



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: October 19, 2020
	REFERENCE: 670-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Creation of online course with videos (presentations and animation materials) on anti-corruption fundamentals for anti-corruption compliance officers”**.

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, November 02, 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: **“670-2020-UNDP-UKR-RFP-RPP”** and **“Creation of online course with videos (presentations and animation materials) on anti-corruption fundamentals for anti-corruption compliance officers”**

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 19, 2020

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Description of Requirements

Project name:	“Creation of online course with videos (presentations and animation materials) on anti-corruption fundamentals for anti-corruption compliance officers”
Brief Description of the Required Services	The UNDP is seeking a Contractor to develop the e-learning online course with interactive online video course/masterclasses with supportive learning and knowledge materials on the Training of Trainers (ToT) program on anti-corruption fundamentals for local level.
The overall objective	In 2019, with the support of the UNDP, the Training of Trainers (ToT) program and curriculum (Guideline for trainers and Guideline for participants) were elaborated. A typical 3-day ToT agenda has been introduced participants to group learning and facilitation techniques, teach skills in handling problem participants, and provide practical exercises for teaching anti-corruption to the local population (including the application of anti-corruption assessment tools and methodology) in a simple, understandable way. In 2020, in order to meet local demands in enhancing and updating knowledge on anticorruption issues, the on-line course on anti-corruption is planned to be created.
Person to Supervise the Work/Performance of the Service Provider	The Contractor will directly report to UNDP Anti-corruption Specialist and Programme Coordinator on weekly or any other agreed basis.
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	October 2020
Target completion date	January 2021
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" 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 type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on Monday, October 26, 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: 670-2020-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"> • 20% - upon completion of Deliverable 1; • 40% - upon completion of Deliverable 2-3; • 40% - upon completion of Deliverable 4-6. <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	Anti-corruption Specialist and Programme Coordinator
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</u>

	<u>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> <p><input checked="" type="checkbox"/> Expertise of Firm/Organization 25%</p> <p><input checked="" type="checkbox"/> Proposed Concept, Promotional Video 45 %</p> <p><input checked="" type="checkbox"/> Personnel 30%</p> <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:	<p><input checked="" type="checkbox"/> One and only one Contractor</p> <p><input type="checkbox"/> One or more Contractors.</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Description of Requirements (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3)</p> <p><input checked="" type="checkbox"/> Contract for professional services template (Annex 4)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link:</p> <p>https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Contact Person for Inquiries (Written inquiries only)¹	<p><i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.rpp.ua@undp</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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 ☑ Concept note of future on-line course on anti-corruption topic with a short promotional video (up to 40 seconds) ☑ The company's portfolio of the previous projects (at least 3 (three) links to on-line courses created by the Contractor where at least 1 (one) online course in relevant topic). ☑ Personal CVs of the Project Team, including information about past experience in similar projects / assignments, as well as their confirmation of their availability if selected for this project. ☑ At least 2 positive references from previous customers ☑ 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:

- ✓ A company with a valid registration for at least 2 (two) years (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).
- ✓ With at least 3 (three) years of experience in development of online platform or websites, portals is required.
- ✓ With experience in creating on-line courses in transparency, integrity, good governance and anticorruption is required – at least 1 (one) online course in relevant topic.
- ✓ With a portfolio of the previous projects: at least 3 (three) links to on-line courses created by a Contractor.

Team Leader/Project Manager:

- ✓ At least a Master’s (or equivalent) degree in Law, Social sciences, Management, Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or another relevant field;
- ✓ Minimum 2 (two) years of professional experience in project management / team management;
- ✓ Minimum 2 (two) successfully implemented projects on video, multimedia content production and online platform development;
- ✓ Excellent knowledge of Ukrainian and Russian. Knowledge of working level English would be considered as an asset.

Project Assistant:

- ✓ At least Bachelor’s (or higher) degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere;
- ✓ Minimum 2 (two) years of professional experience in administrative support, video production, organization of training courses, copywriting, etc;
- ✓ Experience in multi-stakeholder projects would be considered an asset;
- ✓ Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

Videographer:

- ✓ At least Bachelor’s (or higher) degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere;

	<ul style="list-style-type: none">✓ Minimum 2 (two) years of relevant experience in video and multimedia content production;✓ Minimum 2 (two) successfully implemented projects in online platform development;✓ Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset. <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 670-2020-UNDP-UKR-RFP-RPP dated October 19, 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. Concept note of future on-line course on anti-corruption topic with a short promotional video (up to 40 seconds)**
- 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/Project Manager, Project Assistant/Copywriter, Web-developer, Graphic designer) .***
- b) CVs for all operational staff (Team Leader/Project Manager, Project Assistant, Videographer) which indicate their education, qualification, experience, language skills and residency, as well as confirmation.***
- c) 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	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	20%	
2.	Deliverable 2 and 3	40%	
3.	Deliverable 4, 5 and 6	40%	
Total all-inclusive cost 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.

No	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1	Personnel				
1.1	Team Leader	2,5 months	1		
1.2	Project Assistant/Copywriter	2,5 months	1		
1.3	Videographer	2,5 months	1		
1.4	1-st consultant		1		
1.5	2-nd consultant		1		
...	...				
2	Administration Costs (if necessary)				
2.1					
2.2					
2.3	Other (if any - to define clearly activities/costs)				
...					
3.1	Video recording and editing	service			
3.2	...				
Total without VAT, indicate currency					

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

[Designation]

[Date]

Annex 3.**Terms of Reference**

Project Title:	United Nations Recovery and Peacebuilding Programme
Post Title:	Creation of online course with videos (presentations and animation materials) on anti-corruption fundamentals for anti-corruption compliance officers
Starting date of the assignment:	October 2020
Duration of the assignment:	Up to 10 weeks
Duty Station:	Home based
Primary Supervisor's name and functional post:	Anti-corruption Specialist
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralization Reform)
Payment arrangements:	Lump sum (payments linked to deliverables)
Administrative arrangements:	Working space and equipment will not be provided by the project. Contractor is responsible for all administrative arrangements.
Evaluation method:	Cumulative Method
Selection method:	Desk review

I. Background Information:

The United Nations Development Programme (UNDP) has been actively working in eastern Ukraine for the past decade, prior to the conflict, focusing on community and civil society development, and environmental protection.

Since 2015, upon request from the Government of Ukraine, UNDP started its work on addressing conflict-related challenges by early engagement, establishing partnerships through the **United Nations Recovery and Peacebuilding Programme (UN RPP)**. The UN RPP is a multi-donor funded framework programme, jointly implemented by four UN partnering agencies: UNDP, UN Women, FAO, and UNFPA in cooperation with the government of Ukraine.

The UN RPP was designed to **respond to and mitigate the causes and effects of the conflict**. The UN RPP is an integral component of the UNDP Country Programme. It is fully aligned with the United Nations Partnership Framework (UNPF), closely interlinked with the Democratic Governance and Reform Programme, operating national wide and in all of Ukraine's regions.

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 Decentralisation Reform

Component 3: Community Security and Social Cohesion.

The Programme is pooling funds employing a multi-sectoral programme-based approach and is implementing using an area-based methodology and unifying interventions framework for 12 projects funded by 12 international partners.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) had countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the oblasts. It will contribute to peacebuilding and prevent further escalation of conflict in Ukraine through effective and accountable decentralisation, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavour will be achieved through the pursuit of the following specific **objectives**:

1. To enhance local capacity for gender-responsive decentralisation and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by assisting in Micro-, Small- and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through the promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate the direct impacts of the conflict.

One of the priorities of the objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services. Anti-corruption efforts are framed in the principles of good governance, including transparency, accountability, and participation of all stakeholders to ensure effective and efficient local governance for all people, including internally displaced persons. This will include a series of training sessions, on-line courses, elaboration of strategic anti-corruption plans and a small grants program.

In 2019, with the support of the UNDP, the Training of Trainers (ToT) program and curriculum (Guideline for trainers and Guideline for participants) were elaborated. A typical 3-day ToT agenda has been introduced participants to group learning and facilitation techniques, teach skills in handling problem participants, and provide practical exercises for teaching anti-corruption to the local population (including the application of anti-corruption assessment tools and methodology) in a simple, understandable way. In 2020, in order to meet local demands in enhancing and updating knowledge on anticorruption issues, the on-line course on anti-corruption is planned to be created.

II. Main objectives of the assignment

The UNDP is seeking a Contractor to develop the e-learning online course with interactive online video course/masterclasses with supportive learning and knowledge materials on the Training of Trainers (ToT) program on anti-corruption fundamentals for local level.

III. Duties and Responsibilities

Under the direct supervision of the Anti-corruption Specialist and in consultation with representatives of NACP (National corruption prevention agency) and the developer of the Guideline for trainers and Guideline for participants of ToT on anti-corruption (materials will be provided by UNDP) the Contractor will be responsible for the following key tasks:

1. Develop a workplan with a timeline and submit to the Anti-corruption Specialist for approval.
2. Upon the Anti-corruption Specialist approval hire at least 2 (two) consultants to adapt ToT materials for on-line course and elaborate one additional topic (on Compliance officers legal framework and scope of authority).
3. Submit scripts, materials on additional topic to the Anti-corruption Specialist for review and approval.
4. Adapt materials on additional topic for on-line course.
5. Develop and provide design of the course and all additional materials.
6. Develop a user-friendly and easy-to-use e-learning online instruments for the course, including on-line instruments for self-study (on-line notebook), for comments and feedbacks, tests assessment, certificate issuing, etc. (see Annex 1 to TOR).
7. Produce 9 (nine) modules with videos (presentations and animation materials) (see Annex 2 to TOR) on the following topics:
 - a) Introduction to the course (national legislation of corruption prevention);
 - b) Anticorruption infrastructure in Ukraine: institutions, objectives;
 - c) Distinction between corruption offences and offences related to corruption;
 - d) Conflict of interests;
 - e) Anti-corruption restrictions in the workplace;
 - f) Anti-corruption restrictions on receiving gifts;
 - g) Corruption risks assessment;

- h) Anticorruption Programmes for local governance;
 - i) Anti-corruption compliance officers legal framework and scope of authority.
8. Develop entrance test, tests after each topic and final test, including case-study, practical exercises, interactive games, Kahoot-style questions etc.
 9. Develop step-by-step pilot examples of on-line quests (example will be given by the Anti-corruption Specialist).
 10. Create a directory on <https://unrpp.school/> platform with a link to online course and upload all necessary materials and online instruments on it.
 11. Submit e-learning online course to Anti-corruption Specialist for proof-reading and testing.
 12. Prepare a Final Report with recommendations, challenges, lessons learned etc.
 13. Submit the final version of e-learning online course and the Final Report to the Anti-corruption Specialist for approval.

IV. Requirements for warranty support

Contractor should provide administration support services, including service maintenance (elimination of errors, software malfunctions, fixing bugs and other relevant problems upon UNDP request).

V. Deliverables and payment for services schedule

In view of the above, the Contractor's responsibilities will be to provide the following deliverables:

#	Deliverables	Estimated Duration to Complete
1	Workplan with timeline is developed, submitted to and approved by the Anti-corruption Specialist.	By the end of 1 st week since contract commencement
2	Upon the Anti-corruption Specialist approval at least 2 (two) consultants to adapt ToT materials for on-line course and elaborate one additional topic (on Compliance officers legal framework and scope of authority) are hired. Scripts and materials on additional topic to the Anti-corruption Specialist for review are submitted and approved by the Anti-corruption Specialist. Materials on additional topic for on-line course are adapted. All additional materials are developed and design is provided and approved. A user-friendly and easy-to-use e-learning online instruments for the course, including on-line instruments for self-study (on-line notebook), for comments and feedbacks, tests assessment, certificate issuing, etc., is developed and approved by the Anti-corruption Specialist.	By the end of 4 th week since contract commencement
3	9 (nine) modules with videos (presentations and animation materials) on the following topics: Introduction to the course (national legislation of corruption prevention); Anticorruption infrastructure in Ukraine: institutions, objectives; Distinction between corruption offences and offences related to corruption; Conflict of interests; Anti-corruption restrictions in the workplace; Anti-corruption restrictions on receiving gifts; Corruption risks assessment; Anticorruption Programmes for local governance; Anti-corruption compliance officers legal framework and scope of authority are produced and approved by the Anti-corruption Specialist.	By the end of 6 th week since contract commencement

