



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

All interested	DATE: February 19, 2021
	REFERENCE: 58-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Audit of the low-value grant projects in Donetsk and Luhansk oblasts, government-controlled areas (GCA), and in selected rayons of Zaporizhzhia oblast of Ukraine.**

Please be guided by the form attached hereto as Annex 3, in preparing your Proposal.

Proposals may be submitted on or before **Monday, March 08, 2021** and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
***tenders.ua@undp.org***  
***RPP 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.

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 complies with all of the requirements, 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.

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Dafina Gercheva*

*Ms. Dafina Gercheva,  
Resident Representative  
UNDP Ukraine*

*AD*

*February 19, 2021*

**Annex 1****Description of Requirements**

Context of the Requirement	Audit of the low-value grant projects in Donetsk and Luhansk oblasts, government-controlled areas (GCA), and in selected rayons of Zaporizhzhia oblast of Ukraine
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>Component I of UN RPP "Economic Recovery and Restoration of Critical Infrastructure" aims to reach some of its goals through low-value grant initiatives aimed at strengthening business service providers, business membership organizations and establishing effective public-private partnership in the targeted oblasts.</p> <p>In total 29 direct grant agreements (both BSP/BMO and PPP) have been signed in 2020 within Component I. The half of these projects (related to BSP/BMO grant program) is at the final stage of implementation or completed, which means, in some cases, acceptance of the final narrative and financial reports submitted by NGOs, including supporting documents. The implementation of other 14 PPP grant projects will be completed in March – June 2021. To contribute to the quality of the grant projects implementation UN RPP is intending to initiate the audit review of the grant projects. The review of submitted financial reports and supporting documents stipulated by the current assignment should be focused, first of all, on compliance with UN rules and procedures as well as following standards of accounting and tax legislation of Ukraine applicable for NGOs/CSOs.</p>
List and Description of Expected Outputs to be Delivered	The main goal of the assignment is to ensure that the funds received from UN RPP have been used by NGOs for the intended purposes. The audit results must allow to assess the transparency and integrity of the process of grant projects implementation and to identify possible gaps and distortions in reporting and monitoring.
Person to Supervise the Work/Performance of the Service Provider	Business Development Specialist, Specialist on Employment and Entrepreneurship
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	Up to 4 months
Target start date	March 2021
Latest completion date	June 2021
	According to TOR attached

Travels Expected	
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Contractor will be responsible for all personal administrative expenses associated with undertaking this assignment including office and meeting venues accommodation, travel and transportation (if any), printing, stationary, telephone and electronic communications, and report copies incurred in this assignment etc.
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 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: <a href="http://treasury.un.org">http://treasury.un.org</a>  <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

	<input type="checkbox"/> Permitted
Payment Terms	<p>The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below:</p> <ul style="list-style-type: none"> <li>- Upon delivery of Outputs 1-2– 20%;</li> <li>- Upon delivery of Output 3 – 25%;</li> <li>- Upon delivery of Output 4– 25%;</li> <li>- Upon delivery of Output 5 – 30%.</li> </ul> <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ul style="list-style-type: none"> <li>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs;</li> <li>b) Receipt of invoice from the Contractor.</li> </ul>
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Economic Recovery Specialist, Component 1: Economic Recovery and Restoration of Critical Infrastructure
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 checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input 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). <p>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.</p>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i> <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <i>[indicate percentage]</i> <input type="checkbox"/> Management Structure and Qualification of Key Personnel <i>[indicate percentage]</i>

	<p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: ]</p>
Contract General Terms and Conditions	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Technical Requirements (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input type="checkbox"/> Others</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP procurement Unit</i>  <i>UNDP Ukraine</i>  procurement.rpp.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 Proposers.</p>

Documents to be submitted in proposal	<p><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</p> <p><input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;</p> <p><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</p> <p><input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar projects / assignments and competitive advantages of the applicant company and a short overview of how the Contractor meets the qualifications, experience, and skills requirements;</p> <p><input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity;</p> <p><input checked="" type="checkbox"/> Brief description of the methodology, list of potential data sources and analysis approach;</p> <p><input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past experience in similar projects / assignments;</p> <p><input checked="" type="checkbox"/> 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 bidder;</p> <p><input checked="" type="checkbox"/> Financial proposal</p>
Other Information Related to the RFP	<p><b><u>Administrative Requirements:</u></b></p> <p>Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration</li> <li>✓ Offers must comply with general administrative requirements:             <ol style="list-style-type: none"> <li>1. -Organization/company officially registered in Ukraine for at least 3 years;</li> <li>2. Proven track record of experience in provision of audit services of NGOs and/or on granting projects and/or grant projects;</li> <li>3. The company and auditors assigned must be included into the Register of Auditors and Auditing Entities of Audit Chamber of Ukraine.</li> <li>4. Presentation of at least 2 references from past customers regarding implementation of likely tasks.</li> </ol> </li> </ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>;</p> <p>For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>

## Annex 2



## TERMS OF REFERENCE

<b>Project title:</b>	UN Recovery and Peacebuilding Programme (UN RPP), Component 1: Economic Recovery and Restoration of Critical Infrastructure
<b>Description of the assignment:</b>	Audit of the low-value grant projects in Donetsk and Luhansk oblasts, government-controlled areas (GCA), and in selected rayons of Zaporizhzhia oblast of Ukraine
<b>Expected Places of Travel:</b>	Online mode, no travels expected
<b>Primary Supervisor's name and functional post:</b>	Business Development Specialist, Specialist on Employment and Entrepreneurship
<b>Secondary Supervisor's name and functional post:</b>	Economic Recovery Specialist, Component 1: Economic Recovery and Restoration of Critical Infrastructure
<b>Starting Date of Assignment:</b>	February 2021
<b>Duration of Assignment:</b>	Up to 4 months

## 1. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement, established partnerships, and started in 2015 through the Recovery and Peacebuilding Programme (RPP). The RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).



The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs.

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

- Component 1: Economic Recovery and Restoration of Critical Infrastructure
- Component 2: Local Governance and Decentralization Reform
- Component 3: Community Security and Social Cohesion.

Component I of UN RPP "Economic Recovery and Restoration of Critical Infrastructure" aims to reach some of its goals through low-value grant initiatives aimed at strengthening business service providers, business membership organizations and establishing effective public-private partnership in the targeted oblasts.

To meet these needs two types of grant projects were implemented:

- grant contest for NGOs, associations and public unions of providers and developers of business products and services (hereinafter - BSP/BMO) focused on the development and support of micro, small and medium-sized enterprises (hereinafter - MSMEs), unions and associations of MSMEs in priority sectors of economy, for the implementation of the projects in the territories of Donetsk, Luhansk (GCA) and selected areas of Zaporizhzhia oblasts (Berdiansk, Prymorsk, Orikhiv, Guliaipole, Yakymivka, Bilmak, Melitopol, Tokmak rayons);
- grants contest for NGOs/CSOs for implementation of the projects aimed at the enhancement of creation or improvement of employment opportunities for graduates of vocational education institutions in the target areas by means of public-private partnership (hereinafter – PPP) initiatives for vocational education institutions in Luhansk, Donetsk, and selected areas of Zaporizhzhia oblasts (Berdiansk, Prymorsk, Orikhiv, Guliaipole, Yakymivka, Bilmak, Melitopol, Tokmak rayons).

In total 29 direct grant agreements (both BSP/BMO and PPP) have been signed in 2020 within Component I. The half of these projects (related to BSP/BMO grant program) is at the final stage of implementation or completed, which means, in some cases, acceptance of the final narrative and financial reports submitted by NGOs, including supporting documents. The implementation of other 14 PPP grant projects will be completed in March – June 2021. To contribute to the quality of the grant projects implementation UN RPP is intending to initiate the audit review of the grant projects. The review of submitted financial reports and supporting documents stipulated by the current assignment should be focused, first of all, on compliance with UN rules and procedures as well as following standards of accounting and tax legislation of Ukraine applicable for NGOs/CSOs.

## **2. MAIN GOALS AND OBJECTIVES**

The main goal of the assignment is to ensure that the funds received from UN RPP have been used by NGOs for the intended purposes. The audit results must allow to assess the transparency and integrity of the process of grant projects implementation and to identify possible gaps and distortions in reporting and monitoring.

For this purpose, UNDP seeks a qualified audit company to express an independent professional opinion on financial statements of pre-selected NGOs within the projects supported by UN RPP through the grant scheme.

### **3. SCOPE OF WORK**

The audit work should include the review of work plans, project resources, project budgets, project expenses and disposal of assets, including hard copies of supporting documents of each 29 grant projects. To this effect, the scope of the audit shall cover the following areas as they are performed at the level of each project:

#### **1) Finance**

The audit work shall cover the adequacy of the accounting and financial operations and reporting systems. These include budget control, cash management, certification and approving authority, receipt of funds, disbursement of funds, recording of all financial transactions in expense reports, records maintenance and control.

#### **2) Procurement**

The audit work shall cover the competitiveness, transparency and effectiveness of the procurement activities of the project in order to ensure that the goods and services (including trainers` and experts` services, stationery, catering, rental of premises, accommodation, transportation, printing and design services, equipment, etc.) were purchased in line with the requirements of Ukrainian legislation and UNDP.

#### **3) Asset Management**

The audit work shall cover equipment purchased for use of the project. The procedures for receipt, storage, and disposal shall also be reviewed.

#### **4) General Administration**

The audit work shall cover travel activities and transport services, bank and post services and other activities related to general administration.

As part of the general review the audit should include assessment of corruption risks, which means detection of vulnerabilities within the organization that took place or may present opportunities for corruption or conflict of interest to occur.

The above scope shall cover 100 % of the transactions performed during the project implementation and refer to the each designated 29 grant projects signed in 2020 and completed in 2020 or 2021 with approximate duration 4-6 months for BSP/BMO projects and 5-8 months for PPP projects.

The auditor shall review 29 grant projects (BSP/BMO and PPP) in Donetsk and Luhansk oblasts (GCA) and in selected rayons of Zaporizhzhia Oblast. It is recommended to conduct audit of such projects remotely, including initiation inventory when applicable, making selective check calls to the participants mentioned in the registration lists of the events etc.

UNDP from its side shall provide to the auditor the list of NGO projects to be reviewed and the documents needed to perform the objectives, namely: low-value grant agreements with selected NGOs, interim and final reports, other relevant documents upon request.

The deliverables will be Consolidated audit report and Management letter, which cover the weaknesses identified and the audit recommendations to address them.

#### **4. EXPECTED OUTPUTS OF THE PROJECT /DELIVERABLES**

<b>Nº</b>	<b>Output description</b>	<b>Duration</b>
1	Negotiating with pre-selected 29 NGOs on the terms of audit process of implementation of BSP/BMO or PPP grants. Detailed work plan including the implementation of certain activities and finalizing schedule of work based on the information provided by UNDP and NGOs are developed and agreed by UN RPP.	Within 1 week after signing agreement
2	Audit assessment of the first 7 NGOs implemented BSP/BMO grants conducted, first interim progress report is prepared and accepted by the UN RPP	Within 3 weeks after accepting methodology and schedule of work
3	Audit assessment of the rest 8 NGOs implemented BSP/BMO grants conducted, second interim progress report is prepared in the accordance with the requirements mentioned below and accepted by the UN RPP	Within 6 weeks after accepting methodology and schedule of work
4	Audit assessment of the first 7 NGOs implemented PPP grants conducted, third interim progress report is prepared and accepted by the UN RPP	Within 9 weeks after accepting methodology and schedule of work
5	Audit assessment of the rest 7 NGOs implemented PPP grants conducted and accepted by the UN RPP. Management letter and Consolidated audit report (on BSP/BMO and PPP grants ) are prepared in the accordance with the requirements mentioned below and accepted by the UN RPP	Within 4 months after accepting methodology and schedule of work

#### **5. PROPOSED PAYMENT SCHEDULE:**

The schedule of payment for services provided will be agreed with the Contractor before starting the task. The payments will be related to the results and made upon delivery of respective Outputs. The previous schedule is given below.

- Upon delivery of Outputs 1-2– 20%;
- Upon delivery of Output 3 – 25%;
- Upon delivery of Output 4– 25%;
- Upon delivery of Output 5 – 30%.

#### **6. REQUIREMENTS FOR MONITORING/REPORTING**

The Contractor will report within the UN Recovery and Peacebuilding Programme to the Business Development Specialist and the Specialist on Employment and Entrepreneurship under overall guidance of Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure.

The format of the reports must be agreed at the first stage of the contract, but UNDP reserves the right to make further changes and clarifications to the report's format.

All reports and studies are submitted to UNDP in electronic form (\*.docx, \*.xlsx, \*.pptx, \*.pdf formats) on electronic media or in the form of electronic communication with the final products attached, which are also accompanied by a paper version of an official letter from the Contractor on transferring these products to UNDP. The documents must be written in Ukrainian and in English.

The Contractor must adhere to the monitoring, evaluation, and control system implemented by UNDP, as well as provide the necessary information, reports, and statistics according to a pre-established schedule or as quickly as possible (within an acceptable period).

Upon completion of all work, the Contractor submits to UNDP an audit report and management letter.

The audit report should include at least the following:

- Statement about confidentiality
- The audit standards that were applied (ISAs, or national standards that comply with one of the ISAs in all material respects)
- The period covered by the audit opinion
- The amount of expenses audited
- Expression of an opinion on whether the statement of expenses presents fairly the expense incurred by the project over a specified period in accordance with UNDP accounting policies and that the expenses incurred were: in conformity with the approved project budgets; for the approved purposes of the project; in compliance with the relevant regulations and rules, policies and procedures of Ukrainian legislation and UNDP.

The auditor may expand the report to include other information and explanations

The management letter should include the following:

- 1) Audit observations/recommendations
- 2) The categorization of audit observations by risk severity: High, Medium, or Low.
- 3) Management comments/response to audit observations and recommendations.
- 4) Indication of observations that affect the audit opinion (when qualified, adverse or disclaimer of opinion is given)

## **7. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

**The company/organization submitting the proposal:**

1. Officially registered to provide audit services on the Government controlled territory of Ukraine;
2. At least 3 years of experience in provision of audit services of NGOs and/or on granting projects and/or grant projects;
3. The company and auditors assigned must be included into the Register of Auditors and Auditing Entities of Audit Chamber of Ukraine;
4. Profile education of the team members (audit, accounting, finance). CVs of the staff to be involved to this assignment shall be provided;
5. Previous relevant experience of cooperation with international organizations will be an advantage;

6. At least 2 positive recommendations for provision of audit services regarding the implementation of likely assignments.

### 8. Information and documents to be included when submitting the proposals

<input checked="" type="checkbox"/>	Registration documents of the company (a copy of the certificate/extract from the Unified State Register of Legal Entities and Private Entrepreneurs; certificate from the Register of Auditors and Auditing Entities for the company and auditors assigned)
<input checked="" type="checkbox"/>	A brief description of the approach for completing the task, including preliminary work schedule indicating the persons responsible.
<input checked="" type="checkbox"/>	Company's profile (date of creation, size, number of staff/consultants, description of key staff) setting out previous experience in provision of audit services.
<input checked="" type="checkbox"/>	CVs of project team members, including the information on relevant experience as well as certification of team members availability if the contractor would be selected
<input checked="" type="checkbox"/>	At least two positive recommendations for provision of audit services from previous clients.
<input checked="" type="checkbox"/>	Financial proposal

### Specifics of assignment

The Contractor's team composition should be configured to optimize the time of assignment and meet the related time limits. The Contractor will be responsible for all personal administrative expenses associated with undertaking this assignment including office and meeting venues accommodation, travel and transportation (if any), printing, stationary, telephone and electronic communications, and report copies incurred in this assignment etc.

### 9. Evaluation Criteria

- ☒ Lowest price and technically compliant offer

### Financial proposal

Bidders should submit their proposals in the following format that indicates the fixed price (lump sum) per 1 project and in total for 29 grant projects, including all costs associated with the implementation of services:

Nº	Output description	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Development of a detailed work plan, schedule of work and negotiating with 29 pre-selected NGOs	service	1		
2	audit assessment of 29 pre-selected NGOs and provision of management letter, prepared in the accordance with the requirements mentioned above	grant	29		

3	Preparation of Consolidated audit reportand Management letter	service	1		
<b>Total all-inclusive price, (indicate currency), without VAT</b>					

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)***

[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 58-2021-UNDP-UKR-RFP-RPP dated 2/19/2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*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 :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) Certificates and Accreditation (if any)– including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- f) At least two positive recommendations for provision of audit services from previous clients*

**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

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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
Track Record performed within the last 3 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

Applicants' proposals must confirm to the format below and provide the detailed information on:

1. Work performed as a contractor of a similar nature in the last 3 years:

No.	Project name	Customer name and contact information	Description of works	Contract amount (USD)	Actual completion date
1					
2					



3					
...					

2. Availability of staff to perform the work (enough to perform works on the assignment):

No.	Full names of the staff	Position	Qualification	Work experience, years	Status: temporary/permanent
1					
2					
3					
...					

3. Schedule of works.

No.	Type of works	Timing of the performance of works from the date of signing the contract	Duration of work
1			
2			
3			
...			

**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 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 indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

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.

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverables 1 - 2		
2	Deliverable 3		
3	Deliverable 4		
4	Deliverable 5		
	<b>Total</b>	100%	

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

**E. Cost Breakdown by Cost Component:**

Bidders should submit their proposals in the following format that indicates the fixed price (lump sum), per 1 project and in total for all projects including all costs associated with the implementation of services (for example, travel expenses, business trips, staff salaries, accommodation, etc.):

<b>Nº</b>	<b>Output description</b>	<b>Unit</b>	<b>Number</b>	<b>Cost per unit, currency</b>	<b>Amount, currency excl. VAT</b>
1	Development of a detailed work plan, schedule of work and negotiating with 29 pre-selected NGOs	service	1		
2	audit assessment of 29 pre-selected NGOs and provision of management letter, prepared in the accordance with the requirements mentioned above	grant	29		
3	Preparation of Consolidated audit report and Management letter	service	1		
<b>Total all-inclusive price, (indicate currency), without VAT*</b>					

*[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.

## Model Contract

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

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

1. Дана лицьова сторінка («Лицьова сторінка»).
2. Загальні умови ПРООН для договорів – Додаток 1
3. Технічне завдання (ТЗ) - Додаток 2
4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.
5. Технічна та Фінансова пропозиції Підрядника від \_\_\_\_\_; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.
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.
- 7.

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.
- 7.

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: