



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: December 24, 2020
	REFERENCE: 443-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Elaboration of Investment Profiles and a Local Investment Attraction Framework”**.

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

Proposals may be submitted on or before **23:59 AM (Kyiv time) Thursday, January 14, 2021** and via email to the address below:

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

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

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

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

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

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

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

The Offeror shall mark the email letter/s:

Subject of the message should include: **"443-2020-UNDP-UKR-RFP-RPP" and Elaboration of Investment Profiles and a Local Investment Attraction Framework .**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Manal Fouani
Ms. Manal Fouani,
Deputy Resident
Representative
UNDP Ukraine

24.12.2020

AD

Description of Requirements

Project name:	UN Recovery and Peacebuilding Programme, Local Governance and Decentralization Reform Component
Brief Description of the Required Services	<p>Decentralisation processes have provided the communities with a number of opportunities, as well as a number of obligations in the sphere of territorial investment promotion. It requires to foster the communities' capacities in absorbing and processing data, analysis and using tools for attracting investment for local economic development. The programme will support the elaboration of communities' investment attraction profiles with a list of industries that can be developed in a given territory and would attract investment.</p> <p>To assist in addressing the above-mentioned issues, the Programme is looking to contract a qualified Company for the Elaboration of the Communities' Profiles and Local Investment Attraction Framework</p>
The overall objective	<p>To create the conditions for effective investment attraction, building trust towards local authorities and promoting a positive image of the communities, the following objectives should be achieved:</p> <ul style="list-style-type: none"> • Statistical data on all relevant information in the pilot communities collected, processed and analysed. • Dialogue between business, local authority and civil society was established. • Investment profiles of the pilot communities and Local Investment Attraction Framework elaborated and disseminated. • Unified Local Investment Attraction Model elaborated and presented. • The elaborated products duly presented and promoted.
Person to Supervise the Work/Performance of the Service Provider	Fiscal Decentralization Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	January 2021
Target completion date	December 2021
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p><u>Pre-Bidding Conference will be held on 30th of December 2020 at 3 pm via Skype.</u></p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit Subject: 443-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract.</p> <p>Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> - After achieving the result of Stage 1 and submission of the Inception Report – 15%; - After achieving the result of Stage 2 and submission of the First Interim Report – 30%; - After achieving the result of Stage 3 and submission of the Second Interim Report– 40%; - After complete achievement of all the results and submission of the Final Report – 15%.

	<p>UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and agreed by UNDP.</p> <p>The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Component Lead signs the certification of acceptance.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Fiscal Decentralization Specialist
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan 30% <input checked="" type="checkbox"/> Personnel 40% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
Contact Person for Inquiries (Written inquiries only)¹	<p><i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

Documents to be submitted in proposal

- ☒ Dully filled in and Signed Form for Submission of Proposal (Annex 2)
- ☒ A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.
- ☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
- ☒ Brief description of the assignment's implementation methodology for conducting the assessment of investment environment at the local level, as well as the elaboration of the Investment profiles of the pilot communities and Local Investment Attraction Framework with indication approach to the performance of each Stage.
- ☒ Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
- ☒ CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
- ☒ Minimum two (2) references from past customers on similar activities.

☒ **Financial proposal (must be password protected and provided in separate archive.**

!!Do not provide password unless requested and don't include password to letter with technical proposal part!!

Other Information Related to the RFP

Administrative Requirements:

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

- ✓ Offers must be submitted within the stipulated deadline
- ✓ Offers must meet required Offer Validity
- ✓ Offers have been signed by the proper authority
- ✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration
- ✓ Offers must comply with general administrative requirements (*The companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation*):
 1. Organization/company officially registered, for at least 3 years.;
 2. Experience of the organization in the field of the development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs, at least 5 implemented projects in the past;
 3. Experience in development of guidelines, manuals, etc. on the creation of favourable conditions for businesses and investment attraction at the local level, at least 1 example of such experience provided.

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

An organization submitting a proposal:

1. An officially registered company or organization, for at least 3 years. Applicants might submit their proposals as members of the partnership. In this case, the contract will be concluded with the principal organization. The principal organization shall conclude all partnership agreements. A legal partnership registration address is not required for these purposes. However, various organizations or companies shall commit themselves to cooperate to fulfil the terms of the contract;
2. Has at least 5 implemented projects on development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs (to prove the expertise, the bidder can provide a list and hyperlinks to developed and adopted documents on investment assessment, samples of the elaborated investment profiles, local investment development programs, links to official websites of local self-government bodies containing approved project materials, copies of positive findings of project expertise);
3. Has proven experience in the field of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches in creating favourable conditions for businesses and investment