4	Entrance test, tests after each topic and final test, including case-study, practical exercises, interactive games, Kahoot-style questions etc. are developed and approved by the Anti-corruption Specialist. Step-by-step pilot examples of on-line quests (example will be given by the Anti-corruption Specialist) are developed and approved by the Anti-corruption Specialist.	By the end of 8 th week since contract commencement
5	A directory on https://unrpp.school/ platform with a link to online course is created and all necessary materials and online instruments are uploaded on it. E-learning online course is submitted to Anti-corruption Specialist for proof-reading and testing.	By the end of 9 th week since contract commencement
6	The final version of e-learning online course is submitted and approved by the Anti-corruption Specialist; Final Report is prepared, submitted, and approved by the Anti-corruption Specialist.	By the end of 10 th week since contract commencement

IV. Monitoring/Reporting requirements

The Contractor will directly report to UNDP Anti-corruption Specialist and Programme Coordinator on weekly or any other agreed basis. The Contractor will participate in the Project meetings (by Skype) and will share work progress.

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

All reports and studies UNDP shall be transmitted electronically (Formats of: * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication. The studies/research/reports should be written in Ukrainian.

V. Proposed Payment Schedule

20% - upon completion of Deliverable 1;
40% - upon completion of Deliverable 2-3;
40% - upon completion of Deliverable 4-6.

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. Minimum Qualifications and Experience:

- A company with a valid registration for at least 2 (two) years (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).
- At least 3 (three) years of experience in development of online platform or websites, portals is required.
- Experience in creating on-line courses in transparency, integrity, good governance and anticorruption is required – at least 1 (one) online course in relevant topic.
- Availability of a portfolio of the previous projects: at least 3 (three) links to on-line courses created by a Contractor.

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

Team Leader/Project Manager:

- At least a Master's (or equivalent) degree in Law, Social sciences, Management, Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or another relevant field;

- Minimum 2 (two) years of professional experience in project management / team management;
- Minimum 2 (two) successfully implemented projects on video, multimedia content production and online platform development;
- Excellent knowledge of Ukrainian and Russian. Knowledge of working level English would be considered as an asset.

Project Assistant:

- At least Bachelor's (or higher) degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere;
- Minimum 2 (two) years of professional experience in administrative support, video production, organization of training courses, copywriting, etc;
- Experience in multi-stakeholder projects would be considered an asset;
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

Videographer:

- At least Bachelor's (or higher) degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere;
- Minimum 2 (two) years of relevant experience in video and multimedia content production;
- Minimum 2 (two) successfully implemented projects in online platform development;
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

VII. Documents to be included when submitting the Proposal

Applicants shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	Registration documents of the company (or individual entrepreneur), a copy of the certificate of registration of taxpayers.
<input checked="" type="checkbox"/>	A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company
<input checked="" type="checkbox"/>	Concept note of future on-line course on anti-corruption topic with a short promotional video (up to 40 seconds)
<input checked="" type="checkbox"/>	Personal CVs of the Project Team, including information about past experience in similar projects / assignments, as well as their confirmation of their availability if selected for this project.
<input checked="" type="checkbox"/>	The company's portfolio of the previous projects (at least 3 (three) links to on-line courses created by the Contractor where at least 1 (one) online course in relevant topic)
<input checked="" type="checkbox"/>	Financial proposal using the UNDP template
<input checked="" type="checkbox"/>	At least 2 positive references from previous customers

VIII. Minimum 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 based on 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.

Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Form 1. Expertise of Firm/Organization	25%	175
Form 2. Proposed Concept, Promotional Video	45%	315
Form 3. Personnel	30%	210
Total	100%	700

Maximum available technical score - 700 points.

Evaluation of Technical proposal		Maximum score	Company / Other organization		
			A	B	C
Form 1. Expertise of Firm/Organization					
1.1	Organization/company officially registered in Ukraine (minimum 2 years – 20 points, over 3 years – 25 points).	25			
1.2	Experience in development of online platform or websites, portals: 3 years – 25 points, over 3 years – 30 points	30			
1.3	Experience in the creation of on-line courses in transparency, integrity, good governance and anticorruption: 1 online course in relevant topic – 50 points, 2 and more on-line courses – 60 points	60			
1.4	Availability of a portfolio of the previous projects: Relevant and detailed portfolio with links to 3 on-line courses – 40 points; Relevant and detailed portfolio with links to more than 3 on-line courses – 60 points;	60			
Overall score on Form 1		175			

Evaluation of Technical proposal		Maximum score	Company / Other organization		
			A	B	C
Form 2. Proposed Concept, Promotional Video					
2.1	How well-elaborated is the Concept note?	130			

	<ul style="list-style-type: none"> - The proposed Concept is well-structured with detailed explanation and clear vision of the e-learning platform – 70 points; - The proposed Concept note envisages usage of best practices from international experience and provides examples of the e-learning platform to be created – 90 points; - The proposed Concept note provides the usage of effective and simple content management and a data collection system in the e-learning platform – 130 points. 				
2.2	<p>How well-elaborated is the promotional video?</p> <ul style="list-style-type: none"> - The promotional video is relevant and has a high quality – 60 points. - The promotional video is relevant, logically structured, has a high quality, with clear information provided – 70 points 	70			
2.3	<p>How relevant and professional is the content (lecture) of the promotional video?</p> <ul style="list-style-type: none"> - The lecture is suited to the proposed topic of the course – 65 points; - The lecture is good, with inspiring speaker(s), with presentations and animations – 90 points; - The lecture shows innovative approach and creativity – 115 points 	115			
Overall score on Form 2		315			

Assessment of technical proposal		Maximum score	Company / Other organization		
			A	B	C
Form 3. Personnel					
Team Leader/Project Manager					
3.1	Master’s (or equivalent) degree Law, Social sciences, Management, Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or another relevant field – 7 points; PhD or higher – 10 points;	10			
3.2	Professional experience in project management/team management (2 years – 15 points, 3 years and more – 20 points)	20			
3.3	Successfully implemented projects on video, multimedia content production and online platform development (2 projects – 25 points, 3 projects and more – 30 points)	30			
3.4	Language command (Ukrainian, Russian) – 13 points. Ukrainian, Russian and English (working level) – 15 points	15			
Interim score according to 3.1 - 3.4		75			
Project Assistant					
3.5	Bachelor’s degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere –	10			

	7 points; Master's (or equivalent) degree or higher – 10 points;				
3.6	Professional experience in administrative support, video production, organization of training courses, copywriting, etc (2 years – 20 points, 3 years and more – 25 points)	25			
3.7	Professional experience in multi-stakeholder projects (having experience – 10 points, no experience – 0 points)	10			
3.8	Language command (Ukrainian, Russian) – 13 points. Ukrainian, Russian and English – 15 points	15			
Interim score according to 3.5 - 3.8		60			
Videographer					
3.9	Bachelor's degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere – 7 points; Master's (or equivalent) degree or higher – 10 points;	10			
3.10	Relevant experience in video and multimedia content production (2 years – 15 points, 3 years and more – 20 points)	20			
3.11	Successfully implemented projects in online platform development (2 projects – 25 points, 3 projects and more – 30 points)	30			
3.12	Language command (Ukrainian, Russian) – 13 points. Ukrainian, Russian and English – 15 points	15			
Interim score according to 3.9 - 3.11		75			
Overall score on Form 1		210			

IX. Estimated Cost of Assignment

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.

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

A. Cost Breakdown per Deliverables

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

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

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	20%	

2.	Deliverable 2 and 3	40%	
3.	Deliverable 4, 5 and 6	40%	
Total all-inclusive cost 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 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.

Considering that the purchase of services will be carried out within the framework of the international technical assistance, the bids / invoices for payment should be provided without VAT.

