REQUEST FOR PROPOSAL (RFP)

All interested	DATE: November 13, 2020
	REFERENCE: 715-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **Development of "e-Court" mobile application**

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 (midday, Kyiv time) Monday, November 30, 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: **"715-2020-UNDP-UKR-RFP-RPP"** and **Development of "e-Court" mobile application"**

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

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

<u>Note</u>: 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,

Manal Fouani

Ms. Manal Fouani,
Deputy Resident
Representative
UNDP Ukraine

13.11.2020

Description of Requirements

Project name:	UN Recovery and Peacebuilding Programme
Brief Description of the Required Services	Currently, the system of interaction between the SCA and a user requires improvements, as the users of court services are not able to promptly respond and track changes in the progress of the relevant court cases. For this reason, the UN RPP is looking for a IT Company to develop a mobile application for smartphones based on iOS and Android, as well as provide integration with existing State Court Administration (the "SCA") resources using a set of closed APIs and SDKs, access to which will be granted to the Contractor to successfully complete the task.
The overall objective	The goal of this project is to expand the accessibility of justice services for people through providing the SCA with an IT tool for the high-quality court services provision to the end-user via electronic office of the SCA (https://cabinet.court.gov.ua). The purpose of this task is to develop a mobile application and configure it`s full operation, integration and interaction with API of the SCA Electronic Cabinet.
Person to Supervise the Work/Performance of the Service Provider	UN RPP Component III "Community Security and Social Cohesion" Lead
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	December 2020
Target completion date	April 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	☒ Required ☐ Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required
Currency of Proposal	☒ 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 ☐ Euro

	☒ UAH
Value Added Tax on Price Proposal	☐ must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable ☒ must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☐ 30 days ☐ 60 days ☒ 90 days ☐ 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	☒ Not permitted ☐ Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on **19-Nov-2020 at 15-00 pm via Skype**. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: **procurement.rpp.ua@undp.org** Attn: Procurement Unit Subject: **715-2020-UNDP-UKR-RFP-RPP** – Pre-Bidding Conference Registration
Payment Terms	The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed payments schedule. UNDP will pay the negotiated amount in 5 tranches for the deliverables mentioned above: • Delivery of output 1 – 30% of the total payment • Delivery of output 2 – 30% of the total payment • Delivery of output 3 – 25% of the total payment • Delivery of output 4 – 10% of the total payment • Delivery of output 5 – 5% of the total payment Payment terms: Not later than thirty (30) days as of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Contractor.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UN RPP Component III "Community Security and Social Cohesion" Lead
Type of Contract to be Signed	☐ Purchase Order ☐ Institutional Contract ☒ Contract for Goods and/or Services ☐ Long-Term Agreement ☐ Other Type of Contract
	☐ Lowest Price Quote among technically responsive offers

Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
	☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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.
Criteria for the Assessment of Proposal	**Technical Proposal (70%)**
	☒ Experience of the company/organization submitting the proposal 30%
	☒ Proposed work plan, methodology and approach 30%
	☒ Personnel and invited experts/consultants 40%
	Financial Proposal (30%)
	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Contractor
	☐ One or more Contractors, depending on the following factors:
Annexes to this RFP	☒ Form for Submission of Proposal (Annex 2)
	☒ General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
	☒ Detailed TOR and Evaluation Criteria (Annex 3)
	☒ Contract for Goods and/or Services (Annex 4)
Contact Person for Inquiries (Written inquiries only)[1]	*Procurement Unit*
	UNDP Ukraine
	procurement.rpp.ua@undp.org
	Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

Documents to be submitted in proposal	☒ Dully filled in and Signed Form for Submission of Proposal (Annex 2);
	☒ Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;
	☒ Organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants);
	☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;
	☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
	☒ Personal CVs of the Project Team, including information about past experience in similar projects / assignments, as well as confirmation of their availability if selected for this project;
	☒ At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
	☒ **Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).**

| Other Information Related to the RFP | **Administrative Requirements:**

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

✓ Officially registered legal entity (commercial or non-profit). For Ukrainian bidders, entity should be registered in the Government controlled area of Ukraine.
✓ At least 5 years of relevant experience in developing mobile applications using Java and/or Kotlin and Swift programming languages.
✓ At least 3 years of experience in implementation and technical support of mobile applications, interaction with end users.
✓ At least 3 years of experience in developing mobile applications in accordance with the basic requirements of the customer.
✓ At least 3 years of proven experience in developing adaptive and inclusive designs (including for people with disabilities).
✓ Availability of human resources that will ensure due quality and timely implementation of the contract; the team proposed for conducting of this assignment should include at least:

Requirements for project team members (Contractor's organization):

- **Team Leader:**
    1. At least 5 years of experience in developing mobile applications using Java and/or Kotlin and Swift programming languages
    2. At least 5 years of experience of implementation and technical support of mobile applications, interaction with end users
    3. At least 5 years of experience in developing mobile applications in accordance with the basic requirements of the customer
    4. At least 3 projects proving experience in developing mobile applications in accordance with the basic requirements of the customer
    5. At least Bachelor's degree in computer science, programming, mathematics or related field
    6. Fluency in Ukrainian, knowledge of English is an advantage.

- **Specialists (2 at least):**
    1. At least 2 years of experience in developing mobile applications using Java and/or Kotlin and Swift programming |

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languages

2. At least 2 years of experience of implementation and technical support of mobile applications, interaction with end users
3. At least 2 years of experience in developing mobile applications in accordance with the basic requirements of the customer
4. At least 2 projects proving experience in developing mobile applications in accordance with the basic requirements of the customer
5. At least Bachelor's degree in computer science, programming, mathematics or related field
6. Fluency in Ukrainian, knowledge of English is an advantage.

Other information is available on
http://procurement-notices.undp.org;
For the information, please contact **procurement.rpp.ua@undp.org**
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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[2]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[3])

[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 **715-2020-UNDP-UKR-RFP-RPP** dated 10/9/2020, 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,	Please indicate here

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[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*

licenses, certifications, accreditations (If any);	
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
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 *if any.*
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:

A work plan with the proposed work schedule indicating the persons responsible for each area of activity;

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, Specialists);

b) CVs demonstrating qualifications, experience and language skills of Team Leader and Task Force Experts as well as contact details for referees;

c) Written confirmation from each team member that they are available for the entire duration of the contract.

1) Team Leader

2) Specialists

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. All costs associated with the implementation of services should be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.).

Taking into account that purchase of services will be carried out within the project of international technical assistance Your price offers / invoices for payment must be presented without VAT.

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

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

Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Delivery of output 1		
Delivery of output 2		
Delivery of output 3		
Delivery of output 4		
Delivery of output 5		
Total (please indicate currency)	100%	

This shall be the basis of the payment tranches

B. Cost Breakdown by Cost Component:

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

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No.	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	**Staff**				
1.1	**Team Leader**	month			
1.2	**Specialist 1**	month			
1.3	**Specialist 2**	month			
…	…				
2	**Technical support for 12 months (**support services after application development for one year to ensure timely update of the application, fixing of possible errors and improvement of the application, in particular after the release of new versions of Android and/or iOS**)**				
3	**Administrative costs (if necessary)**				
3.1	Communication (Internet/Phone/etc.)				
3.2	**Other (if any – to define clearly activities/costs)**				
3.3					
…					
4	**Travel and accommodation (if any)**				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Room-night			
4.3	Daily work, daily allowance	Day			
4.4	**…**				
5	**Other (if any – to define clearly activities/costs)**				
5.1					
5.2	…				
	Total (indicate currency), *excl. VAT*				

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

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TERMS OF REFERENCE

Project title: The United Nations Recovery and Peacebuilding Programme
Description of the assignment: Development of "e-Court" mobile application
Starting date of the assignment: November 2020
Duration of initial contract: 5 months
Direct supervisor: UN RPP Component III "Community Security and Social Cohesion|" Lead

I.   Context

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

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

Component III of UN RPP "Community Security and Social Cohesion" aims to reach some of its goals through small grants and mini-initiatives fund establishment. This includes implementation support of the projects strengthening community security and social cohesion through testing innovative legal aid, access to justice, conflict resolution and peacebuilding mechanisms at the local level. In doing so, the Component seeks to ensure that human rights and the rule of law are enjoyed at the community level.

Currently, the system of interaction between the SCA and a user requires improvements, as the users of court services are not able to promptly respond and track changes in the

progress of the relevant court cases.

For this reason, the UN RPP is looking for a IT Company to develop a mobile application for smartphones based on iOS and Android, as well as provide integration with existing State Court Administration (the "SCA") resources using a set of closed APIs and SDKs, access to which will be granted to the Contractor to successfully complete the task.

II.   Main Goals and Objectives

The goal of this project is to expand the accessibility of justice services for people through providing the SCA with an IT tool for the high-quality court services provision to the end-user via electronic office of the SCA (https://cabinet.court.gov.ua).

The purpose of this task is to develop a mobile application and configure it`s full operation, integration and interaction with API of the SCA Electronic Cabinet.

III.   Scope of Work and Expected Outcomes

The Contractor will coordinate activities with the SCA and the UN RPP. The UN RPP will provide all contacts at the initial meeting.

To fulfil the task the Contractor must provide the following services and meet the following requirements:

- get acquainted with the technical requirements for the functioning of the API EC and follow them during the software development process (detailed technical requirements will be provided by the SCA and the UN RPP to the Contractor);
- assess the technical feasibility of launching and further administering the mobile application by providing the UN RPP with a detailed description of the SCA's technical needs. The report should also give a description of the content of the mobile application, its visual design, the technological solution itself and a detailed plan for the development phase;
- develop, test and set up a mobile application and its management system according to the technical requirements to mobile application (see Annex I);
- develop and provide all necessary software and source codes (source code) for the final (release) version of the application;
- ensure QA-testing of the application before its public release;
- to provide the possibility of testing the application by certain persons, the list of which will be provided by the SCA and the UN RPP (through the developer tools in Google Play and Apple TestFlight);
- implement all comments received from the SCA and/or the UN RPP during application development, as well as after the release of the test version (versions);
- ensure stable communication between the server and the application management system;
- to ensure the functioning of the SMS-gateway for registration of three thousand users;
- develop user guidelines and technical documentation for the mobile application and its management system;

- provide remote training for SCA staff (up to 10 staff members to be selected by the SCA and the UN RPP) on the usage of the application and its management system;
- to ensure the creation of a legal entity developer account in the Apple App Store and Google Play Market (the "application stores") after receiving the relevant request;
- publish the final version of the application in application stores, as well as publish updated versions in application stores;
- provide support services after application development for one year to ensure timely update of the application, fixing of possible errors and improvement of the application, in particular after the release of new versions of Android and/or iOS.

All technical terminology is understood in accordance with current standards and recommendations of international bodies.

All of the above works will be performed by the Contractor in close cooperation with representatives of the SCA and the UN RPP. Ownership of the copyright for the mobile application and all products created during this task will remain with the UN RPP for further transfer to the SCA.

IV. Requirements for Monitoring / Reporting

The Contractor will work under overall guidance of the Community Security and Social Cohesion Specialist and direct supervision of the Community Security and Social Cohesion Coordinator in accordance with terms of deliverable submission through meetings\calls\mails.

Electronic versions of reports and duly completed timesheets should be prepared and submitted for clearance and approval by the Community Security and Social Cohesion Specialist in accordance with terms of deliverable submission.

The Contractor should clearly and concisely identify the work that has been carried out during this period, list major accomplishments, and difficulties/problems encountered during the process. The report should also indicate whether the result was achieved or whether there is a delay in the implementation of the planned activities. In the case of a delay, the reasons and advised solutions should be clearly stated.

The proposed schedule of services and payments:

No.	Delivery of the outputs	Anticipated date of completion
1.	Report on the functional and technical capabilities of the SCA regarding the possibility of ensuring the smooth operation of the application, as well as a list of technical needs (if any) of the SCA for the operation of the application.	*2 weeks after the start of the assignment*
2.	The structure and plan-scheme of the application together with the visual part of the application (layouts, design elements, UI/UX-	*4 weeks after the start of the assignment*

	interface) is provided and agreed with the UN RPP	
3.	The first working test versions of the application for iOS and Android were provided for testing to representatives of the SCA and the UN RPP; the application management system is running.	*11 weeks after the start of the assignment*
4.	User guidelines and technical documentation for the mobile application and its management system have been developed.	*13 weeks after the start of the assignment*
5.	The public version of the application is available for download in application stores.	*20 weeks after the start of the assignment*

UNDP will pay the negotiated amount in 5 tranches as per delivery of tasks outlined above. In the below there are % of the total budget (tranches) which shall be payed after the deliverables:

Delivery of output 1 – 30% of the total payment
Delivery of output 2 – 30% of the total payment
Delivery of output 3 – 25% of the total payment
Delivery of output 4 – 10% of the total payment
Delivery of output 5 – 5% of the total payment

UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered in parts according with the above payments schedule. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.

V.   Experience and Qualification Requirements

1. Officially registered legal entity (commercial or non-profit). For Ukrainian bidders, entity should be registered in the Government controlled area of Ukraine.
2. At least 5 years of relevant experience in developing mobile applications using Java and/or Kotlin and Swift programming languages.
3. At least 3 years of experience in implementation and technical support of mobile applications, interaction with end users.
4. At least 3 years of experience in developing mobile applications in accordance with the basic requirements of the customer.
5. At least 3 years of proven experience in developing adaptive and inclusive designs (including for people with disabilities).
6. Availability of human resources that will ensure due quality and timely implementation of the contract; the team proposed for conducting of this assignment should include at least:
- Team Leader:
    7. At least 5 years of experience in developing mobile applications using Java

and/or Kotlin and Swift programming languages
8. At least 5 years of experience of implementation and technical support of mobile applications, interaction with end users
9. At least 5 years of experience in developing mobile applications in accordance with the basic requirements of the customer
10. At least 3 projects proving experience in developing mobile applications in accordance with the basic requirements of the customer
11. At least Bachelor's degree in computer science, programming, mathematics or related field
12. Fluency in Ukrainian, knowledge of English is an advantage.
- Specialists (2 at least):
7. At least 2 years of experience in developing mobile applications using Java and/or Kotlin and Swift programming languages
8. At least 2 years of experience of implementation and technical support of mobile applications, interaction with end users
9. At least 2 years of experience in developing mobile applications in accordance with the basic requirements of the customer
10. At least 2 projects proving experience in developing mobile applications in accordance with the basic requirements of the customer
11. At least Bachelor's degree in computer science, programming, mathematics or related field
12. Fluency in Ukrainian, knowledge of English is an advantage.

VI. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

☒	Organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants);
☒	A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;
☒	A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
☒	Personal CVs of the Project Team, including information about past experience in similar projects / assignments, as well as confirmation of their availability if selected for this project;
☒	At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
☒	Financial proposal.

VII. 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. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 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 Forms	Score Weight	Maximum score	Company / Organization			
1	Experience of the firm / organization submitting the proposal	30%	210				
2	Proposed work plan, methodology and approach	30%	210				
3	Personnel	40%	280				
	Total Score	100%	700				
	Notes						

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

Technical Evaluation Forms:
Form 1. Experience of the firm/organization submitting the proposal
Form 2. Proposed work plan, methodology and approach
Form 3. Personnel

	Evaluation of the Technical Proposal Form 1	Maximum score	Company/other organization		
			A	B	C
The experience of the company / organization submitting the proposal					
1.1	At least 5 years of relevant experience in developing mobile applications using Java and/or Kotlin and Swift programming languages – 39 points, from 5 to 7 years of experience – 50 points, more than 7 years of experience – 60 points.	60			
1.2	At least 3 years of experience of implementation and technical support of mobile applications, interaction with end users – 36 points, from 3 to 5 years of experience – 43 points, more than 5	50			