	<p>attraction at the local level (proven by at least two (2) examples of such experience);</p> <ol style="list-style-type: none"> Has the experience in the development of guidelines, manuals, etc. on creating favourable conditions for businesses and investment attraction at the local level (proven by at least one (1) example of such experience). At least two (2) references from past customers on similar activities; <p>Staff:</p> <p>Project Team Leader:</p> <ol style="list-style-type: none"> At least a Master's degree in economics, law, management and other relevant fields; At least 5 years of experience in work supervision in the field of project management, economics, law, as well as the creation of favourable conditions for businesses and investment attraction at the local level; At least 5 projects on the development of investment profiles of the communities and investment procedures regulations documents (design and implementation of the investment development programs at the local level); At least 3 projects on the capacity building on the raising of the investment attraction at the local level. <p>Investment Experts 1 and 2:</p> <ol style="list-style-type: none"> Higher education in the field of economics, finance, law, tax and investment policy or other relevant fields; At least 5 years of experience in providing consultations and expertise in the field of local investment policies; At least two projects on the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level. <p>Experts-Sociologists 1 and 2:</p> <ol style="list-style-type: none"> Education in sociology, analysis and other relevant fields; At least 5 years of experience in sociological research, surveys and analysis; At least two projects to explore the environment for increasing investment opportunities and doing business locally. <p>Land Expert:</p> <ol style="list-style-type: none"> Education in economics, land management or other relevant sphere; At least 5 years of experience in the analysis and evaluation of land resources; At least two projects to explore the environment for increasing investment opportunities and doing business locally. <p>Premises and Engineering Infrastructure Assessment Expert:</p>
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	<ol style="list-style-type: none"> 1. Education in construction and architecture or other relevant field; 2. At least 5 years of experience in the field of analysis and assessment of buildings, structures and premises, engineering networks and infrastructure; 3. At least two projects to explore the environment for increasing investment opportunities and doing business locally. <p>Event Management Expert - Assistant Project Manager:</p> <ol style="list-style-type: none"> 1. Education in management, economics, sociology, philosophy or other relevant field; 2. At least 5 years of experience in organizing events; 3. At least two projects involving the organization of field research and official events. <p>Communications Expert:</p> <ol style="list-style-type: none"> 1. Education in management, journalism, communications or other relevant field; 2. At least 5 years of experience in the field of communication strategies, information support provided for events and projects; 3. At least two projects involving communication support provided for field research and official events. <p>For all experts, fluent command of Ukrainian and Russian is required.</p> <p>Other information is available on: http://procurement-notice.undp.org;</p> <p>For the information, please contact procurement.rpp.ua@undp.org</p>
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Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 443-2020-UNDP-UKR-RFP-RPP dated 12/24/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

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

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

Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Project Team Leader, Key Experts);

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

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

Financial Proposal

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

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

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

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

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

A. Cost Breakdown per Deliverables*

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

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

No.	Deliverables	Percentage of the total price (weight for payment)	Amount, currency excl. VAT
1	After achieving the result of Stage 1 and submission of the Inception Report		
2	After achieving the result of Stage 2 and submission of the First Interim Report		
3	After achieving the result of Stage 3 and submission of the Second Interim Report		
4	After complete achievement of all the results and submission of the Final Report		
	Total (indicate currency), excl VAT	100%	

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

B. Cost Breakdown by Cost Component:

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

No.	Activity/Costs	Unit	Number	Cost per unit, currency	The amount, currency excl. VAT
1	Staff				
1.1	Project Team Leader	month	12		
1.2	Investment Expert 1	month	12		
1.3	Investment Expert 2	month	12		
1.4	Expert-Sociologist 1	day			
1.5	Expert-Sociologist 2	day			
1.6	Land Expert	day			
1.7	Premises and Engineering Infrastructure Assessment Expert	day			
1.8	Event Management Expert - Assistant Project Manager	month	12		
1.9	Communications Expert	days			
2	Costs of Implementation				
2.1	Information online session (objective#1.5)	event	1		
2.1.1	Breakdown of expenses				
2.1.2					
2.2	Inception workshop in pilot communities (objective #2.1)	event	20		
2.2.1	Breakdown of expenses				
2.2.2					
2.3	Focus-groups in communities (objective #2.5)	event	40		
2.3.1	Breakdown of expenses				
2.3.2					
2.4	Interview (objective #2.5)	persons	200		
2.4.1	Breakdown of expenses				
2.4.2					
2.5	Survey (objective #2.5)	persons	1000		
2.5.1	Breakdown of expenses				
2.5.2					
2.6	Present an Analytical Report each pilot community (objective #2.8)	event	20		
2.6.1	Breakdown of expenses				
2.6.2					
2.7	Offline event for each community (objective #3.1 (f))	event	20		
2.7.1	Breakdown of expenses				
2.7.2					
2.8	Online event for each community (objective #3.2 (f))	event	20		
2.8.1	Breakdown of expenses				
2.8.2					

2.9	Final online conference (objective #4.1)	event	2		
2.9.1	Breakdown of expenses				
2.9.2					
2.10	Professional Ukrainian editing of investment profiles(objective #3.1 (e))	item	20		
2.11	Professional English editing and translation of investment profiles(objective #3.1 (e))	item	20		
2.12	Design and layout of the investment profile (objective #3.1 (f))	item	20		
2.13	Printing of investment profiles (objective #3.1 (g))	item	500		
2.14	Professional Ukrainian editing of the Unified Model (objective #3.2 (f))	item	1		
2.15	Design and layout of the Unified Model(objective #3.2 (f))	item	1		
2.16	Other (if any)				
3	Administration Costs (if any)				
4	Logistical Costs				
4.1	Visit costs				
4.1.1	Inception workshop in pilot communities (objective #2.1)	event	20		
4.1.2	Focus-groups in communities (objective #2.5)	event	40		
4.1.3	Offline event for each community (objective #3.1 (f))	event	20		
4.1.4	...				
4.2	Other (if any)				
4.3				
5	Other (if any)				
	Total (currency), excluding VAT				

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

[Designation]

[Date]

**** Dear partners!**

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

**** Уважаемые партнеры!**

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 443-2020-UNDP-UKR-RFQ-RPP производиться в рамках выполнения проекта международной технической помощи.

Согласно положений Налогового Кодекса Украины (п. 197.11) предусмотрено освобождение от налогообложения НДС операций, которые финансируются за счет материально-технической помощи.

Порядок получения права на освобождение от налогообложения операций, которые производятся в рамках проектов международной технической помощи регламентируется постановлением Кабинета Министров Украины от 15 февраля 2002 года №153.