No	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1	Personnel				
1.1	Team Leader	2,5 months	1		
1.2	Project Assistant/Copywriter	2,5 months	1		
1.3	Videographer	2,5 months	1		
1.4	1-st consultant		1		
1.5	2-nd consultant		1		
...	...				
2	Administration Costs (if necessary)				
2.1					
2.2					
2.3	Other (if any - to define clearly activities/costs)				
...					
3.1	Video recording and editing	service			
3.2	...				
Total without VAT, indicate currency					

Annex 1 to TOR. General requirements for e-learning online course**Minimum technical requirements:****Video track requirements:**

Video file duration: 5 to 15 minutes.

Resolution: 2560x1440 without digital coding artifacts

Bitrate: 40 Mbps or higher

Codec: h.264

Container: mp4

Number of plans: 2 (general and major)

Requirements for the background: solid white or solid pastel color or solid dark color

Lighting requirements if needed: bright studio light of neutral light temperature without sharp shadows.

Audio track requirements:

Audio codec: AAC

Sample rate: 48 kHz

Audio Quality: High

Bitrate: 320 kbps

No digital coding artifacts, extraneous noise and audio interference.

Lack of desynchronization with the video track or mounting gluing, which negatively affects the perception of the audiovisual series of educational videos.

Annex 2 to TOR. General requirements for the development of course modules

Each module should include the following materials:

Program. It should contain a breakdown of 2 to 4 units. The draft of program for approval must be in Word format in Ukrainian.

Presentations. The drafts of presentations for approval should be prepared in PowerPoint for each unit. Each presentation should be up to 20 slides (can be increased on request). Slide language is Ukrainian.

Text. Each draft of presentation for approval requires a separate Word document with text for each slide. This text will be read by a professional speaker. The average reading duration should be approximately 130 words per minute (for example, in the case of 5-minute presentation of one unit in the document should be approximately $5 \times 130 = 650$ words for reading by the speaker). The language of the text is Ukrainian.

Additional materials. Materials for self-study should be prepared for each topic. This can include both copyrighted materials of consultants selected by the Contractor and UNDP materials in the specified area, as well as links to materials in the public domain (it is important to keep in mind that the links should not go to another video, or to a document / book with a volume of more than 20 pages).

Tests for assessing knowledge. Tests should be for each topic (5-10 questions), as well as a final test (up to 20 questions). The text of the tests should be in Ukrainian in Word format (with assessment options, yes / no, answer options, etc.).

Production of training video content:



- Each module should include 1-4 videos with animation and presentation. Videos should be in an animated presentation format.
- Video content with animation and presentation materials should be accompanied by voice-over text, the text should be read by the speaker in Ukrainian.
- The speaker's intonation should be consistent with the training material, with the necessary pauses, accents, stresses, etc.
- At the beginning of each course, the speaker should indicate the topic of the training and its developer (UNDP and Contractor).
- The contractor must unify all the slides in a single style and tailored to the branding of UNDP.
- At the beginning of each video it is necessary to place UNDP logos on a white background, right-aligned (logos will be provided).
- The end of each video should also show the UNDP logo and the text of the disclaimer (provided by UNDP).
- All created e-learning materials must have a unique, universal graphic design that matches the topics they cover.

- Video content for each module should be at least 15 minutes in length, but not exceeds 60 minutes, and be broken into short videos of no more than 15 minutes. The duration and content of each course must be agreed upon with UNDP.
- Video recordings must have Ukrainian subtitles.
- Images, graphics and illustrations should be used in the video to facilitate the learning process.
- Video content should be structured clearly and conveniently, and divided into sections, categories and subcategories.
- All ready-made materials for training, including video materials, should be transferred to UNDP but should not be transferred to third parties, as it is the intellectual property of UNDP.
- The final visual design must be agreed with UNDP.
- The contractor must provide UNDP with all the source files and copyrights for the developed products.

Other requirements:

- Design the main page of the training course, taking into account the branding of UNDP.
- Prepare images for each training to be displayed on the main.
- Develop a certificate design and agree with UNDP.
- An image should be placed at the top of the main page, previously agreed with UNDP, corresponding to the course theme. Also, a text about the project should be added to the main page (will be provided by UNDP).
- At the bottom of the page should be a footer with information about project support, a disclaimer.
- Upon completion of the online course, all administrator rights, logins and passwords from the system should be transferred to UNDP.

Model Contract

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

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:	