20

		Maximum score	A	B	C
	years of experience – 50 points.				
1.3	At least 3 years of experience in developing mobile applications in accordance with the basic requirements of the customer – 36 points, from 3 to 5 years of experience – 43 points, more than 5 years of experience – 50 points.	50			
1.4	At least 3 years of proven experience in developing adaptive and inclusive designs (including for people with disabilities) – 36 points, from 3 to 5 years of experience – 43 points, more than 5 years of experience – 50 points.	50			
	Total score on Form 1	210			

Evaluation of the Technical Proposal Form 2		**Maximum score**	**Company/other organization**		
			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 – 49 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 – 49 points; The methodology logically describes a sequence of works – 60 points; The methodology includes thorough criteria that demonstrate its feasibility – 70 points	70			
2.3	How well developed and reliable is the approach to the organisation of services? The developed approach contains separate inconsistencies - 49 points; Good approach, but low reliability on realism – 60 points; The organisation has shown perfect approach which fully complies with reality – up to 70 points	70			
	Total score on Form 2	210			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	At least 5 years of experience in developing mobile applications using Java and/or Kotlin and Swift programming languages – 11 points, from 6 to 7 years of experience – 15 points, more than 7 years of experience – 20 points.	20			
3.2	At least 5 years of experience of implementation and technical support of mobile applications, interaction with end users – 11 points, from 6 to 7 years of experience – 13 points, more than 7 years of experience – 16 points.	16			
3.3	At least 5 years of experience in developing mobile applications in accordance with the basic requirements of the customer – 11 points, from 6 to 7 years of experience – 13 points, more than 7 years of experience – 16 points.	16			
3.4	At least 3 projects proving experience in developing mobile applications in accordance with the basic requirements of the customer – 11 points, from 4 to 5 projects – 13 points, 6 projects and more – 16 points.	16			
3.5	At least Bachelor's degree in computer science, programming, mathematics or related field – 11 points, Master's degree – 16 points	16			
3.6	Professional fluency in Ukrainian – 11 points, professional fluency in Ukrainian and English– 16 points	16			
	Specialist 1				
3.1.1.	At least 2 years of experience in developing mobile applications using Java and/or Kotlin and Swift programming languages – 11 points, from 3 to 4 years of experience – 13 points, more than 5 years of experience – 15 points.	15			
3.1.2.	At least 2 years of experience of implementation and technical support of mobile applications, interaction with end users – 11 points, from 3 to 4 years of experience – 13 points, more than 5 years of experience – 15 points.	15			
3.1.3.	At least 2 years of experience in developing mobile applications in accordance with the basic requirements of the customer – 11 points, from	15			

	3 to 4 years of experience – 13 points, more than 5 years of experience – 15 points.				
3.1.4.	At least 2 projects proving experience in developing mobile applications in accordance with the basic requirements of the customer – 11 points, from 3 to 4 projects – 13 points, 5 projects and more – 15 points.	15			
3.1.5.	At least Bachelor's degree in computer science, programming, mathematics or related field – 11 points, Master's degree – 15 points	15			
3.1.6.	Professional fluency in Ukrainian – 11 points, professional fluency in Ukrainian and English– 15 points	15			
	Specialist 2				
3.2.1.	At least 2 years of experience in developing mobile applications using Java and/or Kotlin and Swift programming languages – 11 points, from 3 to 4 years of experience – 13 points, more than 5 years of experience – 15 points.	15			
3.2.2.	At least 2 years of experience of implementation and technical support of mobile applications, interaction with end users – 11 points, from 3 to 4 years of experience – 13 points, more than 5 years of experience – 15 points.	15			
3.2.3.	At least 2 years of experience in developing mobile applications in accordance with the basic requirements of the customer – 11 points, from 3 to 4 years of experience – 13 points, more than 5 years of experience – 15 points.	15			
3.2.4.	At least 2 projects proving experience in developing mobile applications in accordance with the basic requirements of the customer – 11 points, from 3 to 4 projects – 13 points, 5 projects and more – 15 points.	15			
3.2.5.	At least Bachelor's degree in computer science, programming, mathematics or related field – 11 points, Master's degree – 15 points	15			
3.2.6.	Professional fluency in Ukrainian – 11 points, professional fluency in Ukrainian and English– 15 points	15			
	Total score on Form 3	280			

VIII. FINANCIAL PROPOSAL

Bidders should submit their proposals in the following format. All costs associated with the implementation of services should be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.).

Taking into account that purchase of services will be carried out within the project of international technical assistance Your price offers / invoices for payment must be presented without VAT.

No.	Deliverables' short description	Price, currency (excluding VAT)
1	Report on the functional and technical capabilities of the SCA regarding the possibility of ensuring the smooth operation of the application, as well as a list of technical needs (if any) of the SCA for the operation of the application.	
2	The structure and plan-scheme of the application together with the visual part of the application (layouts, design elements, UI/UX-interface) is provided and agreed with the UN RPP	
3	The first working test versions of the application for iOS and Android were provided for testing to representatives of the SCA and the UN RPP; the application management system is running.	
4	User guidelines and technical documentation for the mobile application and its management system have been developed.	
5	The public version of the application is available for download in application stores.	
	TOTAL, currency (excluding VAT):	

Annex I to TOR.

Technical requirements to Mobile Application

The mobile application should arrange the receival and processing of push-messages sent by e-court services about the receipt of procedural and other documents in the office, the status of the case, etc. Google's Firebase Cloud Messaging platform (the "FCM") is used to work with push messages. To implement the work with FCM, respective developer toolkits and libraries (the "FCM SDK") for the relevant platforms, provided by Google for free, have to be used.

The application must be developed in two versions: for iOS and Android (iOS 11 and higher, Android – 8.0 and higher), using programming languages Swift (for iOS version), Kotlin/Java (Android version).

The exact details and characteristics of the web server, themes, details of the existing API of the SCA Electronic Cabinet (the "API EC"), external third-party plug-ins and extensions that are currently used, will be provided to the Contractor at the initial meeting.

The mobile application should be used on mobile devices and provide a set of e-cabinet functions in the mode of only receiving and viewing e-court data (*read-only mode*). To obtain e-court data for displaying, the application uses API EC in the form of a web service using the HTTPS protocol and a set of appropriate methods provided by its developers.

The user should be able to register a mobile device and access the e-court data only after registration in the e-cabinet on the portal of the SCA e-cabinet (https://cabinet.court.gov.ua).

The Contractor is responsible for the development and successful integration of the application with the relevant SCA systems. Functional requirements for application are the following:

3.1 Registration and authorization
3.1.1 First registration in the application.
The first registration of the User is performed by taxpayer's number *(Ukrainian "Реєстраційний номер облікової картки платника податків")* (or series and passport number or ID card number, in case of absence of a taxpayer's number), which is used as a login, password and phone number. The password must contain at least 8 digits and at least one digit, uppercase and lowercase. The password must be entered in two fields – the password entry field and the password entry verification field, in case the entered data match, in which further registration steps are performed.

Prerequisites:
1. For the first registration in the application, the User must be already registered in the electronic cabinet on the portal "Electronic cabinet of the SCA" using a qualified

electronic signature (the "e-signature").

2. The mobile application must be pre-registered with the FCM.

3. The mobile application must be pre-registered in the API EC by the administrator of the API EC and receive a client_id from the administrator.

Registration procedure

1. The User enters taxpayer's number, password and repeats the password in the check box, phone number (optionally the phone number can be determined and filled in by the application automatically). If the password matches in both fields, the following registration steps are performed.

2. The application checks the registration of the device in the FCM or performs the corresponding registration, if the device is not yet registered, and receives the appropriate device code from the FCM.

3. The application performs registration in the API EC using the appropriate method with the transfer of taxpayer's number, password, phone number, device code (device_code) and client_id of the application.

4. The API EC checks the presence of a registered office by taxpayer's number, the correspondence of the received telephone number to the telephone number in the user profile, and the presence of device registration by the device code received from the FCM.

4.1. If the cabinet with such taxpayer's number is not registered, the corresponding result is returned, and the application sends a notification to the user about the need for pre-registration in the cabinet.