В случае наличия права на применение этой НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

- в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;
- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);
- в графе 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняется на всех этапах поставки услуг.
- в графе 4 и 5 — единица измерения услуг;
- в графе 6 — количество (объем) поставки услуг;
- в графе 7 — цена поставки единицы услуги без учета НДС;
- в графе 8 — указывается код ставки НДС 903;
- в графе 9 — код льготы согласно Справочнику других налоговых льгот налоговых льгот, утвержденному ГФС по состоянию на дату составления НН — «14060523».
- в графе 10 — объем поставки без учета НДС (сумма аванса). Детально — в материалах «Налоговая накладная — 2017: порядок заполнения» и «Новая налоговая накладная в образцах».

Что касается налогового кредита с НДС по покупкам материалов для выполнения соответствующих строительных работ, то здесь правила его компенсации, предусмотренные п. 198.5 НКУ, не действуют. Ведь согласно п. 198.5 НКУ на операции по поставке товаров и услуг, освобождение от налогообложения НДС которых предусмотрено п. 197.11 НКУ, правила начисления налоговых обязательств не распространяются.

Это значит, что в ходе использования материалов, которые покупались с НДС, для выполнения данных работ налоговый кредит компенсировать не нужно, соответственно не нужно и начислять для этого налоговые обязательства.

Исходя из вышесказанного, просим Вас формировать Ваши тендерные заявки/счета на оплату без НДС учитывая положения украинского законодательства, изложенного в перечисленных нормативных актах.

В случае возникновения дополнительных вопросов просим Вас обращаться в отделения Государственной Фискальной Службы Украины по месту регистрации Вашего предприятия для получения дополнительной консультации в рамках статьи 52 Налогового Кодекса Украины.



TERMS OF REFERENCE

Project Name:	UN Recovery and Peacebuilding Programme, Local Governance and Decentralization Reform Component
Description of the assignment	Elaboration of Investment Profiles and a Local Investment Attraction Framework
Country/Place of implementation:	Ukraine. Selected communities of Donetsk and Luhansk Oblasts, government-controlled areas (GCA)
Primary Supervisor's name and functional post:	Fiscal Decentralization Specialist
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralization Reform)
Expected Starting Date of Assignment:	January 2021
Duration of Assignment:	Up to 48 weeks (12 months)

1. BACKGROUND

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

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

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

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralisation Reform

Component 3: Community Security and Social Cohesion.

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

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

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

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

The main goal of Objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services. Activities are aimed at achieving nationwide decentralization reform processes, improving access to quality administrative and social services and enhancing local self-governance's capacity for participatory strategic planning and transparent implementation.

Decentralisation processes have provided the communities with a number of opportunities, as well as a number of obligations in the sphere of territorial investment promotion. It requires to foster the communities' capacities in absorbing and processing data, analysis and using tools for attracting investment for local economic development. The programme will support the elaboration of communities' investment attraction profiles with a list of industries that can be developed in a given territory and would attract investment.

To assist in addressing the above-mentioned issues, the Programme is looking to contract a qualified Company for the Elaboration of the Communities' Profiles and Local Investment Attraction Framework (hereafter – Contractor).

2. MAIN OBJECTIVES OF THE ASSIGNMENT

To create the conditions for effective investment attraction, building trust towards local authorities and promoting a positive image of the communities, the following objectives should be achieved:

- Statistical data on all relevant information in the pilot communities collected, processed and analysed.
- Dialogue between business, local authority and civil society was established.
- Investment profiles of the pilot communities and Local Investment Attraction Framework elaborated and disseminated.
- Unified Local Investment Attraction Model elaborated and presented.
- The elaborated products duly presented and promoted.

3. SCOPE OF WORK

The following activities within TOR are required:

Stage 1. Preparatory works:

- 1.1. Develop a work plan which includes timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment;
- 1.2. Specify/supplement (if necessary) a detailed methodology for the elaboration of community investment profiles, as well as Local Investment Attraction Framework and agree with UN RPP.
- 1.3. The methodology should also include measures aimed at attracting all stakeholders to participate in the formation of the investment profiles, image strategies of pilot communities and training activities on the use of elaborated products.
- 1.4. Suggest methodology for the selection of pilot communities and clear with UN RPP. When preparing the methodology, take into account that the selected territorial communities should be located within government-controlled areas of Donetsk and Luhansk oblasts and belong to the UN RPP's target communities. The UN RPP's target communities are listed below ⁴.

⁴ In Donetsk oblast: Avdiivska, Andriivska, Bakhmutska, Belozerska, Velykonovosilkivska, Volnovaska, Ugledarska, Grodivska, Dobropilska, Druzhkivska, Zvanivska, Illinivska, Kalchytska, Komarskaya, Konstantinovska, Kramatorska, Kryvorizka, Kurakhivska, Lymanska, Mangushska, Maryinska, Mariupolska, Mykolayvska, Myrzenska, Myrnogradska, Nikolska, Novogrodovskaya, Novodonetskaya, Oleksandrovskaya,

- 1.5. Prepare and conduct an information session for potential project participants and organize the selection of pilot communities (1 (one) online event for all target communities).
- 1.6. Perform ranking and agree with UN RPP 20 pilot communities in Donetsk and Luhansk oblasts.

The Objectives of Stage 2. Assessment of the investment environment conducted:

- 2.1. Prepare and conduct inception workshops in pilot communities to discuss the scope, main objectives, methodology, expected results of the assignment, and approve the community work plan. The programme and schedule of workshops should be agreed with UN RPP (offline event for each community, total – 20).
- 2.2. Facilitate the creation of a target working group in each community from the representatives of senior officials, financial organizations, investment and economic development units, municipal enterprises and institutions, business, public associations, etc. for coordination and further cooperation.
- 2.3. Based on the proposed methodology, review the regional investment environment, consisting of the quality of the national and regional legislative framework in the field of investment, level of regional investment development and social-economic programs, analysis of the current business climate in the region, including strengths and weaknesses.
- 2.4. The assessment should also include a desk research consisting of the social-economic development of the pilot communities, target groups, as well as the long-term investment policy. It will also include a review of companies, land plots and other objects attractive for the investors and assess the impact of the local authorities on the business environment. The assessment should rely on the findings and recommendations of the regulation environment assessment, participatory diagnostic study and other relevant assessments, provided by the UN RPP.
- 2.5. The assessment should also include the field research consisting of the focus groups, interviews and surveys with the representatives of the regional and local authorities, businesses, potential investors and other stakeholders in order to identify the conditions for efficient investment activity (Minimum requirements for field research in each community: 2 focus groups conducted offline; the survey covered at least 50 people; desk and telephone interviews covered at least 10 people).
- 2.6. The scope, draft documents and timelines of the focus groups, interviews and surveys should be developed by the Contractor and agreed by UN RPP.
- 2.7. Analyse field and desk research and develop for each pilot community an Analytical Report with recommendations on promising areas of investment activities, as well as the content, structure, form of community investment profile and Local Investment Attraction Framework (hereafter - Analytical Report) (to be prepared in Ukrainian in a .docx format and ready to print .pdf versions, not less than 15 A4 pages with 12 Arial font, single line spacing), which should be approved by UN RPP.
- 2.8. Present an Analytical Report with recommendations for each pilot community at the working group meeting (online event for each community, total -20). If necessary, take into account the comments provided by members of the working groups when preparing the investment profile and Local Investment Attraction Framework for communities.
- 2.9. Final versions of the Analytical Report should be agreed with UN RPP and distributed to the community in a user-friendly format.

The Objectives of Stage 3. Investment profiles and Local Investment Attraction Framework of the pilot communities elaborated:

- 3.1. When compiling an investment profile of the pilot community, it is necessary to follow the requirements regarding its structure, using the findings of the assessment conducted as part of this assignment. However, the Contractor can propose amendments to the below-mentioned structure.

Olginska, Ocheretinska, Pokrovska, Sartanska, Svitlodarska, Svyatogorska, Selydivska, Siverska, Slovyanska, Soledarska, Staromlynivska, Toretska, Udachnenska, Khlibodarivska, Chasovoyarska, Cherkaska, Shakhivska;
In Luhansk oblast: Belokurakynska, Novopskovska, Chmyrivska, Troitska, Belovodska, Krasnorichenska, Nizhneduvanska, Lozno-Aleksandrovskaya, Shulginska, Markivska, Kolomyichynska, Belolutska, Gorska, Kreminska, Lysychanska, Milovska, Nizhnyoteplivska, Novoaydarska, Popasnyanska, Rubizhanska, Svativska, Severodonetska, Stanychno-Luhanska, Starobilska, Shirokivska, Shchastynska.

- a) The first section of the document is the message of the local authority. It should also include information about the features of the geographical location and its economic features. In this section, attention is focused on the uniqueness of the territory in terms of its history.
- b) The second section of the profile is devoted to economic potential. Information about:
 - natural resources potential;
 - the functioning of key sectors of the local economy and their further prospects;
 - industrial infrastructure;
 - demographic resources;
 - the activities of financial institutions and fiscal authorities.
- c) The third section is fully devoted to investments, in particular, projects and investment sites related to the territory. This section should be accompanied by statistical and analytical tables, diagrams, figures and information that give a clear idea to investors about the investment activities of the community.
- d) In the fourth section, the contractor should specify the correct contact details of management and structural units that provide and coordinate investment activities in the community and the rules for the work with the investor.
- e) The Investment profiles should be elaborated in Ukrainian and English (professional editing and translation of documents to be provided,) both in paper and digital form (.docx and ready to print .pdf versions, not less than forty (40) A4 pages in 12 Arial fonts).
- f) The scope, format, design and size should be preliminary presented at the working group meeting in each community (offline event for each community, total – 20) and approved by UN RPP.
- g) The Contractor should ensure the printing of at least 25 copies of the investment profiles for each pilot community (minimum technical requirements for printing: A4 format, color, double-sided; cover paper - 250 gr., matte laminated; paper for pages - from 110 gr., matte laminated).

3.2. The Contractor should elaborate the Local Investment Attraction Framework for each pilot community, following the principles, listed below:

- a) Local Investment Attraction Framework (hereafter – Framework) is a quality system of the work with investors in the community which includes a structured set of documents regulating the procedures of support, planning and implementation of investment projects, coordination of the activities of the local executive authorities in delivering local services and promotion of the investment opportunities of the community taking into account environmental and gender aspects.
- b) Key Local Investment Attraction Framework provisions should include but not limited to:
 - Policy guidance to introduce the Local Investment Attraction Framework and establishing assessment criteria for achievement of certain indicators, a set of key provisions of the Framework and requirements to match them, model documents (standard operating procedures of the council for business development and investment attraction, rules of support of the investment projects, work with investors and investment site passport), a standard roadmap of implementation of the Framework in municipal entities.
 - Investment profile.
 - Legal framework.
 - An advisory body on investment and entrepreneurship development (Council, Steering Committee or another relevant body).
 - Structural unit / designated official responsible for the attraction of investments and investor relations policy (single window for investors in the community).
 - Investment sites.
 - Available infrastructure.
 - Tax exemptions and other preferences for investments projects.
 - Support for small and medium businesses.
 - Interactive Internet-based information resource.
 - A monitoring system of implementation of the Framework provisions and fulfilment of performance indicators

- c) When preparing a Local Investment Attraction Framework, the Contractor should assess the local brand's present situation, analyse the competition's activity and determine the most important directions for development as well as target groups. It also should help to develop and appropriately emphasise the unique merits of the community which will form a basis for creating its image.
- d) The Framework should be based on the international standards in the sphere of investment regulations, as well as relevant national legislation, regional and local regulation. It should also rely on the knowledge products, elaborated by UN RPP, in particular, Model of participatory identification of local investment priorities, Administrative Burden Solutions Model, Marketing Strategies of the communities, Model for acquiring additional financial resources and investments for implementation of the development projects in territorial communities.
- e) The Framework should be elaborated in Ukrainian, both in paper and digital form (.docx and ready to print .pdf versions, not less than forty (40) A4 pages in 12 Arial fonts).
- f) The scope, format and design should be preliminary presented and approved at the working group meeting in each community (online event for each community, total – 20), and adopted by UN RPP.
- g) Final versions of the Framework should be agreed with UN RPP and distributed to the community in a user-friendly format.
- h) The Contractor should provide all necessary support to the pilot communities in the preparation of the Framework to be adopted at the local level as a regulation policy in the sphere of investment development according to local procedures.
- i) The Contractor should design a Unified Local Investment Attraction Model (.docx and ready to print .pdf versions, not less than 40 A4 pages in 12 Arial fonts). The document should be prepared in Ukrainian (professional editing of the document is also required). The scope, format and design should be adopted by UN RPP.

3.3. The Contractor should also provide technical support to the dissemination of the elaborated products, which should include the following activities:

- a) Conduct the assessment of the pilot communities' technical opportunities (web pages, or other relevant resources), as well as review the status of the web pages of investment portals of Donetsk and Luhansk oblasts. The assessment should include the recommendations on the placement of investment profiles of the communities at the mentioned resources.
- b) Provide placement of the investment profiles on the web pages of investment portals of Donetsk and Luhansk oblasts, and relevant web pages or other relevant resources of the pilot communities.

The Objectives of Stage 4. Visual presentation of the results:

4.1. Prepare and conduct two final one-day online conferences for representatives (100 people from both oblasts) of all UN RPP target communities of Donetsk and Luhansk oblasts (1 event for each oblast, total – 2). The programme, scope and format of presentations should be suggested by the Contractor and agreed by UN RPP.

4. EXPECTED PROJECT DELIVERABLES

Deliverables of Stage 1 (duration – 4 weeks since the start of the contract):

- A detailed work plan was developed including full steps to be used for the implementation of individual activities, timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment and agreed with UN RPP;
- A detailed methodology for the elaboration of community investment profiles and Local Investment Attraction Framework elaborated and agreed with UN RPP;
- The methodology for the selection of pilot communities elaborated and adopted by UN RPP,
- Activities for the selection of pilot communities prepared and conducted;
- Ranking performed and 20 pilot communities in Donetsk and Luhansk oblasts agreed with UN RPP;
- An Inception Report, which contains the results of Stage 1, elaborated and approved by UN RPP.

Deliverables of Stage 2 (duration – 16 weeks since the start of the contract):

- Inception workshops in pilot communities prepared and conducted; a work plan for each community discussed and approved; participants of working groups determined; all stages of preparation and implementation of activities approved by UN RPP;
- The assessment of regional and local investment environment, including desk and field research, prepared and conducted; all stages of preparation and implementation of activities approved by UN RPP;
- The Analytical Report drafted, presented and approved at working group meetings in each pilot community;
- The final version of Analytical Reports agreed with UN RPP and distributed to the community in a user-friendly format.
- First Interim Report on the implementation of all objectives of Stage 2 elaborated and approved by UN RPP.

Deliverables of Stage 3 (duration – 44 weeks since the start of the contract):

- Investment profiles for each pilot community elaborated in compliance with the requirements of these Terms of Reference, preliminary discussed and approved at community working group meetings, and adopted by UN RPP;
- Professional editing, translation and design of paper and digital versions of the investment profile for each community performed;
- At least 25 copies of the investment profiles for each pilot community printed and distributed;
- The Local Investment Attraction Framework for each pilot community elaborated in compliance with the requirements of these Terms of Reference, preliminary discussed and approved at community working group meetings, and adopted by UN RPP;
- Final versions of the Framework agreed with UN RPP and distributed to the community in a user-friendly format;
- Technical support to the adoption of the Framework at the local level as a regulation policy in the sphere of investment development according to local procedures, provided to each of the pilot communities;
- A Unified Local Investment Attraction Model elaborated and approved by UN RPP;
- Professional editing, translation and design of paper and digital versions of the Unified Model performed;
- The assessment was performed and recommendations were given on the pilot communities' technical opportunities of placing the elaborated products on local and regional web resources;
- Measures were taken to place the investment profiles on the web pages of investment portals of Donetsk and Luhansk oblasts, and relevant web pages of the pilot communities;
- Second Interim Report on the implementation of all objectives of Stage 3 elaborated and approved by UN RPP.

Deliverables of Stage 4 (duration – 48 weeks since the start of the contract):

- Two final one-day conferences for representatives of all UN RPP target communities of Donetsk and Luhansk oblasts prepared and conducted; the programme and format of conferences approved by UN RPP;
- A Final Report on project implementation drafted up and agreed by UN RPP.

5. RECOMMENDATIONS AND REQUIREMENTS TO IMPLEMENT THE OBJECTIVES

General Recommendations

The cost of organizing and implementing selected research tools, conferences, focus-groups, meetings, workshops and public talks including logistical costs, meals, handouts, rental of premises and equipment, stationery, accommodation, etc., should be included in the budget proposal. The proposal should contain the name, type of the event and a cost breakdown per each position for the implementation of each event so that the Customer (UNDP) understands their parameters and scope.

To achieve effective interaction, wherever possible, the Contractor shall coordinate its activities with other partners of the UN Recovery and Peacebuilding Programme (the Customer will provide relevant list and contacts).

Providing mentions about UNDP and the EU in the deliverables developed, in a particular presentation, training materials reports and other findings, which will be widely disseminated under the contract shall be subject to mandatory prior consent.

Requirements to implement objectives

The Contractor should submit the deliverables to the Customer meeting the requirements of the Terms of Reference, state standards, regulations and rules operating in Ukraine, which usually apply to this type of work.

Recommendations on Contractor's team

To optimize the time required to complete the assignment simultaneously in two oblasts, in addition to the Project Leader, at least 8 experts should be included in the project team: 2 sociologists, 2 investment experts, 1 land expert, 1 premises and engineering infrastructure assessment expert, 1 event management expert – project manager assistant and 1 communications expert.

A team leader should be assigned to coordinate overall project performance and act as a single person in charge of all project-related issues and communications with UN RPP.

6. REQUIREMENTS FOR MONITORING / REPORTING

The Contractor shall report to the Fiscal Decentralization Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme.

The format of reports shall be agreed at the first stage of the contract, but UN RPP reserves the right to make further changes and clarifications in the report form.

All projects, reports, studies and materials shall be submitted to UNDP in the form of electronic files on digital media.

The text materials shall be submitted in the form of structured documents in *.PDF and *.DOC formats.

The Contractor should follow the monitoring, evaluation and quality assurance framework implemented by UNDP, as well as provide necessary information, reports and statistics in accordance with the pre-established schedule or as soon as possible (within a reasonable timeframe).

Upon completion of all works, the Contractor shall submit to UN RPP a Final Report, including a complete description of the works performed and the outputs.

7. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

An organization submitting a proposal:

6. An officially registered company or organization, for at least 3 years. Applicants might submit their proposals as members of the partnership. In this case, the contract will be concluded with the principal organization. The principal organization shall conclude all partnership agreements. A legal partnership registration address is not required for these purposes. However, various organizations or companies shall commit themselves to cooperate to fulfil the terms of the contract;
7. Has at least 5 implemented projects on development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs (to prove the expertise, the bidder can provide a list and hyperlinks to developed and adopted documents on investment assessment, samples of the elaborated investment profiles, local investment development programs, links to official websites of local self-government bodies containing approved project materials, copies of positive findings of project expertise);
8. Has proven experience in the field of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches in creating favourable conditions for businesses and investment attraction at the local level (proven by at least two (2) examples of such experience);
9. Has the experience in the development of guidelines, manuals, etc. on creating favourable conditions for businesses and investment attraction at the local level (proven by at least one (1) example of such experience).
10. At least two (2) references from past customers on similar activities;

Staff:

Project Team Leader:

5. At least a Master's degree in economics, law, management and other relevant fields;
6. At least 5 years of experience in work supervision in the field of project management, economics, law, as well as the creation of favourable conditions for businesses and investment attraction at the local level;
7. At least 5 projects on the development of investment profiles of the communities and investment procedures regulations documents (design and implementation of the investment development programs at the local level);
8. At least 3 projects on the capacity building on the raising of the investment attraction at the local level.

Investment Experts 1 and 2:

4. Higher education in the field of economics, finance, law, tax and investment policy or other relevant fields;
5. At least 5 years of experience in providing consultations and expertise in the field of local investment policies;
6. At least two projects on the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level.

Experts-Sociologists 1 and 2:

4. Education in sociology, analysis and other relevant fields;
5. At least 5 years of experience in sociological research, surveys and analysis;
6. At least two projects to explore the environment for increasing investment opportunities and doing business locally.

Land Expert:

4. Education in economics, land management or other relevant sphere;
5. At least 5 years of experience in the analysis and evaluation of land resources;
6. At least two projects to explore the environment for increasing investment opportunities and doing business locally.

Premises and Engineering Infrastructure Assessment Expert:

4. Education in construction and architecture or other relevant field;
5. At least 5 years of experience in the field of analysis and assessment of buildings, structures and premises, engineering networks and infrastructure;
6. At least two projects to explore the environment for increasing investment opportunities and doing business locally.

Event Management Expert - Assistant Project Manager:

4. Education in management, economics, sociology, philosophy or other relevant field;
5. At least 5 years of experience in organizing events;
6. At least two projects involving the organization of field research and official events.

Communications Expert:

4. Education in management, journalism, communications or other relevant field;
5. At least 5 years of experience in the field of communication strategies, information support provided for events and projects;
6. At least two projects involving communication support provided for field research and official events.

For all experts, fluent command of Ukrainian and Russian is required.

8. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment's implementation methodology for conducting the assessment of investment environment at the local level, as well as the elaboration of the Investment profiles of the pilot communities and Local Investment Attraction Framework with indication approach to the performance of each Stage.
<input checked="" type="checkbox"/>	Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	Minimum two (2) references from past customers on similar activities.

9. PROPOSED PAYMENT SCHEDULE:

UNDP will pay the negotiated amount in 4 tranches:

- After achieving the result of Stage 1 and submission of the Inception Report – 15%;
- After achieving the result of Stage 2 and submission of the First Interim Report – 30%;
- After achieving the result of Stage 3 and submission of the Second Interim Report – 40%;
- After complete achievement of all the results and submission of the Final Report – 15%.

Payments will be processed after full completion and acceptance of deliverables according to the payment certificate provided to the Programme Coordinator.

10. SELECTION PROCESS**Evaluation and comparison of applications.**

A two-step procedure is applied to evaluate applications, whereupon the evaluation of a technical proposal must be completed before the opening and comparison of price offers. Price offers are opened only on the submitted materials, which exceeded the minimum technical score of 70% (or 490 points) out of possible 700 points in the process of technical proposal evaluation.

At the first stage, the technical proposal is evaluated on being compliant with the Terms of Reference in accordance with the Evaluation Criteria stated below.

At the second stage, the price offers of all applicants, who scored at least 70% according to the Terms of Reference, are considered.

The overall score is compiled according to the aggregate analysis scheme, according to which the technical and financial aspects have a pre-determined weight of 70% and 30% of the total score, respectively. The financial offer with the lowest cost (technically compliant) is selected as a base and assigned the maximal number of points possible in the financial part (i.e. 300). All other financial offers will be awarded a score inversely proportional to the price quotations indicated therein, for example, 300 points x lowest price/price offer.

A proposal with the highest score as a sum of points obtained both by technical and financial evaluation respectively will win. The contract will be awarded to the applicant who submitted a winning proposal.

Minimum evaluation criteria

(The companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation)

4. Organization/company officially registered, for at least 3 years.;
5. Experience of the organization in the field of the development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs, at least 5 implemented projects in the past;

6. Experience in development of guidelines, manuals, etc. on the creation of favourable conditions for businesses and investment attraction at the local level, at least 1 example of such experience provided.

Evaluation Criteria for Technical Proposals

The generalized form of technical proposal evaluation		Score Share	Maximal score	Company/Organization			
1	The expertise of Firm/Organization submitting the proposal	30%	210				
2	Proposed Methodology, Approach and Implementation Plan	30%	210				
3	Staff and invited experts / consultants	40%	280				
	Total score	100%	700				

The maximum number of points that can be obtained for each of the criteria indicates the relative importance and weight of points in the overall evaluation process.

The technical proposal evaluation forms are as follows:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Staff and invited experts/ consultants

Technical Proposal Evaluation Criteria

Technical Proposal Evaluation Form 1		Maximal Score	Organization		
			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Organization/company officially registered (minimum 3 years –30 points, 4-5 years – 35 points, 6–7 years- 40 points).	40			
1.2	Experience of the organization in the field of the development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs (5 projects – 40 points, 6-7 projects – 50 points, more than 7 – 60 points).	60			
1.3	Experience of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to the creating favourable conditions for businesses and investment attraction at the local level (2 projects – 40 points, 3-5 projects – 50 points, more than 5 – 60 points).	60			
1.4	Experience in development of guidelines, manuals, etc. on the creation of favourable conditions for businesses and investment attraction at the local level (1 item – 20 points, 2 items – 25 points, more than 2 – 30 points).	30			
1.5	Recommendations from previous customers (2 recommendations – 17 points; 3 and more recommendations – 20 points).	20			
	Total score in Form 1	210			

Technical Proposal Evaluation Form 2		Maximal Score	Organization		
			A	B	C
Proposed concept, work plan and approach					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? In general, the technical proposal meets the objectives and scope of work –40 points; The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated –50 points; The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – 60 points.	60			
2.2	How well developed is the methodology for implementation of a pilot project? The methodology contains some inconsistencies –55 points; The methodology is well designed but lowly realistic –60 points; There are thoroughly developed methodology and approach, which meets the conditions of reality –70 points.	70			
2.3	How well detailed and realistic is the work plan? The developed work plan contains separate inconsistencies –55 points; The work plan is well designed but lowly realistic –65 points; There are perfectly designed work plan and approach, which meets the conditions of reality –80 points.	80			
	Total score in Form 2.	210			

Technical Proposal Evaluation Form 3		Maximal Score	Company / other organization		
			A	B	C
Staff					
	Project Team Leader				
3.1	Higher education in the field of economics, law, management and other relevant fields (equivalent to the educational qualification level “Specialist/Master’s degree” – 7 points, PhD or above – 10 points).	10			
3.2	Experience in work supervision in the field of project management, economics, law, as well as the creation of favourable conditions for businesses and investment attraction at the local level (5 years – 7 points, 6-7 years – 9 points, 8 years and more – 10 points).	10			
3.3	Work experience in the field of the development of investment profiles of the communities and investment procedures regulations documents at the local level (5 projects – 7 points, 6-7 projects – 9 points, 8 projects and more – 10 points).	10			
3.4	Experience in the capacity building on the raising of the investment attraction at the local level (3 projects – 7 points, 4 projects – 9 points, more than 4 projects – 10 points).	10			
	Intermediate score by criteria 3.1 – 3.4	40			

	Investment Expert 1				
3.5	Higher education in the field of economics, finance, law, tax and investment policy or other relevant fields equivalent to the educational qualification level “Specialist/Master’s degree” – 7 points, PhD or above – 10 points).	10			
3.6	Experience in providing consultations and expertise in the field of local investment policies (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			
3.7	Experience in the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.5 – 3.7	30			
	Investment Expert 2				
3.8	Higher education in the field of economics, finance, law, tax and investment policy or other relevant fields equivalent to the educational qualification level “Specialist/Master’s degree” – 7 points, PhD or above – 10 points).	10			
3.9	Experience in providing consultations and expertise in the field of local investment policies (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			
3.10	Experience in the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.8 – 3.10	30			
	Expert-Sociologist 1				
3.11	Education in sociology, analysis and other relevant fields (equivalent to the educational qualification level “Bachelor’s degree” – 7 points; “Specialist/Master’s degree” – 10 points).	10			
3.12	Experience in sociological research, surveys and analysis (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			
3.13	Experience in implementing projects to explore the environment for increasing investment opportunities and doing business locally (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.11 – 3.13	30			
	Expert-Sociologist 2				
3.14	Education in sociology, analysis and other relevant fields (equivalent to the educational qualification level “Bachelor’s degree” – 7 points; “Specialist/Master’s degree” – 10 points).	10			
3.15	Experience in sociological research, surveys and analysis (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			
3.16	Experience in implementing projects to explore the environment for increasing investment opportunities and doing business locally (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.14 – 3.16	30			

	Land Expert				
3.17	Education in economics, land management or other relevant sphere (equivalent to the educational qualification level “Bachelor’s degree” – 7 points; “Specialist/Master’s degree” – 10 points).	10			
3.18	Experience in the analysis and evaluation of land resources (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			
3.19	Experience in implementing projects to explore the environment for increasing investment opportunities and doing business locally (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.17 – 3.19	30			
	Premises and Engineering Infrastructure Assessment Expert				
3.20	Education in construction and architecture or other relevant field (equivalent to the educational qualification level “Bachelor’s degree” – 7 points; “Specialist/Master’s degree” or above – 10 points).	10			
3.21	Experience in the field of analysis and assessment of buildings, structures and premises, engineering networks and infrastructure (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			
3.22	Experience in implementing projects to explore the environment for increasing investment opportunities and doing business locally (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.20 – 3.22	30			
	Event Management Expert - Assistant Project Manager				
3.23	Education in management, economics, sociology, philosophy or other relevant field (equivalent to the educational qualification level “Bachelor’s degree” – 7 points; “Specialist/Master’s degree” or above – 10 points).	10			
3.24	Experience in organizing events (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			
3.25	At least two projects involving the organization of field research and official events (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.23 – 3.25	30			
	Communications Expert				
3.26	Education in management, journalism communications or other relevant field (equivalent to the educational qualification level “Bachelor’s degree” – 7 points; “Specialist/Master’s degree” or above – 10 points).	10			
3.27	Experience in the field of communication strategies, information support provided for events and projects (5 years – 7 points; 6-7 years – 9 points; more than 7 years – 10 points).	10			

3.28	At least two projects involving communication support provided for field research and official events (2 projects – 7 points; 3 projects – 9 points; more than 3 projects – 10 points).	10			
	Intermediate score by criteria 3.26 – 3.28	30			
	Total score in Form 3	280			

11. FINANCIAL PROPOSAL

Bidders must submit their proposals as follows: all costs related to the implementation of services must be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.).

Cost breakdown by deliverables:

No.	Deliverables	Percentage of the total price (weight for payment)	Amount, currency excl. VAT
1	After achieving the result of Stage 1 and submission of the Inception Report		
2	After achieving the result of Stage 2 and submission of the First Interim Report		
3	After achieving the result of Stage 3 and submission of the Second Interim Report		
4	After complete achievement of all the results and submission of the Final Report		
	Total (indicate currency), excl VAT	100%	

Cost breakdown by components:



The applicants are requested to provide a cost breakdown with prices for each product based on the template given below. UNDP shall use the cost breakdown for the price reasonability assessment purposes, as well as for the calculation of price if both parties have agreed to add new outputs to the scope of services.

No.	Activity/Costs	Unit	Number	Cost per unit, currency	The amount, currency excl. VAT
1	Staff				
1.1	Project Team Leader	month	12		
1.2	Investment Expert 1	month	12		
1.3	Investment Expert 2	month	12		
1.4	Expert-Sociologist 1	day			
1.5	Expert-Sociologist 2	day			
1.6	Land Expert	day			
1.7	Premises and Engineering Infrastructure Assessment Expert	day			
1.8	Event Management Expert - Assistant Project Manager	month	12		
1.9	Communications Expert	days			
2	Costs of Implementation				
2.1	Information online session (objective#1.5)	event	1		
2.1.1	Breakdown of expenses				
2.1.2					

2.2	Inception workshop in pilot communities (objective #2.1)	event	20		
2.2.1	Breakdown of expenses				
2.2.2					
2.3	Focus-groups in communities (objective #2.5)	event	40		
2.3.1	Breakdown of expenses				
2.3.2					
2.4	Interview (objective #2.5)	persons	200		
2.4.1	Breakdown of expenses				
2.4.2					
2.5	Survey (objective #2.5)	persons	1000		
2.5.1	Breakdown of expenses				
2.5.2					
2.6	Present an Analytical Report each pilot community (objective #2.8)	event	20		
2.6.1	Breakdown of expenses				
2.6.2					
2.7	Offline event for each community (objective #3.1 (f))	event	20		
2.7.1	Breakdown of expenses				
2.7.2					
2.8	Online event for each community (objective #3.2 (f))	event	20		
2.8.1	Breakdown of expenses				
2.8.2					
2.9	Final online conference (objective #4.1)	event	2		
2.9.1	Breakdown of expenses				
2.9.2					
2.10	Professional Ukrainian editing of investment profiles(objective #3.1 (e))	item	20		
2.11	Professional English editing and translation of investment profiles(objective #3.1 (e))	item	20		
2.12	Design and layout of the investment profile (objective #3.1 (f))	item	20		
2.13	Printing of investment profiles (objective #3.1 (g))	item	500		
2.14	Professional Ukrainian editing of the Unified Model (objective #3.2 (f))	item	1		
2.15	Design and layout of the Unified Model(objective #3.2 (f))	item	1		
2.16	Other (if any)				
3	Administration Costs (if any)				
4	Logistical Costs				
4.1	Visit costs				
4.1.1	Inception workshop in pilot communities (objective #2.1)	event	20		
4.1.2	Focus-groups in communities (objective #2.5)	event	40		
4.1.3	Offline event for each community (objective #3.1 (f))	event	20		

4.1.4	...				
4.2	Other (if any)				
4.3				
5	Other (if any)				
	Total (currency), excluding VAT				

Model Contract

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

Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:

1. Дана лицьова сторінка («Лицьова сторінка»).
2. Загальні умови ПРООН для договорів – Додаток 1
3. Технічне завдання (ТЗ) - Додаток 2
4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.
5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.
6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.

Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.

Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.

НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче

Від імені Підрядника / For the Contractor

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP General Terms and Conditions for Contracts – Annex 1
3. Terms of Reference (TOR) – Annex 2
4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3
5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

Від імені ПРООН / For UNDP

Підпис / Signature:

Ім'я / Name:

Посада / Title:

Дата / Date: