



REQUEST FOR PROPOSAL (RFP)

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| All interested | DATE: February 22, 2021 |
| | REFERENCE: 31-2021-UNDP-UKR-RFP-RPP |

Dear Sir / Madam:

We kindly request you to submit your Proposal for : **"Providing a series of training sessions for trainers on integrating STEM (Science, Technology, Education, Math) approach into secondary education"**.

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

Proposals may be submitted on or before **Tuesday, March 09, 2021** and via email, courier mail or fax 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 8 MB in size**. Offers larger than 8 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 8 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: **“31-2021-UNDP-UKR-RFP-RPP”** and : **"Providing a series of training sessions for trainers on integrating STEM (Science, Technology, Education, Math) approach into secondary education"**.

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.

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

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/unscoc/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 22, 2021

Annex 1**Description of Requirements**

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| Context of the Requirement | Providing a series of training sessions for trainers on integrating STEM (Science, Technology, Education, Math) approach into secondary education. |
| Brief Description of the Required Services | For the purpose of creation of regional STEM (Science, Technology, Education, Mathematics) centers in Kramatorsk, Donetsk oblast and Rubizhne, Luhansk oblast where teachers could raise their educational skills and proactive youth could engage in implementation of practical projects, UN RPP is seeking a qualified company that will prepare a training programme for trainers of the regional STEM centers, conduct online and offline trainings and supervise the students after the end of the programme. |
| List and Description of Expected Outputs to be Delivered | The overall objective of this assignment is to train STEM (Science, Technology, Education, Mathematics) trainers who will supervise Donetsk and Luhansk regional STEM centers in Kramatorsk and Rubizhne. The target audiences of the centers are teachers of secondary schools who undergo competence development trainings at the Institutes of Postgraduate studies and talented youth. |
| Person to Supervise the Work/Performance of the Service Provider | Component III Lead, UN RPP |
| 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 TOR attached |
| Target start date | March 2021 |
| Latest 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) | According to TOR attached |

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| 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"/> 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 |
| A pre-proposal conference will be held on: | Pre-Bidding Conference will be held on 1-st of March 2021 at 11 am via Skype Conference. 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 (for bidders willing to participating via Skype Conference) at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 31-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration |
| Payment Terms | 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 |

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| | <p>executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.</p> <p>After completion of the initial stage and submission of the Inception Report – 20%;</p> <p>After completion of training modules 1-2 and submission of two Interim Reports – 20%;</p> <p>After completion of training modules 3-4 and submission of two Interim Reports – 20%</p> <p>After completion of the remaining training modules and submission of the remaining Interim Reports – 20%</p> <p>After completion of the supervision and submission of the Final report – 20%</p> <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <ul style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Contractor. |
| Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment | Component III Lead, UN RPP |
| 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). <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><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 15% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 38% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 47% <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> |

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| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors |
| Contract General Terms and Conditions | <input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process |
| Annexes to this RFP | <input checked="" type="checkbox"/> Technical Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> Others |
| Contact Person for Inquiries (Written inquiries only) | <i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org, Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

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| 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 programmes and competitive advantages of the applicant company;</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"/> A proposed list of training modules that should address the ToR requirements and needs of the target audience with indicated number of academic hours for each module;</p> <p><input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about experience in similar projects / assignments;</p> <p><input checked="" type="checkbox"/> At least 2 samples of training curricula on STEM education and/or handbooks developed by the trainers;</p> <p><input checked="" type="checkbox"/> Reference to at least 1 open source report in Ukrainian, Russian or English (will be an asset) designed by the team leader;</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 applicant;</p> <p><input checked="" type="checkbox"/> At least 1 reference letter for each trainer from the previous customers and former employers.</p> <p><input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</p> |
| Other Information <i>[pls. specify]</i> | <p>Administrative Requirements:</p> <p>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirement/s:</p> <p><input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline</p> <p><input checked="" type="checkbox"/> Offers must meet required Offer Validity</p> <p><input checked="" type="checkbox"/> Offers have been signed by the proper authority</p> <p><input checked="" type="checkbox"/> Offers include requested company/organization documentation, including documentation regarding the company/organization's legal status and registration</p> <p><input checked="" type="checkbox"/> Offers must comply with general administrative requirements:</p> <ol style="list-style-type: none"> 1. Organization/company officially registered in Ukraine. Experience in the organization and management of STEM training programs for teachers (at least 5 programs delivered); 2. Accreditation from a national or international recognized authority to conduct STEM training programs; <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p> |

Annex 2



Terms of Reference

Project name: UN Recovery and Peacebuilding Programme, Community Security and Social Cohesion Component

Project description: "Providing a series of training sessions for trainers on integrating STEM (Science, Technology, Education, Math) approach into secondary education"

Country/place of implementation: Government-controlled areas of Donetsk and Luhansk oblasts

Possible business trips (if applicable): at least one business trip to Rubizhne, Luhansk Oblast and Kramatorsk, Donetsk oblast, Ukraine

Starting date of the assignment: March 2021

Duration of the assignment or end date (if applicable): 9 months

Name and position of project manager: Community Security and Social Cohesion Specialist, UN RPP

I. 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.

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 and established partnerships and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP), a multi-donor funded framework programme implemented by four United Nations partnering agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying interventions framework for projects funded by 13 international partners: European Union, European Investment Bank, the U.S. Embassy in Ukraine as well as the governments of the United Kingdom, Denmark, Canada, Netherlands, Germany, Norway, Poland, Sweden, Switzerland and Japan.

The UN 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 oblasts development strategies up to 2020. The UN RPP

involves three pillars for action: 1) restoration of infrastructure and economic recovery; 2) support to local governance and related capacity building; and 3) social resilience and peacebuilding. 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, in particular SDG 16 (Peace, Justice and Strong institutions).

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the key stabilization, peacebuilding, economic and governance priority needs in eastern Ukraine following the start of the conflict. 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. In 2019 program was reinforced along the Azov Sea coastline, including extension to Zaporizhzhia region.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralization Reform

Component III: Community Security and Social Cohesion (CSSC).

One of the objectives of the Component III is to facilitate introduction of innovative quality education services by the regional service providers. To achieve this goal, the Programme is aiming to create regional STEM (Science, Technology, Education, Mathematics) centers in Kramatorsk, Donetsk oblast and Rubizhne, Luhansk oblast where teachers could raise their educational skills and proactive youth could engage in implementation of practical projects. For this purpose, UN RPP is seeking a qualified company that will prepare a training programme for trainers of the regional STEM centers, conduct online and offline trainings and supervise the students after the end of the programme.

II. MAIN OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to train STEM (Science, Technology, Education, Mathematics) trainers who will supervise Donetsk and Luhansk regional STEM centers in Kramatorsk and Rubizhne. The target audiences of the centers are teachers of secondary schools who undergo competence development trainings at the Institutes of Postgraduate studies and talented youth.

The training shall contribute to the achievement of the following learning objectives:

- participants have increased their knowledge of how to integrate STEM approach into secondary education;
- participants have learned fundamentals of project-oriented education and various types of cooperation in the learning process;
- participants have acquired practical skills in managing the full cycle of project development in STEM education;
- participants have learned how to organize coherent educational process for capacity building of teachers of different subjects (physics, chemistry, biology, geography and arts) and youth groups;
- participants have acquired skills to independently create training curricula on STEM disciplines;
- participants have acquired practical skills working with STEM equipment and using it in the educational process (3D printers, programmable Arduino kits, video studio, lab equipment, etc.)

III. SCOPE OF WORK AND EXPECTED OUTPUTS

The Contractor shall perform the following tasks:

1. **Initial stage.** Develop at least 5 online training modules on integrating STEM into the secondary educational process for trainers of two regional STEM centers in Donetsk and Luhansk oblasts, taking into account objectives, expected outcomes and topics listed below. Each module shall include not less than 4 topics, including but not limited to the topics indicated below.

Specifically, the Contractor shall implement the following:

- Develop and approve with the UNDP a work plan and a detailed methodology including training curriculum and an overview of the tools to be used under this assignment. The training content, learning and information materials shall be in line with the national standards, as well as international practices of utilizing STEM approach in secondary education;
- Design training schedule, assign groups of trainers for each training module and agree it with UN RPP, prepare an online platform for the trainings and create student profiles for the training participants;
- Develop evaluation criteria, pre-training survey, monitoring tools and post-training evaluation forms to assess the initial expertise of the participants and track their learning process;
- Develop supervision program for the participants to ensure sustainability of the project. Develop preliminary schedule for group and individual (if needed) supervision sessions. Supervision program shall not be less than 3 months after the end of the training program.

Outputs:

- A work plan and a detailed methodology, including training curriculum, submitted and approved by UN RPP;
- Training schedule designed and approved by UN RPP. Trainers assigned for each training session, online platform selected;
- Pre-training survey, evaluation criteria, monitoring tools and post-training evaluation forms developed and agreed with UN RPP;
- Supervision program for the participants developed, preliminary schedule of supervision sessions approved by UN RPP.

The training program should cover but not be limited to the following topics:

- STEM as a multidisciplinary approach to secondary education (project-oriented learning, STEM project cycle, integration of STEM into school curriculum, preparing teachers to introducing STEM approach, latest international trends of STEM education);

- Arduino programmable modules and robotics in STEM education (using programmable modules for practical and laboratory classes in physics, chemistry, biology, geography, informatics; creating integrated multi-subjects curricula using programmable modules; creating practical projects using programmable modules; fundamentals of robotics and using robotic kits in STEM projects);

- 3D modeling in STEM education (fundamentals of 3D modeling; using 3D modeling tools for creating educational projects; learning basic integrated practical projects using 3D modeling; integrating 3D modeling exercises into school curricula);

- 3D printing in STEM education (operation principles of 3D printers and carvers; different materials for 3D printing; using 3D printing in multidisciplinary STEM projects);
- Using video production studio in STEM projects and online education (creating engaging content: theory and practice; holography; integrating arts and sciences in STEM projects);
- Organizing multidisciplinary educational process (lab work and practical lessons) using STEM methods (organizing integration of chemistry, biology, math, informatics, physics and arts in the educational process);
- Methodological and supervisory support to the participants after the end of the training program.

The training program shall be targeted at employees of Donetsk and Luhansk Institutes of Pedagogical Postgraduate Studies and Luhansk Youth Academy of Sciences who will be responsible for supervising separate STEM streams (physics, chemistry, biology, geography, robotics, 3D modeling) at the regional STEM centers in Kramatorsk and Rubizhne. Total number of participants is not more than 30 persons, divided into two study groups.

Estimated implementation period: up to 15 calendar days after the Contract start date

2. Training Delivery

Output 1:

- Deliver online training sessions according to the developed curriculum. Each training module shall be comprised of theoretical and practical exercises and include group work on mini projects. Duration of each module shall not exceed 6 weeks. Training schedule shall be flexible and shall not exceed 2 hours per day. Part of the materials shall be given to the students in the form of home assignments for individual and group work;
- Conduct a pre-training survey and post-training evaluation of the participants. Electronic copies of the forms should be provided to UN RPP;
- Conduct at least two 2-days offline training sessions in each location (one in Kramatorsk and one in Rubizhne) upon UN RPP approval (depending on COVID-19 restrictions);
- Prepare and submit interim reports after each module to reflect the outcome of training and present recommendations for adjustments of the training process;
- Prepare certificates for successful students with the number of academic hours of study which will be recognized by the educational institutions as advanced training courses (курси підвищення кваліфікації).

The training sessions to be organized and conducted in March – September 2021.

Output 2:

- Provide at least 10 online supervision sessions for the students in their roles as STEM trainers. Supervisory session shall include at least 2 hours of group work per week and individual consultations if needed.

The supervision sessions to be organized and conducted in October-December 2021.

Requirements to the team of trainers and training conditions:

- A sufficient number of qualified trainers should be provided, considering different subjects of the program (physics, chemistry, biology, geography, robotics and informatics). At least 2 trainers should work during each training simultaneously;
- 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;
- Learning materials developers should be assigned to compose the training toolkit;
- The training content, information materials and presentations should address the needs of the target audience;
- Trainers travel (public transport limited to 2nd class) and accommodation should be included in the scope of the proposal;
- Travel and accommodation expenses of trainees as well as rent of premises, equipment and catering services during the training sessions, will be covered by UN RPP and therefore should be excluded from the scope of the proposal.

3. Final stage.

Output 3:

- Original participant lists with signatures provided to UN RPP per each day of the offline trainings in Kramatorsk and Rubizhne. Screenshots of online sessions with participants for each training session provided to UN RPP;
- Final report in Ukrainian submitted and accepted by UN RPP, containing but not limited to the following:
 - Disaggregated participant data by gender and age;
 - Pre-training and post-training evaluation survey results and their analysis;
 - Description of participants insights on the training;
 - Lessons learned and analysis of the effectiveness of the trainings;
 - Recommendations for further activities on developing STEM education among teachers.

Estimated implementation period: up to 30 days after the end of the supervision.

IV. MONITORING/REPORTING REQUIREMENTS

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

Types of reports:

1) Work plan and interim report submitted in Ukrainian, including reports on the work accomplished, results and monitoring:

- Inception report – 15 calendar days after the Contract starting date;
- Interim reports – 7 calendar days after the end of each training module;
- Final report – 30 calendar days after the end of the supervisory sessions.

2) Brief reports periodically submitted upon request of UN RPP in cases where it is required to get information on the progress of the programme between reporting periods;

All reports and survey results shall be transmitted electronically (Formats of: * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor/Implementer about the data transmission of products to the UNDP.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by UN RPP, and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The inception report, interim reports and the final report shall follow the pre-set template agreed with UN RPP and shall be shared with the respective official.

As a quality assurance measure, UN RPP reserves the right to initiate spot-checks at trainings, to conduct interviews with participants and receive feedback on the quality of the Contractor's work. The Contractor shall facilitate the process by presenting UN RPP with all necessary contacts of the trainees and shall refrain from influencing the impartiality of the assessment procedures.

V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Organization/company officially registered in Ukraine. Experience in the organization and management of STEM training programs for teachers (at least 5 programs delivered);
- Accreditation from a national or international recognized authority to conduct STEM training programs.

The Contractor must have a team of at least 4 professionals with the following roles and required qualifications:

Team Leader/Project Manager:

- Master's (or equivalent) degree in Pedagogics, Sciences, Economics, Public Administration, Management or related field;
- Certificate from an accredited national or international authority proving trainer's capacity as STEM coach; Minimum 3 years of professional experience in project management and/ team management;
- Minimum 3 years of experience and implementation of at least 3 projects/programs/provision of STEM training services;
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

Study materials developer:

- Master's (or equivalent) degree in Pedagogics, Sciences, Economics, Public Administration, Management or related field or related field;
- Proven knowledge and skills in learning materials development (at 2 examples must be provided);
- Minimum 3 years of proven experience in developing training curriculums, related to STEM education;

- Excellent knowledge of Ukrainian and Russian.

Trainer (at least 2 persons):

- Master's (or equivalent) degree followed by at least 3 years of relevant experience in the field of capacity building for teachers in STEM approach;
- Sound knowledge and proven experience in STEM disciplines (physics, biology, chemistry, geography and robotics), at least 4 training sessions conducted;
- Excellent knowledge of Ukrainian and Russian.

VI. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

- ☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company;
- ☒ Certificate of accreditation from a national or international authority to conduct STEM training programs;
- ☒ A work plan with the proposed work schedule indicating the persons responsible for each area of activity;
- ☒ A proposed list of training modules that should address the ToR requirements and needs of the target audience with indicated number of academic hours for each module;
- ☒ Personal CVs of the Project Team, including information about experience in similar projects / assignments;
- ☒ At least 2 samples of training curricula on STEM education and/or handbooks developed by the trainers;
- ☒ At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;
- ☒ At least 1 reference letter for each trainer from the previous customers and former employers.

VII. PROPOSED PAYMENT SCHEDULE:

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.

- After completion of the initial stage and submission of the Inception Report – 20%;
- After completion of training modules 1-2 and submission of two Interim Reports – 20%;
- After completion of training modules 3-4 and submission of two Interim Reports – 20%
- After completion of the remaining training modules and submission of the remaining Interim Reports – 20%
- After completion of the supervision and submission of the Final report – 20%

Financial proposal

Please pay attention: the cost of arranging two offline trainings (one in Kramatorsk and one in Rubizhne), travel costs of the training participants, accommodation and catering for participants will be covered by the Programme. Expenses related to traveling of trainers to the locations, accommodation and per diems should be included into the financial proposal.

Minimum evaluation criteria

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

1. Organization/company officially registered in Ukraine with experience in the organization and management of STEM training programs for teachers (at least 5 programs delivered).
2. Availability of accreditation from a national or international authority to conduct STEM training programs

Technical criteria:

| Summary of Technical Proposal Evaluation Form | Score Weight | Max Points obtainable |
|--|--------------|-----------------------|
| Expertise of Company/Organization | 15% | 100 |
| Proposed Methodology, Approach and Implementation Plan | 38% | 270 |
| Personnel | 47% | 330 |
| Total | 100% | 700 |

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

| Assessment of technical proposal | | Maximum score | Company / Other organization | | |
|-----------------------------------|---|---------------|------------------------------|---|---|
| Form 1 | | | A | B | C |
| Expertise of Company/Organization | | | | | |
| 1.1 | Experience in the organization and management of STEM training programs for teachers (at least 5 programs delivered): 5 programs – 40 points, 6 programs and more – 50 points). | 50 | | | |
| 1.2 | Accreditation from a national or international authority to conduct STEM training programs: accreditation from a national authority – 25 points; accreditation from an international authority – 25 points; | 50 | | | |
| Overall score on Form 1 | | 100 | | | |

| | | |
|----------------------------------|--|------------------------------|
| Assessment of technical proposal | | Company / Other organization |
|----------------------------------|--|------------------------------|

| Form 2 | | Maximum score | A | B | C |
|---|--|---------------|---|---|---|
| Proposed Methodology, Approach and Implementation Plan | | | | | |
| 2.1 | How well-elaborated is the proposed plan of work and suggested timeline? <ul style="list-style-type: none"> - The schedule is realistic and meets the assignment timeframe – up to 25 points. - Weekly detailed elaboration of a work plan – up to 25 points – up to 25 points. | 50 | | | |
| 2.2 | How well elaborated are the concept and contents of learning materials? <ul style="list-style-type: none"> - The concept contains a theoretical part of the training program – 35 points; - The concept contains a practical part of the training program – 35 points. | 70 | | | |
| 2.3 | How well-elaborated is a proposed list of trainings' topics? <ul style="list-style-type: none"> - The list of the topics is well-elaborated and covers all required subjects – up to 40 points; - The list of the topics contains practical exercises for the classes of biology, chemistry, physics, geography and informatics – up to 40 points | 80 | | | |
| 2.4 | How well does the proposed curriculum align with national and international requirements for STEM education? <ul style="list-style-type: none"> - The proposed curriculum aligns with the national standards – up to 25 points. - The proposed curriculum aligns with the international standards – up to 25 points. | 50 | | | |
| 2.5 | How well-elaborated are the evaluation criteria, pre-training survey, monitoring tools and post-training evaluation forms <ul style="list-style-type: none"> - Evaluation criteria, pre-training survey, monitoring tools and post training evaluation forms allow for efficient assessment of participants' capacities before the trainings – up to 10 points. - Evaluation criteria, pre-training survey, monitoring tools and post training evaluation forms allow for efficient tracking of participants' progress during the trainings – up to 10 points | 20 | | | |
| Overall score on Form 2 | | 270 | | | |

| Assessment of technical proposal Form 3 | | Maximum score | Company / Other organization | | |
|--|--|---------------|------------------------------|---|---|
| | | | A | B | C |
| Personnel | | | | | |
| | Team Leader/Project Manager | | | | |
| 3.1 | Experience in project management and team management (3 years – 7 points, 4 years and more – 10 points). | 10 | | | |
| 3.2 | Certificate from an accredited national or international authority proving trainer's capacity as STEM coach (certificate from a national authority – 10 points, certificate from an international authority – 20 points) | 20 | | | |
| 3.3 | Implementation of projects / programmes / provision of trainings in STEM: <ul style="list-style-type: none"> - total experience (3 years – 7 points, 4 years and more – 10 points); - number of STEM-related training projects/programs implemented (3 projects/programs – 10 points, 4 projects/programs and more – 15 points). | 25 | | | |
| 3.4 | Higher education in Pedagogics, Sciences, Economics, Public Administration, Management or related field (Master's (or equivalent) – 15 points, PhD or higher – 20 points) | 20 | | | |
| 3.5 | Language command (Ukrainian, Russian) – 7 points; working knowledge of English - 3 points | 10 | | | |
| Interim score according to criteria 3.1–3.5 | | 85 | | | |
| | Other Experts – Trainer 1: | | | | |
| 3.6 | Master's degree followed by at least 3 years of relevant experience in the field of capacity building for teachers in STEM approach (3 years – 15 points, 4 years or more – 20 points). | 20 | | | |
| 3.7 | Sound knowledge and proven experience in at least one of the STEM disciplines (physics, biology, chemistry, geography and robotics), at least 8 training sessions conducted (4 trainings conducted – 30 points; 5-7 trainings conducted – 40 points; more than 7 trainings conducted – 50 points) | 50 | | | |

| | | | | | |
|-------------------------|---|-----|--|--|--|
| 3.8 | Language command (Ukrainian, Russian) – -5 points | 5 | | | |
| | Interim score according to criteria 3.6–3.8 | 75 | | | |
| | Other Experts – Trainer 2: | | | | |
| 3.9 | Master’s degree followed by at least 3 years of relevant experience in the field of capacity building for teachers in STEM approach (3 years – 15 points, 4 years or more – 20 points). | 20 | | | |
| 3.10 | Sound knowledge and proven experience in at least one of the STEM disciplines (physics, biology, chemistry, geography and robotics), at least 8 training sessions conducted (4 trainings conducted – 30 points; 5-7 trainings conducted – 40 points; more than 7 trainings conducted – 50 points) | 50 | | | |
| 3.11 | Language command (Ukrainian, Russian) – 5 points | 5 | | | |
| | Interim score according to criteria 3.9–3.11 | 75 | | | |
| | Other Experts – Study materials developer: | | | | |
| 3.12 | Proven experience in developing training curriculums, related to STEM education (3 years – 20 points, 4 or more – 30 points) | 30 | | | |
| 3.13 | Proven knowledge and skills in learning materials development (2 samples – 25 points, more than 3 samples – 40 points)) | 40 | | | |
| 3.14 | Education in Pedagogics, Sciences, Economics, Public Administration, Management or related field or related field (Master’s degree (or equivalent) – 15 points, PhD or higher – 20 points) | 20 | | | |
| 3.15 | Language command (Ukrainian, Russian–5 points | 5 | | | |
| | Interim score according to criteria 3.12–3.15 | 95 | | | |
| Overall score on Form 3 | | 330 | | | |

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)***

[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 31-2021-UNDP-UKR-RFP-RPP dated 2/22/2021, 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) A letter of interest / letter of offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company;;*
- 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) At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant*
- f) 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.*

BRIEF COMPANY PROFILE

¹ This serves as a guide to the Service Provider in preparing the Proposal.

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

| | |
|--|---|
| 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 |
| Track Record performed | 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 | Yes/No (Please choose) |

| | |
|---|--|
| Procurement Division List or Other UN Ineligibility List. | |
| 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 will be appropriate to the local conditions and context of the work including:

- *A work plan with the proposed work schedule indicating the persons responsible for each area of activity;*
- *A proposed list of training modules that should address the ToR requirements and needs of the target audience with indicated number of academic hours for each module.*

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) At least 2 samples of training curricula on STEM education and/or handbooks developed by the trainers;*
- e) At least 1 reference letter for each trainer from the previous customers and former employers.*

D. Cost Breakdown per Deliverable*

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

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

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

| | | | |
|--|---|------|--|
| | Delivery of output 5 | | |
| | Total (please indicate currency) | 100% | |

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

E. Cost Breakdown by Cost Component:

The Bidders 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.

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.

| No | Activity/Costs | Unit | Number | Cost per unit, currency | Amount, currency excl. VAT |
|-----------|--|-----------------|---------------|--------------------------------|-----------------------------------|
| 1 | Personnel | | | | |
| 1.1 | Team Leader / Project Manager | 1 month of work | | | |
| 1.2 | Trainer 1 | 1 month of work | | | |
| 1.3 | Trainer 2 | 1 month of work | | | |
| 1.4 | Study materials developer | 1 month of work | | | |
| ... | ... | | | | |
| 2 | Administration Costs (if necessary) | | | | |
| 2.1 | Communication (Internet/Phone/etc.) | | | | |
| 2.2 | Other (if any - to define clearly activities/costs) | | | | |
| ... | | | | | |
| 3 | Travel and Lodging | | | | |
| 3.1 | Booking of tickets | Ticket | | | |
| 3.2. | Accommodation of trainers | | | | |
| 4 | Other costs (if any - to define clearly activities/costs) | | | | |
| 4.1 | | | | | |
| 4.2 | | | | | |
| 4.3 | | | | | |
| ... | ... | | | | |
| | Total (please indicate currency) | | | | |

*[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 329-2020-UNDP-UKR-RFP-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 графа 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.

Annex 4

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 <i>та</i> послуги</p> | <p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services</p> |
| <p>6. Тип Послуг:</p> | <p>6. Type of Services:</p> |
| <p>7. Дата початку Договору:</p> | <p>7. Contract Starting Date:</p> |
| <p>8. Дата завершення Договору:</p> | <p>8. Contract Ending Date:</p> |
| <p>9. Загальна сума Договору:</p> | <p>9. Total Contract Amount:</p> |
| <p>9a. Передплата: Не застосовується</p> | <p>9a. Advance Payment: Not applicable</p> |
| <p>10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари <i>або</i> Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари <i>та/або</i> 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 <i>or</i> Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods <i>and/or</i> 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:</p> | <p>13. Contractor's Contact Person's Name: Title Address: Telephone number:</p> |

| | |
|---|--|
| Факс: Email: | Fax: Email: |
| 14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: + Email: | 14. UNDP Contact Person's Name: Title: Address: Telephone number Email: |
| 15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ | 15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU |
| Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку: <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 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. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій</p> | This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order: <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 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. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> |

| | | | |
|--|--|---|--|
| <p>формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p> | | <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p> | |
| Від імені Підрядника / For the Contractor | | Від імені ПРООН / For UNDP | |
| Підпис / Signature: | | Підпис / Signature: | |
| Ім'я / Name: | | Ім'я / Name: | |
| Посада / Title: | | Посада / Title: | |
| Дата / Date: | | Дата / Date: | |