4.2. If the received phone number does not match the number in the user's profile, the corresponding error is returned, and the application displays a corresponding message to the User.

4.3. If the device with the binding to the cabinet is already registered, the corresponding result is returned, and the user is given a message that the device is already registered with the offer to use the function "Forgot password".

4.4. If the device by code is not registered in the cabinet, then check the registration in the FCM and register the device with reference to the user's cabinet.

4.5. If the profile is successfully checked, the phone number is matched and the device code is successfully checked, a push message is sent to the user via FCM to the specified device code with a confirmation code.

5. After entering the confirmation code by the User, the application sends this code for verification using the API EC

6. In case of successful verification of the verification code in the API EC, the device is registered with a link to the user profile, and in the application the user is redirected to authorization.

Alternative registration options are allowed (in case of impossibility to implement the main scenario and availability of appropriate settings in the electronic cabinet):

- Sending an SMS confirmation code to the phone number that is registered in the user profile in the office. This option can be implemented provided that the corresponding function can be selected by the user in the office (the function can be paid by subscription

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fee);

- Sending a confirmation code to the e-mail that is registered in the user profile in the office. This option can be implemented provided that the corresponding function can be selected by the user in the office;

- Registration without entering a password and then sending a temporary password to the user's e-mail specified in the account profile. In this case, the confirmation code is not sent, and the password must be changed the first time the user is authorized;

3.1.2 Authorization

Authorization (User login to the application) is performed by taxpayer's number and password using the API EC method, and the application automatically adds to the request the device code and/or phone number.

After successful verification of the request parameters, the user is sent a short code (up to 6 digits) by push message or SMS (at the user's choice in the profile settings). Login to the application is performed after its input by the User and successful verification, while the authorization token is used in the mobile application, which is used to authorize requests to other API methods.

3.1.3 "Forgotten password" function

It is performed similarly to the first registration using the *post* API EC method.

3.1.4 Password brute force prevention at first registration and login

Implemented on the side of API EC, with:

- Session time with an inactive user: 3600s
- Session time when saving the password in the browser: 1 day
- Number of attempts to enter the password when logging in by e-mail and password: 5, and:
• After the first 5 attempts: pause for 10 minutes
• After the second 5 attempts: pause for 60 minutes
• After the third 5 attempts: pause for 24 hours

The user is sent an e-mail message to administrator's email about blocking the user's login for 60 minutes and 24 hours.

3.2 Notification

Notifications must be received by the user:

1. In the form of push-messages from:

1.1. informing the user with sound and displaying the message in the system window;

1.2. transition to the corresponding message received on API EC in the application;

2. For API EC in the application using *get* methods of API, the following must be implemented:

2.1. the possibility of moving from the notification to the relevant procedural document, summons, etc., if any;

2.2. Ability to select one or a list of messages to perform the following items to mark the message as read and/or unread;

2.3. delete the message with the transfer to the bin;

2.4. the ability to recover from the bin or delete forever;

3.3 Applications
The following functions must be implemented using the *get* API EC methods:
1. View the search list
2. View application data
3. View the file with the text of the statement
4. View the list of appendices to the application
5. View application files

3.4 Cases
The following functions must be implemented using the *get* API EC methods:
1. View the to-do list
2. View case data of the selected case (registration data, participants in the proceedings, judges, etc.)
3. View the list of proceedings in the selected case
4. View the list of documents on the selected case / proceedings
5. Review of the document from the list on the case / proceedings
6. View the list of applications for the selected document
7. View application files

3.5 Powers of attorney
The following functions must be implemented using the *get* API EC methods:
1. View the list of proxies with search
2. Review of the power of attorney
3. Revocation of the power of attorney

4. Software requirements
4.1. Requirements for mobile application software
To work with FCM, the mobile application must use:
a. FCM SDK for Android - for usage on the Android operating system;
b. FCM SDK for iOS - for usage on the iOS operating system;
The EC API should be used to implement the basic functional requirements.

4.2. Requirements for working with the EC API
4.2.1. General principles
a) The API is built on REST principles and uses JSON as the exchange formats.
b) Depending on the method, one object or array of objects in JSON format is returned for data retrieval requests.
c) The data is retrieved by the GET method, and the methods that return the list of objects can use the following set of parameters to limit the number of records in the response and filter, the list of which and the rules for constructing the request will be provided to the Contractor.
d) In the case of a request for a list of objects, the response has a format that allows you to organize a page-by-page request for objects:

```
{
  "data":[],   - array of requested objects
  "count": 10, - the number of objects in the array
  "total": 243, - total number of objects
  "page": 2, - page number,
  "pageCount": 25 – total page number
}
```

If the request does not contain parameters (item 1), or the limit parameter is more than 100, then a maximum of 100 records is returned.

e) OAuth 2.0 Device Code technology is used to authorize the user of the device.

f) An HTTP header is used to authorize the request (the user is already authorized):

Authorization: Bearer <token received during authorization>

The token has a limited lifetime (approximately 1 hour), to extend the session time without re-authorization, the token can be updated;

The data of all requests is filtered by token only by belonging to the user who received it during the authorization process.

Functions that are already implemented in API EC and should be properly implemented in the mobile application (additional information on the structure of requests, methods, fields and their parameters, responses to be transmitted by the server, etc. will be provided to the Contractor after signing the contract):

4.2.2. Registration and authorization
4.2.2.1. Device registration in the electronic cabinet
4.2.2.2. Check the registration code
4.2.2.3. Authorization
4.2.2.4. Token update
4.2.2.5. Change password

4.2.3 Data object structures
4.2.3.1 Document
4.2.3.2 Case
4.2.3.3 Proceedings
4.2.3.4 Power of attorney
4.2.3.5 Notification

4.2.4 Messages
4.2.4.1 Get message list
4.2.4.2 Change the status of a message
4.2.4.3 Delete forever

4.2.5 Applications

All technical terminology is understood in accordance with current standards and recommendations of international bodies.

Model Contract

Договір на надання Товарів та/або Послуг **між Програмою розвитку Організації Об'єднаних Націй та»** UNDP — Empowered lives. Resilient nations.	**Contract for Goods and/or Services Between the United Nations Development Programme and** UNDP — 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** [ ] Запит цін [X] Запит пропозиції [ ] Запрошення на участь у конкурсі [ ] укладення прямих договорів
 	
   Номер та дата:
	2. **UNDP** [ ] Request for Quotation [X] Request for Proposal [ ] Invitation to Bid [ ] 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**: [ ] товари [X] послуги [ ] товари *та* послуги	5. **Subject Matter of the Contract**: [ ] goods [X] services [ ] 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**: 9а. **Передплата**: Не застосовується	9. **Total Contract Amount**: 9а. **Advance Payment**: Not applicable
10. **Загальна вартість Товарів та/або Послуг:** [ ] **менше 50 000 дол. США (лише Послуги)** – застосовуються Загальні умови ПРООН для базових (незначних) договорів [ ] **менше 50 000 дол. США (Товари *або* Товари та Послуги)** – застосовуються Загальні умови ПРООН для договорів [ ] **50 000 дол. США або більше (Товари *та/або* Послуги)** – застосовуються Загальні умови ПРООН для договорів	10. **Total Value of Goods and/or Services**: [ ] **below US$50,000 (Services only)** – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply [ ] **below US$50,000 (Goods *or* Goods and Services)** – UNDP General Terms and Conditions for Contracts apply [ ] **equal to or above US$50,000 (Goods *and/or* Services)** – UNDP General Terms and Conditions for Contracts apply
11. **Метод оплати:** [X] тверда (фіксована) ціна [ ] відшкодування витрат	11. **Payment Method:** [X] fixed price [ ] cost reimbursement
12. **Назва(Ім'я) Підрядника:**	12. **Contractor's Name:**
13. **Ім'я контактної особи Підрядника**: 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:	14. **UNDP Contact Person's Name:** Title:

Адреса: Тел.: Email:	Address: Telephone number Email:
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	**15. Contractor's Bank Account to which payments will be transferred:** Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку: 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. 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. 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.	This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order: 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. 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. 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.

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		**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.	
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:	