";
 - At least 2 years of experience in developing ecological strategies;
 - Experience in developing methodologies and manuals on ecology or environment (at least 2 documents);
 - At least 2 years of experience of work in government ecological agencies;
 - At least 1 year of experience in developing similar documents, related to Ecology or Environment;
 - Fluency in Ukrainian and Russian.

VIII. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

<input checked="" type="checkbox"/>	Copy of the organization registration documents
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company
<input checked="" type="checkbox"/>	The proposed work plan, methodology, and approach
<input checked="" type="checkbox"/>	At least 3 related examples of environmental impact assessment reports (links are acceptable)
<input checked="" type="checkbox"/>	At least 2 related examples of environmental strategies for community development (links are acceptable)
<input checked="" type="checkbox"/>	At least 2 related examples of reports on the environmental assessment of territories (links are acceptable)
<input checked="" type="checkbox"/>	At least 2 references from previous clients regarding the implementation of similar works.
<input checked="" type="checkbox"/>	CVs of project team members, including the information on experience in implementing similar projects/objectives (references required), as well as certification of team members availability if the contractor would be selected for this project
<input checked="" type="checkbox"/>	Financial proposal

IX. EVALUATION CRITERIA / EVALUATION METHOD

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with the 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 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 Evaluation Criteria given below.

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

The overall evaluation will be completed in accordance with the 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 those technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the 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.

Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Share of Evaluation	Maximum score	Company / Other organization		
1	Experience of the company / the organization that submits a proposal	27%	190			
2	Proposed work plan, methodology, and approach	39%	270			
3	Staff and invited experts / consultants	34%	240			
	Total score	100%	700			
	Remarks					

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

Technical Evaluation Forms

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

Form 2. Proposed work plan, methodology, and approach

Form 3. Staff and invited experts/consultants

Technical Evaluation Criteria

Evaluation of technical proposals Form 1		Maximum score	Company/ Other organization		
			A	B	C
Experience of the company / the organization that submits a proposal					
1.1	Proven experience in the development of environmental development strategy and strategic environmental assessment, ecological programs (1 year – 50 points, more than 3 years – 60 points).	60			
1.2	Proven experience in the preparation of environmental impact assessment reports (3 related documents – 40 points, 4-5 related examples – 50 points, more than 5 related examples – 60 points).	60			
1.3	Proven experience in the preparation of environmental strategies for community development (2 related documents – 20 points, - 4 related documents – 30 points, more than 5 related documents – 40 points).	40			

1.4	Proven experience in the preparation of reports on the environmental assessment of territories (2 related documents – 10 points; more than 2 related documents – 20 points)	20			
1.5	Proven experience of work in the East of Ukraine: <ul style="list-style-type: none"> Experience of work in Donetsk oblast or Luhansk - 5 points; Experience of work in Donetsk and Luhansk oblast - 10 points; 	10			
The total score on Form 1		190			

Evaluation of the Technical Proposal Form 2		Maximum score	Company/ organization		Other
			A	B	C
The proposed work plan, methodology, and approach					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work? The Technical Proposal generally meets the objectives and scope of work - 50 points; The Technical Proposal corresponds well to the task, but workload overstated/understated - 60 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 70 points.	70			
2.2	How well developed, reasonable and reliable is the methodology of implementation of Services? The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 80 points; The methodology logically describes a sequence of works – 90 points; The methodology includes thorough criteria that demonstrate its feasibility – 100 points.	100			
2.3	How well developed and reliable is the approach to the organization of services to conduct assessments (Output 1) and to develop recommendations (Output 2)? Developed approach contains separate inconsistencies - 80 points; Good approach, but low reliability on realism - 90 points; Perfect approach which fully complies with reality - 100 points.	100			
The total score on Form 2		270			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/Other organization		
			A	B	C
Staff and invited experts / consultants					
	Team Leader				
3.1	Master’s degree (or higher) in the fields of “Ecology”, "Economic", "Management", “Sociology”, "Law" or similar; (“Specialist / Master” – 15 points, “Ph.D.” or above – 20 points).	20			
3.2	Experience of work in ecological government agencies (1 year – 15 points, 2-4 years – 20 points, 5 years and more – 30 points).	30			
3.3	Experience in developing methodologies and manuals on ecology or environment (2 methodologies/manuals – 20 points; 3 methodologies/manuals and more, than 3 – 30 points)	30			
3.4	Experience in developing similar documents, related to Ecology or Environment (1 years – 5 points, 2-4 years – 10 points).	10			
	Interim score by criteria 3.1 – 3.4	90			
	Expert 1				
4.1	Master’s degree (or higher) in the fields of “Ecology” ("Specialist / Master" - 5 points, "PhD" or above - 10 points).	10			
4.2	Experience in developing ecological strategies (2 years - 15 points, 3 years and more – 20 points).	20			
4.3	Experience in developing methodologies and manuals on ecology or environment (2 methodologies/manuals - 15 points; 3 methodologies/manuals and more - 20 points).	20			
4.4	Experience in developing similar documents, related to Ecology or Environment; (1 years – 5 points, 2-3 years – 10 points).	10			
4.5	Experience of work in government ecological agencies (2 years – 10 points, 3 years and more – 15 points).	15			
	Interim score by criteria 4.1 – 4.5	75			
	Expert 2				
5.1	Master’s degree (or higher) in the fields of “Ecology” ("Specialist / Master" - 5 points, "PhD" or above - 10 points).	10			
5.2	Experience in developing ecological strategies (2 years - 15 points, 3 years and more – 20 points).	20			
5.3	Experience in developing methodologies and manuals on ecology or environment (2 methodologies/manuals	20			

	- 15 points; 3 methodologies/manuals and more - 20 points).				
5.4	Experience in developing similar documents, related to Ecology or Environment; (1 years – 5 points, 2-3 years – 10 points).	10			
5.5	Experience of work in government ecological agencies (2 years – 10 points, 3 years and more – 15 points).	15			
	Interim score by criteria 5.1 – 5.5	75			
The total score on Form 3		240			

IX. ESTIMATED COST OF ASSIGNMENT

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

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

A. Cost breakdown per deliverables

#	Activity	Percentage of Price (Weight for payment)	Price, without VAT (indicate currency)
1	Deliverable 1	10%	
2	Deliverable 2 and Deliverable 3	35%	
4	Deliverable 4 and Deliverable 5	35%	
5	Deliverable 6 and Deliverable 7	20%	
TOTAL without VAT, (indicate 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 price reasonability assessment purposes as well as for calculating the price in the event that both parties have agreed to add new deliverables to the scope of Services.

#	Activity/Costs	Unit	Quantity	Price per unit without VAT, (indicate currency)	Amount without VAT, (indicate currency)
1	Personnel Services				
1.1.	Team Leader	Month			

1.2	Expert 1	Month			
1.3	Expert 2	Month			
...	...				
2.	Administration costs (if necessary)				
2.1	Communication (telephone / Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3.	Travel and Lodging				
3.1	Daily Allowance				
...	...				
4.	Other costs (If any – to define clearly activities / costs				
4.1	...				
TOTAL without VAT, (indicate currency)					

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

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							
		Empowered lives. Resilient nations.				Empowered lives. Resilient nations.					
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: