

United Nations Development Programme



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REQUEST FOR PROPOSAL

Development of the online Impact Investment Platform to be integrated to the Diia.Business portal

RFP No.: 862-2020-UNDP-UKR-RFP-PS4SDGs

Project: UNDP Country Office

Country: Ukraine

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Section 1. Letter of Invitation

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

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

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

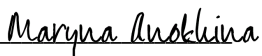
If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

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

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

Issued by:

Approved by:





Name: Maryna Anokhina
Title: Procurement associate

Name: Manal Fouani
Title: Deputy Resident Representative
UNDP in Ukraine

Date: **November 30, 2020**

Date: **November 30, 2020**



Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Application forms to be filled in any of the languages listed: English/Ukrainian/Russian; supporting documents such as local registration/licenses/certificates issued in local language may be provided without translation
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted 02.12.2020, 15:00</p> <p>Via skype-conference</p> <p>Tel. No. :+ 38 044 253-93-63</p> <p>To express your interest to take part please send notification to e-mail procurement.ua@undp.org point out tender reference 862-2020-UNDP-UKR-RFP-PS4SDGs in subject, the title of the company, names and positions of the representatives including contact details in the body of e-mail. Link to skype conference will be provided upon processing your inquiry.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<p>United States Dollar Local currency (UAH) is also acceptable. The proposal will be fixed in the currency proposed. In case of proposal in local currency, the amount will be converted to USD based on actual UNORE currency rate for comparison.</p> <p>Financial proposals must include VAT and other applicable indirect taxes.</p>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>E-mail address dedicated for this purpose: procurement.ua@undp.org</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 bidders.</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://procurement-notice.undp.org
14	23	Deadline for Submission	Till 11.12.2020, Friday, 12:00 (midday), Kyiv time
14	22	Allowable Manner of Submitting Proposals	<p>Submission by email tenders.ua@undp.org</p> <p>Please do not duplicate your submission to procurement.ua@undp.org. This address is used only for questions and answers.</p>
15	22	Proposal Submission Address	<p>tenders.ua@undp.org</p> <p><u>Please note that bids received through any other address/ by any other means will not be considered.</u></p>

16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files, ZIP archives only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP Time Zone to be Recognized: <i>[Kyiv +2]</i> Max. File Size per transmission: 5 MB <ul style="list-style-type: none"> Mandatory subject of email: 862-2020-UNDP-UKR-RFP-PS4SDGs Other conditions: <i>Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</i>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70% of the obtainable score of 700 points, which is 490 points.</p>
18		Expected date for commencement of Contract	<i>January 4, 2021</i>
19		Maximum expected duration of contract	January – February, 2021
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf</p>
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Required documents

- Company Profile, which should not exceed ten (10) pages, should include links to previous reports and sociological studies, including those that related to social and human rights topics. The profile shall explicitly note the information contained in the Evaluation Criteria section;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN;
- Draft proposed methodology and approach that confirms full adherence to the TOR and has detailed plan and schedule for the work.
- Concept note of the impact investment platform;
- The company's portfolio of the previous projects (at least three links);
- At least 2 (two) reference letters for the company (organization, non-profit, academic institution) from the previous customers/clients/partners regarding similar services past 2 years, reflecting the nature of projects implemented, their results and the role of the applicant.;
- Should part of the work under this ToR be sub-contracted, the Proposer should provide documents and experience related information concerning the sub-contractor. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal;
- CVs of responsible staff highlighting experiences in servicing similar contracts, including relevant projects, as per Section 6;
- Latest Income Statement and Balance Sheet or Audited Financial Statement, including Auditor's Report, for the past 2 years;
- Duly signed Technical and financial proposals as per Forms A, B, F and G. **Financial proposal must be in a separate file and password protected.** A financial proposal in line with the instructions provided in the RFP. Special provisions due to the COVID pandemic would need to be put in place and depicted in the budget.

Preliminary Examination Criteria

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

Offers must be submitted within the stipulated deadline

Offers must meet required Offer Validity

Offers have been signed by the proper authority

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

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

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	at least 5 years in software development and implementation;	Form D: Qualification Form
Financial Standing	Financial stability demonstrated by copies of balance sheets or audit reports past 2 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

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

Evaluation and comparison of proposals

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

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

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

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

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

Minimum evaluation criteria

(The companies compliant with minimum evaluation criteria will pass on to a technical evaluation)

1. Duly registered company with experience of at least 5 years in software development and implementation;
2. Experience in at least one similar project implemented with for public authorities in Ukraine;
3. Experience in the creation of at least one web-marketplace.

Technical criteria:

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Expertise of company	20%	140
Proposed product concept and Portfolio of works	30%	210
Personnel	50%	350
Total	100%	700

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

Assessment of technical proposal:	Maximum score
Experience of the company submitting the proposal	

1.1	Duly registered company with experience of: minimum 5 years – 30 points, over 6 years – 35 points.	35
1.2	Experience in at least one similar project implemented with for public authorities in Ukraine: 1 project – 35 points, 2 projects and more – 40 points.	40
1.3	Experience in the creation of at least one web-marketplace: 1 project – 35 points, 2 projects and more – 40 points.	40
1.4	Experience in working with Diia.Business web-design kit	25
Overall score		140

Assessment of technical proposal		Maximum score
Proposed product concept and Portfolio of works		
2.1	How well-elaborated is the Concept note? <ul style="list-style-type: none"> - The proposed Concept note envisages usage of best practices from international experience and provides a clear vision and examples of the investment platform to be developed – 20-30 points; - The proposed Concept note provides the usage of effective and simple content management and a data collection system in the platform – 25-30 points. 	60
2.2	How relevant and professional are the previous works? <ul style="list-style-type: none"> - The web-marketplace/s is/are operational, allow for high number of visitors (web-marketplace allows up to 200 visitors per day – 100 points; 200-500 visitors per day – 125 points; over 500 visitors per day – 150 points). 	150
Overall score		210

Assessment of technical proposal		Maximum score
Personnel		
Team Leader/Project Manager		
3.1	Experience in management of IT projects (5 years – 30 points, 5-9 years – 35 points, 10 years and more – 40 points).	40
3.2	Experience in implementing similar projects (3 projects – 35 points, 4 projects – 40 points, 5 projects and more – 50 points).	50
3.3	Higher education in Computer Science, Engineering, Management or Social Science (Bachelor's degree or equivalent – 20 points, Master or equivalent – 30 points).	30

3.4	Language command (Ukrainian, working knowledge of English – 20 points, Ukrainian, fluent English – 30 points).	30
Interim score according to criteria 3.1–3.4		150
Database Architect/Database Developer		
3.5	Experience in the field of software development (5 years – 15 points, 5-9 years – 18 points, 10 years and more – 20 points).	20
3.6	Experience with similar projects (1 project – 20 points, 2 projects and more – 25 points).	25
3.7	Higher education in Computer Science, Engineering, Management or Social Science (Bachelor's degree or equivalent – 10 points, Master or equivalent – 15 points).	15
3.8	Language command (Ukrainian, working knowledge of English – 10 points, Ukrainian, fluent English – 15 points).	15
Interim score according to criteria 3.5–3.8		75
Software Development Engineer		
3.9	Experience in the field of software development (3 years – 15 points, 4-5 years – 18 points, 6 years or more – 20 points).	20
3.10	Experience with similar projects (1 project – 20 points, 2 projects and more – 25 points).	25
3.11	Higher education in Computer Science, Engineering, Management or Social Science (Bachelor's degree or equivalent – 10 points, Master or equivalent – 15 points).	15
3.12	Language command (Ukrainian, working knowledge of English – 10 points, Ukrainian, fluent English – 15 points).	15
Interim score according to criteria 3.9–3.12		75
Software Tester/Quality Assurance Engineer		
3.13	Experience in the field of software development (3 years – 5 points, 4-5 years – 10 points, 6 years or more – 15 points).	15
3.14	Experience with similar projects (1 project – 15 points, 2 projects and more – 20 points).	20
3.15	Higher education in Computer Science, Engineering, Management or Social Science (Bachelor's degree or equivalent – 10 points, Master or equivalent – 15 points).	15
Interim score according to criteria 3.13–3.15		50
Overall score		350

Section 5. Terms of Reference

Project name:	Private Sector Engagement for the Sustainable Development Goals (PS4SDGs)
Description of Assignment:	Development of the online Impact Investment Platform to be integrated to the Diia.Business portal
Starting Date of Assignment:	1 January, 2020
Duration of Assignment:	2 months (January-February 2021)
Supervisor's Title:	PS4SDGs Project Manager

1. BACKGROUND

The private sector is an important strategic partner for UNDP's mission to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks. The Private Sector Engagement for the Sustainable Development Goals (PS4SDGs) project aims to strengthen the capacity of the private sector for value creation that aligns with the Sustainable Development Goals (SDGs) and supports the transition to a sustainable green economy. The project works with small-medium enterprises (SMEs) and partners with key private sector actors to develop products, services and business models that accelerate the achievement of the Sustainable Development Goals.

The project focuses on four components that expand opportunities for the private sector to practice SDG entrepreneurship: a) increase the capabilities of SMEs and other private sector actors for SDG entrepreneurship and business innovation; b) increase market opportunities for SMEs that adopt SDG business practices; c) catalyze impact investment opportunities for SMEs for SDG impact, and d) improve the enabling conditions for SMEs for SDG impact.

The global investment landscape is increasingly trending towards portfolios consisting of investments with positive development impact. The impact investing market presents a good indicator of how investors have been committing significant amounts of capital towards projects with social and environmental impact. The global impact investing market size reached \$715 billion as of the end of 2019, and the IFC estimates that investor appetite in this market could grow as high as \$26 trillion in the near future. Similarly, the global green bond and green loan issuance reached a new record of \$257.7 billion in 2019, with the total amount up by 51% from 2018 figures. Building on these substantial numbers, new initiatives have emerged as a clear acknowledgement of the importance of the private sector in the financing strategy for Agenda 2030. The Global Investors for Sustainable Development (GISD) Alliance is one such initiative established by the UN Secretary General consisting of 30 private sector CEOs to accelerate and scale up finance and investment for SDGs.

To mobilize private sector resources for positive impact, it is crucial to identify and develop solutions around the main barriers limiting SDG investments. A significant challenge constraining impact and SDG investments is the difficulty of identifying bankable projects for investors. The "Annual Impact Investor Survey 2020" by GIIN finds that the lack of high-quality investment options with a track record remains a significant barrier to growth for SDG investments. Ukraine is also experiencing this particular challenge, which hinders the advancement of Ukraine's impact investment ecosystem and SDG aligned enterprises' access to financing.

An online platform for impact investing in Ukraine can help: a) increase awareness around opportunities in impact investing in the country and around how to structure impact investments; b) connect impact oriented investors and entrepreneurs to identify bankable impact investment opportunities; c) support enterprises for self-assessment regarding their screening and eligibility for impact investment; d) build capacity for investors and enterprises to measure, monitor and report impact.

For this purpose, UNDP is seeking a Contractor to develop the online Impact Investment Platform (IIP) to be deployed at the Diia.Business portal.

2. SCOPE OF WORK

The overall objective of this assignment is to develop an online IIP to be integrated to the Diia.Business portal, aiming at raising the awareness of the existing impact investment projects of Ukrainian enterprises, MSMEs in particular, eligible for impact investing and connecting them with potential impact-oriented investors. For this purpose, the Contractor shall develop a user-friendly and easy-to-use online platform meeting the functional and technical requirements specified below and ensure its proper deployment to and integration with Diia.Business portal.

Functional requirements

In order to effectively benefit investors and enterprises offering investment projects IIP shall feature the following five modules:

1. **SDG Entrepreneurship Manual:** an introductory interactive case-based handbook on the SDG entrepreneurship and business innovation for private sector and MSMEs.
2. **Impact Investing Tutorial:** an online tutorial on the impact investment ecosystem in Ukraine and impact measurement practices to raise awareness and build capacity in basic impact investment concepts for enterprises and potential investors.
3. **Screening Criteria Tool:** a comprehensive checklist of qualifying criteria for impact investment available for enterprises to prescreen their business models.

4. **Impact Investment Marketplace:** this component includes a template for the impact investment project profiles to be filled in by eligible enterprises and a database of such projects to facilitate the search of impact-oriented investors.
5. **Machine Learning Search Engine:** will analyze the content of the investment projects listed on IIP and match them with respective SDGs to enable impact-oriented search.

Module 1. SDG Entrepreneurship Manual

The module will be structured as an introductory interactive case-based handbook for private sector and MSMEs aiming to:

- present the concept of SDGs and SDG entrepreneurship;
- increase the capabilities of MSMEs and other private sector actors for SDG entrepreneurship and business innovation;
- increase market opportunities for SMEs that adopt SDG business practices.

The outline, the content and the visual materials for the handbook will be provided by the PS4SDGs project, while its interface design and layout shall be delivered by the Contractor.

Module 2. Impact Investing Manual:

The module will be structured as an online impact investment tutorial to raise awareness around the impact investing for all stakeholders in the ecosystem covering the below contents:

- The impact investing ecosystem and its contribution to SDG achievement
- Differentiation between social corporate responsibility, social entrepreneurship and impact investing
- Drivers behind impact investing strategies
- Measurement and assessment practices for impact
- Effective metrics to optimize data-driven decision making
- Ukrainian and international examples of impact investment projects

The outline and the content for the tutorial will be provided by the PS4SDGs project, while its interface design and layout shall be delivered by the Contractor.

Module 3. Screening Criteria Tool:

The screening criteria checklist is designed to assist enterprises in conducting self-assessments and verifying their eligibility to be featured on IIP. This component will also guide enterprises on how they can align their businesses with the SDGs and existing impact investment criteria. After enterprises run eligibility checks, they will submit an application to be listed on the IIP.

The questions will be formulated to embrace information on the enterprise based on the following categories:

- **Impact Management Norms:** the company should clearly define its impact norms according to the five dimensions of impact provided by the Impact Management Project². They include the following dimensions:

² <https://impactmanagementproject.com/>

- **What:** details what outcomes the enterprise contributes to and how important the outcomes are to stakeholders.
- **Who:** indicates which stakeholders are experiencing the outcome and how underserved they are in relation to the outcome.
- **How much:** measures how many stakeholders experienced the outcome, what degree of change they experienced, and how long they experienced the outcome for.
- **Contribution:** clarifies whether an enterprise's and/or investor's efforts resulted in outcomes that were likely better than what would have occurred otherwise.
- **Risk:** explains the likelihood that impact will be different than expected.
- **Impact Classification:** the enterprise should define its impact mission and self-identify into the following classes of impact investments provided by the Impact Management Project:
 - **Act to avoid harm:** the enterprise prevents or reduces significant effects on important negative outcomes for people and the planet.
 - **Benefit stakeholders:** the enterprise not only acts to avoid harm, but also generates various effects on positive outcomes for people and the planet.
 - **Contribute to solutions:** the enterprise not only acts to avoid harm, but also generates one or more significant effects on positive outcomes for otherwise underserved people and the planet.
- **SDG Indicators:** the enterprises should also classify how their business activities align with the SDGs. This can be articulated in the enterprises impact mission statement and link their impact goals with the SDG indicators. By definition, most SDG indicators, are quantifiable.

The outline and the content for the checklist will be provided by the PS4SDGs project, while its interface design and layout shall be delivered by the Contractor. The user's access to the template in the Module 4 should be conditional on completing the checklist in the Module 3.

Module 4. Impact Investment Marketplace

This component will be designed as an interactive database with the purpose of bringing together impact-oriented enterprises and projects with investors. In this context, the marketplace component will feature two integral sections:

1. The online template for submitting impact-oriented investment project for listing on IPP to be filled in by the aspiring enterprise;
2. The open-access interactive database of impact investment projects equipped with a market intelligence search robot to highlight prioritized investment opportunity areas and regional incentives.

4.1. Investment Project Template

4.1.1. Classification and Information

Filling in the online investment project template applicants will provide details about their business model, evidence of their work, define their mission, and outline their operations. The applicant will self-categorize their enterprise according to the sectors and sub-sectors found in the SASB Sustainable Industry Classification System that most closely align with their activities. This classification system helps categorize company and investor activity under a sustainability lens and provides a common language for all participants. In addition, the enterprises should provide

standard company and market analytics information. They should report on their sources of revenue, market size, regions of operation, growth rates, revenue streams, number of employees, investor profiles they wish to attract and any other relevant information.

4.1.2. Impact Performance

The enterprises will be required to rank themselves and provide verifiable data on their performance on the IRIS+³ core impact metrics. These metrics help provide quantifiable measures of impact for enterprises and projects. The core metrics of IRIS+ follow the format of the Impact Management Project's five dimensions of impact. For each dimension (what, who, how much, contribution and risk), this methodology requires the definition of the key outcome being measured and how it will be measured according one or more IRIS+ metrics.

4.1.3. Financial Performance

The financial performance requirements include:

- **Net present value (NPV)** estimations determined by the time value of money.
- **Internal rate of return (IRR)** expressed in percentages and defines the annualized rate of earnings on an investment.
- **Risk-adjusted return on capital (RAROC)** evaluations factoring in risk to the computation of financial returns by accounting for expected losses against the income generated by capital.

4.1.4. Due Diligence

Due diligence questions include:

- risk profiles;
- share-holding patterns;
- documentary evidence of registration and licensing certificate.

4.1.5. Contact Information

The applicant will be requested to provide contact information, including name of the contact person and email address (automatic verification is required). This information should be used to facilitate matches with interested investors via the online feedback form and should not be accessible for the IIP users.

4.2. Impact Investment Projects Database

Upon proper completion of the impact investment project template the IIP shall generate the investment project profile encompassing the information on their business models, SDG-orientation, impact and financial performance. Completed investment project profiles shall be organized in the interactive online database equipped with a market intelligence search robot to highlight prioritized investment opportunity areas and regional incentives. The database shall enable sorting (based on the listing date, budget, rate of return, etc.) and filtering (based on SDG, sector, region, budget, etc.) of the listed projects.

The outline and the content for the template will be provided by the PS4SDGs project, while the interface design and layout of the impact investment marketplace shall be delivered by the Contractor. Listing investment projects on IIP shall be made possible under two modalities: automatically or upon IIP administrator approval (if enabled).

³ <https://iris.thegiin.org/metrics/>

Interested investor should be able to get in touch with the representative of the respective investment project via the online feedback form, which will include brief description of the investor's profile and contact email address (automatic verification is required).

Module 5. Machine Learning Search Engine

This module will perform the content analysis of the impact investment projects listed on IPP and access to which extend they are focused on each of the 17 SDGs. Impact-oriented investors will be able to identify projects primarily focused on the SDG of their particular interest. Such focus shall be included as one of the filters to the impact investment projects database in Module 4. Prototype of the SDG-focused machine learning search engine shall be provided by the PS4SDGs project. The Contractor shall upgrade the prototype in order to ensure its compatibility with IPP and perform the integration of the module.

Technical Requirements

- IIP shall be compatible with the python-based software and meet the technical requirements of the Diia.Business Portal, provided in the Annex A.
- IIP shall be designed according to the Diia.Business web-design kit (will be provided by the PS4SDGs project);
- IIP shall be deployed to the Diia.Business Portal server;
- The IIP shall be developed by the Contractor in close cooperation with the PS4SDGs project and the Ministry of Digital Transformation;
- The ownership of the developed IPP belongs to UNDP and will further be transferred to the Ministry of Digital Transformation as final beneficiary;
- The Contractor is obliged to provide technical support for the IIP within 3 months from the date of its deployment to the Diia.Business Portal server.

3. DELIVERABLES

It is expected that Contractor's services are required for two months period, between December 2020 and January 2021. Detail of the deliverables and schedule is given below:

Deliverable #	Task description	Due date
Deliverable 1	The general architecture and design of IIP are developed and agreed with the project. An inception report submitted to the project.	2 weeks
Deliverable 2	A beta version of IIP is developed and made available for testing and review by the project. An interim report is submitted to the project.	6 weeks
Deliverable 3	The IPP is functional in accordance with all of the provisions outlined as functional requirements and technical requirements under this TOR and made available to be deployed to the Diia.Business portal. A final report is submitted to the project.	8 weeks

4. MONITORING/REPORTING REQUIREMENTS

The Contractor shall submit the following reports: a detailed report on the progress of content development and creation of the online platform, submitted every Friday after the contract is signed until the moment all products are approved by the programme. Completion of every deliverable should be accompanied by an inception/interim/final report which should be submitted to the programme. All reports are to be delivered in electronic form in Ukrainian.

5. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Duly registered company with experience of at least 5 years in software development and implementation;
- At least one similar project implemented with for public authorities in Ukraine;
- Experience in the creation of at least one web-marketplace;
- Experience in working with Diia.Business web-design kit would be an advantage.

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

- **Team Leader/Project Manager:**
 - At least a Bachelor's degree (or equivalent) in such fields as Computer Science, Engineering, Management or Social Science;
 - Minimum 5 years of professional experience in management of IT projects;
 - At least 3 similar projects successfully implemented;
 - Language requirements: fluent Ukrainian, working knowledge of English.
- **Database Architect/Database Developer**
 - At least a Bachelor's degree (or equivalent) in such fields as Computer Science, Engineering, Management or Social Science;
 - At least 5 years of experience in the field of software development;
 - Strong knowledge and extensive skills in database design proved through participation in at least one similar project, in which he/she held a position of Database Architect, Database Developer or similar;
 - Language requirements: fluent Ukrainian, working knowledge of English.
- **Software Development Engineer**
 - At least a Bachelor's degree (or equivalent) in such fields as Computer Science, Engineering, Management or Social Science;
 - At least 3 years of experience in the field of software development;
 - Specific professional experience proved through participating in at least one similar project, in which he/she held a position or Programmer, Developer, Software development engineer or similar;
 - Language requirements: Ukrainian, working knowledge of English.
- **Software Tester/Quality Assurance Engineer**
 - At least a Bachelor's degree (or equivalent) in such fields as Computer Science, Engineering, Management or Social Science;
 - At least 3 years of experience in the field of software development;
 - Experience on various performance and load assurance methodology and practices, including performance Testing/Profiling/Tuning, proved through participating in at least one similar project;
 - Language requirements: fluent Ukrainian.

6. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

- ☐ Company profile, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company;
- ☐ A work plan with a proposed work schedule indicating the persons responsible for each area of activity;
- ☐ Concept note of the impact investment platform;
- ☐ Personal CVs of the Project Team, including information about past experience in similar projects / assignments;
- ☐ The company's portfolio of the previous projects (at least three links);
- ☐ 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.

7. PROPOSED PAYMENT SCHEDULE:

The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments to the Contractor to cover management and operational costs will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.

- After achieving deliverable 1 and submitting Inception Report – 20%;
- After achieving deliverable 2 and submitting Interim Report – 40%;
- After achieving deliverable 3 and submitting Final report – 40%

ANNEX A**Technical requirements for functionality and software of the Diia.Business Portal****1. Cross-browser compatibility**

The website should be displayed correctly in the following versions of browsers:

Desktop:

- Google Chrome - 60+
- Opera - 44+
- Firefox Mozilla - 60+
- Edge - 17+
- Safari - 10.1+

Mobile:

- iOS Safari - 11+
- Android Chrome - 70+
- Android Firefox - 64+
- Samsung Internet - 8+

Minor differences in rendering / properties / behavior of elements on different browsers and devices are permissible.

2. Adaptive layout

The design of the pages of the website should provide a correct display on various devices connected to the Internet and dynamically adjust to the specified size of the browser window.

The page interfaces need to adjust:

- For computers (desktop) – page width from 1280 px;
- For tablets – page width from 768 to 1279 p x ;
- For mobile devices – page width from 320 to 767px.

Acceptable site differences on desktops, laptops, and mobile devices may include:

- differences in display on various mobile devices with different specifications of the screen, browser and OS.
- display of the tablet version on phones (for example, may occur on "phablet" devices).
- display of the version for phones on tablets (for example, for tablets with a small screen diagonal).
- display of the desktop version on tablets (for example, for tablets with a large diagonal and screen resolution).
- display modifications (mobile / tablet / desktop) when changing the orientation of the device (portrait / landscape modes).

The display in tablet mode adapts automatically depending on the screen characteristics of the device.

3. Basic requirements

- The site must display correctly when running software that blocks the display of advertising information.
- Language versions:
 - Ukrainian version.
- Each page of the site must have a unique and humorous URL.
- A unique favicon must be developed and installed for the site.
- The site must ensure the correct handling of emergencies caused by incorrect user actions.
- The site must be displayed correctly and function on mobile devices, as well as on devices with TouchScreen function.

4. Layout requirements

- The pages of the web page must be developed in accordance with the latest versions of the current HTML 4, 5 and CSS 2, 3 standards. The w3c validator should not detect errors, warnings are allowed.
- The pages must have a block layout. Internal blocks should be indented.
- Tabs should be used for indents.
- UTF-8 encoding should be used.

5. Security requirements

When developing software code, the developer must use secure programming methods, including:

- Usage of a trusted hardware platform with functions to protect against declared capabilities at the system and application levels.

The site must provide:

- Prevention of unauthorized access to information and (or) transfer of it to persons who do not have the right to access information;
- Passwords from administrator accounts must be stored in an encrypted state.

Each account created for or managed by an application must have a unique identifier.
Provide information security according to OWASP Top 10 2017, namely:

- A1: 2017-Injection
- A2: 2017-Broken Authentication
- A3: 2017-Sensitive Data Exposure
- A4: 2017-XML External Entities (XXE)
- A5: 2017-Broken Access Control
- A6: 2017-Security Misconfiguration
- A7: 2017-Cross-Site Scripting (XSS)
- A8: 2017-Insecure Deserialization
- A9: 2017-Using Components with Known Vulnerabilities
- A10: 2017-Insufficient Logging & Monitoring

6. SEO requirements

- a) Link - tag A with the attribute href
All links must be tagged with A, and the landing page address is specified as an href attribute
- b) Optimization of outgoing external links
External links from the domain transfer weight to external resources, so to maintain the internal control weight of the site, you need to close the original links with the attribute rel = "nofollow"
- c) Human-readable URLs

To improve the indexing and ranking of the site implement the correct URL structure.

- Use only lowercase letters
 - Use only Latin letters
 - Use the standard character transliteration option.
 - Reference to the law on transliteration rules: <https://zakon2.rada.gov.ua/laws/show/55-2010-%D0%BF>
 - Replace characters, spaces, all characters except letters and numbers with a hyphen;
 - Replace two or more hyphens in a row with one;
 - Delete a hyphen if it is the first or last URI character;
- d) Robots.txt
Editing the robots.txt file should be available in the admin panel.
The file should not be available for deletion. It should not be possible to add another file.
 - e) Sitemap - xml, html
The site map should contain a complete list of pages of the site open for indexing.
The site map should be updated automatically and cached for 24 hours
Specification: <https://www.sitemaps.org/protocol.html>
 - f) Map of redirects
Configure 301 redirects from duplicate pages (/ index, /index.php, /index.html, etc.) Pages from / configure 301 redirects to a page without /, for work these are two different pages.
 - g) Alt attribute for images
All images on the site must contain the alt attribute.
Implement automatic generation of the value of the alt attribute for images, based on the name of the page on which the images are located.
Example: Alt: [h1 page on which the image is located] - photo [serial number of the image on the page]
 - h) Title tags, H1 and meta tags

For each page of the site to implement the ability to adjust the value of tags:

Title - used in the name of the tab and snippet.

H1 - visible page element - page title.

Meta name = "description" - can be used by search engines to generate a snippet. Texts field.

i) Scripts in head and body

It is necessary to implement the ability to add analytics scripts, widgets to the head and body tags:

- i. before the / head tag;
- ii. after the body tag;
- iii. before the / body tag.

j) Tags Open Graph

For each page of the site to implement the ability to adjust the value of the fields:

- og: title - text field, line
- og: description - text field, multi-line
- og: image - upload an image
- og: url - page address, generate automatically
- Specification: <http://ogp.me/>

k) 11. Bread crumbs

For each page of the site, except the main one, it is desirable to display a block of breadcrumbs under the menu, above the content.

Elements of bread crumbs must be formatted with micro-markup - JSON

Specification: <https://schema.org/BreadcrumbList>

l) Download speed is a priority!

You need to configure the compression of images and scripts on the server, configure the caching of images, scripts and styles.

Speed test: <https://developers.google.com/speed/pagespeed/insights/>

7. Additional technical requirements

- At the request of the Contractor, the Customer must create additional subdomains for the administrative panel, api, switch NS-s according to the server on which the site will be hosted, and provide SSH access to the server (Site server operating system - Ubuntu 18.04 or CentOS)
- Mandatory requirement to use the purchased DDos attack protection service. (Implemented by purchasing a ready-made solution at the discretion of the Customer).
- Use of client-server architecture.
- Programming language - PHP
- Database management system - MySQL
- Back end development requirements: Yii2 framework.
- Requirements for front end development: Vue.js framework; Nuxt.js framework.
- Separation of the site administration module and the site itself

The site administration module and the site itself must be architecturally divided into two different site segments. Access to the segment (site) of administration is provided by a separate network port (other than 443/80).

The API module must be architecturally located in a separate segment (site). Access to the API segment (site) is provided by a separate network port (other than 443/80).

Description of the technical architecture of the site system, procedures for issuing releases / updates will be performed by the Contractor within and within the terms of site development.

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
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RFP reference:	[Insert RFP Reference Number]
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We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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

Form C: Joint Venture/Consortium/Association Information Form

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

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

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

Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

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

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

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

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

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

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

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

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

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

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

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

Financial Standing

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

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

Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

Form E: Format of Technical Proposal

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

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

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

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

SECTION 2: Bidder's capability and expertise

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

- 2.1 Detailed organizational structure of the Company, including quantity of qualified personal available.
- 2.2 Information about sales volumes past 3 years.
- 2.3 Quality assurance and service support provision information.
- 2.4 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.5 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Draft proposed methodology and approach that confirms full adherence to the TOR and has detailed information on the proposed schedule.

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

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

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

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

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

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, incl. VAT)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time, excl. VAT	Total Period of Engagement	No. of Personnel	Amount Excl. VAT	Total amount , Incl. VAT
I. Personnel Services					
2.					
3.					

Administrative costs					
III. Other Related Costs (please provide details)					

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

"Duly authorized to sign the proposal for and on behalf of" _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____

