



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: February 26, 2021
	REFERENCE: 214-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for : *"Preparation, organization, and conducting trainings and discussions for local authorities and members of public organizations on raising awareness and capacity building of CSOs and citizens' groups for the environmental security, effective initiation, planning, and implementation of initiatives aimed at protecting the environment of pilot communities"*.

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

Proposals may be submitted on or before **23:59 Sunday, March 14, 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: **“214-2021-UNDP-UKR-RFP-RPP”** and : "Preparation of recommendations on optimization of the queue control at the entry-exit checkpoints in the East of Ukraine".

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Manal Fouani*  
Ms. Manal Fouani  
UNDP Deputy Resident  
Representative in Ukraine

February 26, 2021

*ad*

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

Context of the Requirement	Preparation, organization, and conducting trainings and discussions for local authorities and members of public organizations on raising awareness and capacity building of CSOs and citizens' groups for the environmental security, effective initiation, planning, and implementation of initiatives aimed at protecting the environment of pilot communities
Brief Description of the Required Services	<p>One of the main priorities of the Project is to promote the development and capacity building of CSOs and citizens' groups for effective initiation, planning, and implementation of initiatives aimed at protecting the environment, increasing the activity of civil society on strengthening the collective environmental protection and environmental liability within the Component 2.</p> <p>Therefore, UNDP is looking to contract an experienced organization, institution, self-employed individuals with appropriate capabilities, capacity and specialists who will be able to provide high quality and duly performed tasks set out in this document.</p>
List and Description of Expected Outputs to be Delivered	<p>The main goal of this assignment is to develop and strengthen the capacity of local authorities, representatives of civil society organizations of pilot communities in environmental protection, implement the environmentally sensitive and participative policy to increase the activity of civil society for enhancing the collective environmental protection.</p> <p>The objective of this assignment is to implement a set of activities aimed at developing human resources of representatives of local authorities, civil society organizations of pilot communities in Donetsk and Luhansk oblasts, as well as gaining an active competent and environmentally responsible community within its development including the right to influence on decision-making.</p>
Person to Supervise the Work/Performance of the Service Provider	Environmental Protection Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to TOR attached
Target start date	April 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
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: <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
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on 5 <sup>th</sup> of March 2021 at 10 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

	<p>contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail:  <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a>          Attn: Procurement Unit          Subject: <b>214-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
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> <p>Delivery of outputs 1, 2, 3 and submission of the report on the work done - 30% of the total payment</p> <p>Delivery of output 4 and submission of the report on the work done - 60% of the total payment</p> <p>Delivery of outputs 5 and 6 and submission of the report on the work done - 10% of the total payment</p> <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/completed services and authorize the disbursement of payment	Component III Lead, UN RPP
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p> <p><input checked="" type="checkbox"/> Contract for Professional Services</p> <p><input type="checkbox"/> Long-Term Agreement</p> <p><input type="checkbox"/> Other Type of Contract</p>
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30%</li> <li><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 35%</li> <li><input checked="" type="checkbox"/> Personnel and invited experts/consultants 35%</li> </ul>

	<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<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 checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  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> <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</b>
Annexes to this RFP	<input checked="" type="checkbox"/> Technical Requirements (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3) <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.
Documents to be submitted in proposal	<input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 3); <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; <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any); <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; <input checked="" type="checkbox"/> Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule indicating the persons responsible for each area of activity; <input checked="" type="checkbox"/> Three examples of previous experience in organizing and conducting training campaigns; <input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about experience in similar projects / assignments (references should be provided); <input checked="" type="checkbox"/> Minimum 2 references on similar projects from previous clients; <input checked="" type="checkbox"/> <b>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).</b>

<p>Other Information <i>[pls. specify]</i></p>	<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> <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 (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine).</li> <li>2. Proven experience in information, advisory, and training activities aimed at promoting the development of local governance, including the development and implementation of environmental initiatives, the environmental capacity of communities and their human resources (at least 5 years);</li> <li>3. Proven experience in organizing and conducting training campaigns (at least two pilot initiatives implemented);</li> <li>4. Proven experience in organizing public activities.</li> <li>5. Proven experience in organizing adult education activities (at least 5 years).</li> </ol> </li> </ul> <p>Other information is available on  <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>;            For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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## Annex 2



## TERMS OF REFERENCE

**Project title:** UN Recovery and Peacebuilding Programme.

**Description of the assignment:** Platform for Environmental Protection: *Preparation, organization, and conducting trainings and discussions for local authorities and members of public organizations on raising awareness and capacity building of CSOs and citizens' groups for the environmental security, effective initiation, planning, and implementation of initiatives aimed at protecting the environment of pilot communities.*

**Country/place of implementation:** Ukraine, government-controlled areas of Donetsk and Luhansk oblasts.

Pilot communities:

Donetsk oblast: Soledar, Siversk, Volnovakha, Mariinka, Kurakhove, Krasnohorivka, Toretsk, Khlibodarivka, Olhynka, Ocheretyne.

Luhansk oblast: Shchastia, Hirske, Zolote, Popasna, Bilovodsk, Stanytsia Luhanska, Novoaidar, Krasnorichenske, Shyrokyi, Krasna Talivka.

**Duration of the assignment:** 6 months

**Name and functional post of Direct Manager:**

Oleksii Pyrikov, Environmental Protection Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme.

**Name and functional post of Senior Manager:** Olena Ruditch, Programme Coordinator, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme.

## 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.

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 mentioned above, built on this earlier engagement and established partnerships, started in 2015 through the Recovery and Peacebuilding Programme (RPP). The RPP is a multi-donor funded framework programme formulated and led by 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 an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). 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.

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. Under the current project, it is a unifying interventions framework for 12 projects funded by 12 international partners for conflict-affected areas in eastern Ukraine and is worth about 80 million USD.

Since October 2018, the Project of Good Governance and Citizens Engagement for Justice, Security, Environmental Protection, and Social Cohesion in Eastern Ukraine has been implemented with funding from the Swedish International Development Cooperation Agency, the Danish government, and the Swiss Agency for Development and Cooperation.

One of the main priorities of the Project is to promote the development and capacity building of CSOs and citizens' groups for effective initiation, planning, and implementation of initiatives aimed at protecting the environment, increasing the activity of civil society on strengthening the collective environmental protection and environmental liability within the Component 2.

Therefore, UNDP is looking to contract an experienced organization, institution, self-employed individuals with appropriate capabilities, capacity and specialists who will be able to provide high quality and duly performed tasks set out in this document.

## **II. Main goal and objectives of the assignment**

**The main goal** of this assignment is to develop and strengthen the capacity of local authorities, representatives of civil society organizations of pilot communities in environmental protection, implement the environmentally sensitive and participative policy to increase the activity of civil society for enhancing the collective environmental protection.

**The objective** of this assignment is to implement a set of activities aimed at developing human resources of representatives of local authorities, civil society organizations of pilot communities in Donetsk and Luhansk oblasts, as well as gaining an active competent and environmentally responsible community within its development including the right to influence on decision-making.

*Thus, the main tasks are the following:*

- Organizing trainings for representatives of local authorities, civil society organizations of pilot communities in Donetsk and Luhansk oblasts for the development of professional competencies and the implementation of short-term professional development programmes for local authorities' officials and public officers as required by applicable environmental legislation in order to facilitate the adaptation of official activities to the EU standards.
- Making emphasis on the development of environmental awareness and responsibility of local authorities and active community representatives, i.e. effective initiation, planning and implementation of initiatives aimed at protecting the environment, preparation and implementation of local environmental protection strategies, participation and role of communities in the environmental impact assessment procedure using multifunctional tools of environmental management and environmental law.

- Organizing and conducting trainings for students and active community representatives on environmentally sensitive participation in decision-making (participation in public hearings on environmental impact assessment, strategic environmental assessment, etc.);
- Organizing and conducting two round tables meetings/discussions (1 in Donetsk oblast and 1 in Luhansk oblast within government-controlled areas of Ukraine; a list of venues to be agreed and approved by the UNDP representative) on establishing an effective public-private partnership aimed at implementing environmental protection strategies, taking into account green recovery, sustainable public procurement, social inclusion, gender equality, youth and women empowerment standards and principles to exchange best practices of local environmental development, implementation of environmental strategies, etc.
- Organizing and conducting two discussions (1 in Donetsk oblast, 1 in Luhansk oblast - event within government-controlled areas of Ukraine; a list of venues to be agreed and approved by the UNDP representative) on establishing an effective dialogue between local authorities and the largest industrial enterprises to expand the scope of environmental activities, taking into account green recovery, sustainable public procurement, social inclusion, gender equality, youth and women empowerment standards and principles

### **Scope of work and expected outputs**

The Contractor will be responsible for preparing and implementing the following objectives:

- Develop and coordinate with UNDP a detailed plan for implementing objectives of this Terms of Reference;
- Develop activity programmes (to be prepared in Ukrainian and Russian), select trainers for the implementation of a training programme on integrated environmental protection (19 two-day trainings; each training provides for the transportation of participants there and back, their accommodation for 1 night and 2 days, 3-time meals and compliance with all necessary sanitary requirements; 7-hour training day, including a break for lunch (up to 1 hour) and at least 2 more breaks (coffee-breaks, 15-30 minutes each) for 20 participants at each event). The total number of participants to be trained must be at least 380 persons. The main subjects of 19 trainings (acceptable authors' developments) should include and not be limited to:
  - ✓ Awareness-raising of local authorities and civil society activists of pilot communities on environmental law area, recent changes in legislation, tasks and consequences of decisions at the national level for the development of communities on environmental protection and management; features of environmental monitoring and public control;
  - ✓ Green recovery strategy implementation on the local level ;
  - ✓ Environmental awareness and modern aspects of waste management;
  - ✓ Key issues for community waste management;
  - ✓ Improvement of the hazardous waste management system;
  - ✓ Local environmental budget: principles, instruments and new opportunities for community development, sustainable public procurement on the local level;
  - ✓ New activities for the local community, taking into account the principles of gender equality, youth and women empowerment for additional profit based on environmentally friendly technologies, green recovery principles, including master classes;
  - ✓ Education for sustainable development as an integral part of a local environmental policy;
  - ✓ Introduction of the environmental vector in local governance and providing feedback between authorities and the community;
  - ✓ Incorporate environmentally-oriented vector into local self-government policy and establish feedback between the authorities and communities; implement local environmental policy and

initiatives in the strong connection between authorities, business, community, media, develop CSO networks;

- ✓ Implementation of environmental initiatives and principles in communication between authorities, entrepreneurs and the community;
- ✓ Development and implementation of effective mechanisms for establishing an effective partnership of local authorities, the public and the media;
- ✓ Environmental monitoring and public control;
- ✓ strengthen the role of youth and women in influencing local environmental policy, gender equality, social inclusion, transparency, innovation, partnership, networking;
- ✓ Environmental awareness and local governance: publicity, transparency, innovations, partnership, etc.
- Coordinate with UNDP the programmes developed for the implementation of training programme;
- Organize and conduct 19 two-day trainings after coordination with UNDP. The frequency of trainings, their sequence or the possibility of simultaneous holding in different areas should be agreed and approved by the UNDP representative. It also includes the development of training programme, selection of trainers, speakers, and participants on a competitive basis (lists of participants to be settled jointly with the UNDP representative; participants to be requested from local governments (including environmental specialists and their acting members of each pilot community, representatives of local community leaders, civil society organizations and associations; a full list of participants to be agreed and approved by the UNDP representative), evaluation of training effectiveness, certification of participants, venue selection (city and venue to be proposed by the company and agreed by the UNDP representative), logistic support, etc.;
- Coordinate with UNDP the developed programmes of round table meetings and discussions (4 sessions, 2 in each oblast; at least 12 participants in each event), i.e. a plan and schedule for their holding, general scenario, approval of the list of potential participants, etc.;
- Prepare reports on the results of the activities performed.

All activities and documents developed must be gender-oriented and illustrated with photos of the appropriate quality taken by the Contractor during the activity for their publishing in print media.

#### RECOMMENDATIONS TO SERVICE PROVISION:

**Those bidders with no inner capacity of conference/accommodation/catering service providers are recommended to contact a list of approved UNDP Long Term Agreement partners to assure the quality of the conference component. The list of the companies will be provided upon request to e-mail [procurement.rpp.ua@undp.org](mailto:procurement.rpp.ua@undp.org) and participants of a pre-bid meeting.**

#### General operations:

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phases of the assignment.

#### Recommendations on the Contractor's team composition:

CV of Team Leader and all team members should be submitted with a proposal. The Contractor's team may include both staffs of the applicants' organization or institution and invited professionals.

#### General operations:

1. The reference to the UN Recovery and Peacebuilding Programme funded by Swedish International Development Cooperation Agency, the Danish government, and the Swiss Agency for Development and Cooperation in all the products created under the contract is mandatory and must be ensured and agreed with UNDP.

### III. Requirements for monitoring/reporting

The Contractor will report to the Environmental Protection Specialist of the Local Governance and Decentralization Reform Component within the UN Recovery and Peacebuilding Programme for the above outputs to be accepted and approved. A detailed work plan for achieving these outputs will be discussed with the Contractor in advance before the start of the assignment.

The Contractor must adhere to the system of monitoring, evaluation, and quality control implemented by UNDP and provide the necessary information, reports, and tools according to the preset schedule or at the request of UNDP as soon as possible (within a reasonable time).

All reports for UNDP should be transmitted electronically (formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf) on electronic source or in the form of electronic communication. The reports must be written in Ukrainian.

### IV. EXPECTED OUTPUTS AND PAYMENT SCHEDULE

No.	Output description	Expected date of completion
1.	The detailed plan for implementing objectives is prepared.	1 week after the start of the contract
2.	The training programme is developed, submitted to and approved by UNDP.	3 weeks after the start of the contract
3.	The programmes of round table discussions (4 sessions, 2 in each oblast) are developed and submitted to UNDP for approval.	4 weeks after the start of the contract
4.	19 two-day trainings (development of training programme, selection of trainers, speakers, participants on a competitive basis, evaluation of training effectiveness, certification of participants, venue selection, logistic support, etc.) are organized and conducted after coordination with UNDP.	22 weeks after the start of the contract
5.	4 round table discussions (development of the round table programme, the involvement of participants, resolutions prepared for each meeting, venue selection, logistic support, etc.) are organized and conducted after coordination with UNDP.	23 weeks after the start of the contract
6.	The narrative report of all the work done with annexes (training programmes, copies of lists of participants with signatures, photos, evaluation questionnaires of participants and their analysis, training materials, copies of certificates, CVs of trainers, etc.) is prepared and submitted to UNDP.	24 weeks after the start of the contract

UNDP will pay the negotiated amount in three (3) tranches as per delivery of outputs outlined above.

Delivery of outputs 1, 2, 3 and submission of the report on the work done - 30% of the total payment

Delivery of output 4 and submission of the report on the work done - 60% of the total payment

Delivery of outputs 5 and 6 and submission of the report on the work done - 10% of the total payment

UNDP will pay the contracted amounts for the services provided within 30 days after their being approved by UNDP.

Payments will be made upon full completion and acceptance of contractual obligations by the Component Lead's signing the act of acceptance.

## **V. Experience and qualification requirements**

An officially registered institution, commercial organization, self-employed individual, public or charitable organization, and association of local governments with its status of the legal entity operating within the territory of Ukraine may participate in this tender.

### **Qualification requirements for bidders**

Qualification requirements for applying companies:

- Proven experience in information, advisory, and training activities aimed at promoting the development of local governance, including the development and implementation of environmental initiatives, the environmental capacity of communities and their human resources (at least 5 years).
- Proven experience in organizing and conducting training campaigns (at least two pilot initiatives implemented);
- Proven experience in organizing public activities (at least 3 events);
- Proven experience in organizing adult education activities (at least 5 years);
- Presentation of at least 2 references from the Applicant's partner organizations regarding the implementation of similar assignments;
- Availability of human resources ensuring proper quality and timely performance of the contract, including experienced trainers (2 persons), professional speakers and moderators (2 persons) (CVs of trainers, speakers, and moderators with a letter of consent from each of them to be added to the proposal).

The project team will include a Team Leader, a Team Expert and at least 2 trainers and 2 speakers and moderators:

- *Team Leader:*
  - ✓ Higher education (at least Specialist/Master's degree) in economics, finance, management, ecology, environmental management, public administration, administrative management or other relevant field;
  - ✓ At least 5 years of experience in environmental security and environmental development of local governance and executive authorities;
  - ✓ At least 5 years of training and teaching experience (at least 10 trainings conducted);
  - ✓ Fluency in Ukrainian and Russian.
- *Team Expert:*
  - ✓ Higher education (at least Specialist/Master's degree) in ecology, environmental safety, economics, public administration, administration and sociology or other relevant field;

- ✓ At least 5 years of experience in organizing and conducting large-scale information and awareness-raising activities for public representatives and public organizations;
  - ✓ At least 3 years of experience in environmental consulting;
  - ✓ Fluency in Ukrainian and Russian.
- Trainers (all trainers must meet the following requirements):
    - ✓ Bachelor's degree (or higher) in related fields such as ecology, environmental safety, economics and finance, public administration, administrative management, psychology, and sociology;
    - ✓ In-depth knowledge and proven experience in organizing and conducting training courses, at least 20 training sessions conducted on relevant subjects;
    - ✓ Proven experience in developing training programmes, publications, handouts, and manuals related to these Terms of Reference and listed training subjects (at least 3 documents);
    - ✓ Excellent Ukrainian and/or Russian.
  - Speakers and Moderators (all speakers/moderators must meet the following requirements):
    - ✓ Higher education in related fields such as ecology, environmental safety, economics and finance, public administration, administrative management, educational science, psychology, and sociology;
    - ✓ In-depth knowledge and proven experience in conducting discussion panels, round table meetings, and other public activities related to these Terms of Reference (at least 3 events conducted);
    - ✓ Excellent Ukrainian and/or Russian.

## VI. DOCUMENTS TO BE SUBMITTED WITH A PROPOSAL

Documents submitted with a project proposal	
<input checked="" type="checkbox"/>	A letter of interest/offer which outlines the previous experience in implementing similar programmes and competitive advantages of the applying company.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment implementation using an indication approach to the performance of each stage.
<input checked="" type="checkbox"/>	Financial proposal prepared by the UNDP template.
<input checked="" type="checkbox"/>	CV of the Team Leader, including information on work experience in similar projects/appointments and contact details for reviewers.
<input checked="" type="checkbox"/>	CV of the Team Expert, including information on work experience in similar projects/appointments and contact details for reviewers.
<input checked="" type="checkbox"/>	CVs of the potential trainers, speakers, and moderators, including information on work experience in similar projects/appointments and contact details for reviewers.

<input checked="" type="checkbox"/>	A letter of consent from potential trainers, speakers, and moderators confirming their intentions for further cooperation.
<input checked="" type="checkbox"/>	At least 2 positive references on similar projects from previous clients.

## VI. Evaluation criteria

### Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating proposals, with an evaluation of the technical proposal being completed before 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.

In the first stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per below evaluation criteria. In the second stage, the price proposals of all applicants, who have attained minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed by the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 points x lowest price/quoted price.

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

### Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Score weight	Maximum score	Company/Other organization			
1	Experience of the company/organization submitting the proposal	15%	105				
2	Proposed work plan, methodology and approach <sup>1</sup>	55%	385				
3	Staff	30%	210				
	Total score	100%	700				
	Remarks						

Technical evaluation forms are provided below. The maximum points obtainable as per each criterion indicate the relative importance or score weight in the general evaluation process.

<sup>1</sup> The proposal contains a proposed methodology and a work plan, which may be further modified as required by UNDP.



## Technical evaluation forms:

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

Form 2. Proposed work plan, methodology, and approach

Form 3. Staff

Evaluation of technical proposals Form 1		Maximum score	Company/Other organization		
			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Proven experience in information, advisory, and training activities aimed at promoting the development of local governance, including the development and implementation of environmental initiatives, the environmental capacity of communities and their human resources (6 or more years – 25 points; 5 years – 18 points)	25			
1.2	Proven experience in organizing and conducting training campaigns (3 and more training campaigns - 35 points; 2 training campaigns – 25 points)	35			
1.3	Proven experience in organizing public activities (4 or more events – 20 points; 3 events – 14 points)	20			
1.4	Proven experience in organizing adult/youth education activities (6 or more years – 25 points; 5 years – 18 points)	25			
	<b>Total score in Form 1</b>	<b>105</b>			

Evaluation of technical proposals Form 2		Maximum score	Company/Other organization		
			A	B	C
Proposed work plan, methodology, and approach					
2.1	Does the submitted technical proposal sufficiently meet the objective and scope of work?  (The technical proposal generally meets the objectives and scope of work – up to 87 points; the technical proposal corresponds well to the objective, but its scope of work is overstated/understated – up to 106 points; the technical proposal is logical and details the algorithm of the objects corresponding to the scope of work – up to 125 points)	125			

2.2	How well developed, reasonable, and reliable is the methodology of implementation of services?  (The methodology was developed with an incomplete understanding of current realities and compliance with the objectives – up to 91 points; the methodology logically describes a sequence of works – up to 110 points; the methodology includes thorough criteria demonstrating its feasibility – up to 130 points)	130			
2.3	How balanced and realistic is the work plan for the implementation of objectives?  (The proposed schedule is well developed, but with low reliability on realism - 91 points; the developed schedule contains separate inconsistencies - 110 points; the organization has shown perfect schedule which fully complies with reality - 130 points)	130			
<b>Total score in Form 2</b>		<b>385</b>			

Evaluation of technical proposals Form 3		Maximum score	Company/Other organization		
			A	B	C
Staff					
3	Team Leader				
3.1	Higher education in economics, finance, management, ecology, environmental management, public administration, administrative management or other relevant field (Specialist/Master’s degree – 7 points; PhD or above - 10 points)	10			
3.2.	At least 5 years of experience in environmental security and environmental development of local governance and executive authorities (6 or more years - 10 points; 5 years - 7 points )	10			
3.3	Training or teaching experience (6 or more years - 10 points; 5 years - 7 points)	10			
3.5	Fluency in Ukrainian and Russian (fluent in both languages – 5 points)	5			
	Interim score by criteria 3.1 – 3.3	35			
4	Team Expert				

4.1.	Higher education in ecology, environmental safety, economics, public administration, administration and sociology (Specialist/Master's degree – 7 points; PhD or above - 10 points)	10			
4.3.	Experience in organizing and conducting educational activities with the participation of representatives of local authorities and civil society (6 or more years -10 points; 5 years – 7 points)	10			
4.4.	Experience in environmental consulting (4 or more years - 10 points; 3 years – 7 points)	10			
4.5.	Fluency in Ukrainian and Russian (fluent in both languages – 5 points)	5			
	Interim score by criteria 4.1 – 4.5	35			
5	<b>Training staff (Trainer 1)</b>				
5.1.	Bachelor's degree (or higher) in related fields such as ecology, environmental safety, economics and finance, public administration, administrative management, psychology, and sociology (Bachelor's degree – 7 points; Specialist/Master's degree or above – 10 points)	10			
5.2.	In-depth knowledge and proven experience in organizing and conducting training courses, at least 20 training sessions conducted on relevant subjects (20 sessions – 7 points, more than 20 sessions – 10 points)	10			
5.3.	Proven experience in developing training programmes, publications, handouts, and manuals related to training areas according to these Terms of Reference and listed training subjects (3 documents – 7 points; more than 3 documents – 10 points)	10			
5.4.	Fluency in Ukrainian and Russian (fluent in both languages – 10 points)	10			
	Interim score by criteria 5.1 – 5.4	40			
6	<b>Training staff (Trainer 2)</b>				
6.1.	Bachelor's degree (or higher) in related fields such as ecology, environmental safety, economics and finance, public administration, administrative management, psychology, and sociology (Bachelor's degree – 7 points; Specialist/Master's degree or above – 10 points)	10			

6.2.	In-depth knowledge and proven experience in organizing and conducting training courses, at least 20 training sessions conducted on relevant subjects  (20 sessions – 7 points, more than 20 sessions – 10 points)	10			
6.3.	Proven experience in developing training programmes, publications, handouts, and manuals related to training areas according to Terms of Reference and listed training subjects (3 documents – 7 points; more than 3 documents – 10 points)	10			
6.4.	Fluency in Ukrainian and Russian (fluent in both languages – 10 points)	10			
	Interim score by criteria 6.1 – 6.4	40			
7.	<b>Speakers and moderators (1<sup>st</sup> speaker or moderator)</b>				
7.1.	Higher education in related fields such as ecology, environmental safety, economics and finance, public administration, administrative management, educational science, psychology, and sociology (Specialist/Master's degree – 7 points; PhD or above - 10 points)	10			
7.2.	In-depth knowledge and proven experience in conducting discussion panels, round table meetings, and other public activities related to these Terms of Reference (as a speaker or moderator in 3-10 proven activities – 7 points; more than 11 activities – 10 points)	10			
7.3.	Fluency in Ukrainian and Russian (fluent in both languages – 10 points)	10			
	Interim score by criteria 7.1 – 7.3	30			
8.	<b>Speakers and moderators (2<sup>nd</sup> speaker or moderator)</b>				
8.1.	Higher education in related fields such as ecology, environmental safety, economics and finance, public administration, administrative management, educational science, psychology, and sociology (Specialist/Master's degree – 7 points; PhD or above - 10 points)	10			
8.2.	In-depth knowledge and proven experience in conducting discussion panels, round table meetings, and other public activities related to these Terms of Reference (at least 3 documents to be submitted) (as a speaker or moderator in 3-10 proven activities – 7 points; more than 11 activities – 10 points)	10			
8.3.	Fluency in Ukrainian and Russian (fluent in both languages – 10 points)	10			

	Interim score by criteria 8.1 – 8.3	30			
	<b>Total score in Form 3</b>	<b>210</b>			

## VII. Financial proposal.

The applicants must submit their proposals according to the template given below.

All expenses related to accommodation, meals, handouts for all activities, rental of premises for the activities, travel costs of participants of training events and conferences, as well as trainers' fees and their travel costs must be included in the quotation. When calculating costs of implementing objectives set out in these Terms of Reference, the applicant should take into account that, according to UNDP standards, the participants must be provided with 3-time balanced meals during the whole school day: breakfast, lunch, dinner, and at least one coffee break. Each participant must be provided with the necessary handouts for training. The accommodation for participants of training activities is provided in single or double rooms at a level not lower than a three-star hotel. The participants must also receive compensation for their travel costs from the place of residence to the venue and back (tickets for long-distance bus, train - 2nd class coach or sleeping-coach not more than a compartment). When conducting training trips, the participants must be provided with a transfer during the day. All these costs should be included in the application of the participants.

Because the procurement of services is carried out within the framework of the International Technical Assistance Project, the quotations/invoices for payment must be provided excluding VAT.

### Cost breakdown by components:

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

Financial proposal:

No.	Activity/Costs	Unit	Number	Cost per unit, currency	The amount, currency excl. VAT
1	Staff				
1.1	Team Leader	months			
1.2	Team Expert	months			
1.3.	Other staff (if necessary – to specify the issues he/she is competent in)	hours			
	....				
2	Costs of implementation				
2.1	Conducting a series of trainings for target communities in Donetsk and Luhansk oblasts (19 two-day trainings for 20 participants)				
2.1.1	Trainers' fee (item calculation)	hours			
2.1.2	Travel of participants from the place of residence and back (20 persons)	tickets/transfer services			

2.1.3	Meals for participants (20 persons x 3 training days) and coffee-breaks	day			
2.1.4	Rental of premises	hours			
2.1.5	Handouts	pcs			
2.1.6	Accommodation of participants (2 nights x 1 participant x cost of one-night stay)	room-night			
2.1.7	Other (if any – to define activities/costs)				
2.2.	<b>Conducting 4 round table discussions (2 in Luhansk oblast, 2 in Donetsk oblast)</b>				
2.2.1.	Moderators' fees (item calculation)				
2.2.2.	Travel of participants from the place of residence and back (20 persons)				
2.2.3.	Organizing 1 coffee break				
2.2.4.	Rental of premises				
2.2.5.	Handouts				
2.2.6.	Other (if any – to define activities/costs)				
3	Administrative costs (if necessary)				
3.1					
3.2					
3.3					
...					
4	Staff travel and accommodation (if necessary)				
4.1	Travel costs (tickets)	one person trip			
4.2	Accommodation	room-night			
4.3	Daily allowance	day			
4.4	...				
5	Other (if any – to define activities/costs)				
5.1		unit			
5.2	...				
	Total (please, indicate currency)				

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</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 214-2021-UNDP-UKR-RFP-RPP dated 2/26/2021, 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) Proven experience in information, advisory, and training activities aimed at promoting the development of local governance, including the development and implementation of environmental initiatives, the environmental capacity of communities and their human resources (at least 5 years);*
- c) Proven experience in organizing and conducting training campaigns (at least two pilot initiatives implemented)*
- d) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- f) Certificates and Accreditation (if any) – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) 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*
- h) 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.*

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

<b>BRIEF COMPANY PROFILE</b>	
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 Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology 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;*
- *Brief description of the assignment implementation with an indication approach to the performance of each stage.*

**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 5 years of experience for team leader in environmental security and environmental development of local governance and executive authorities;*
- e) At least 5 years of training and teaching experience*

*Team Expert:*

- f) At least 5 years of experience in organizing and conducting large-scale information and awareness-raising activities for public representatives and public organizations*
- g) At least 3 years of experience in environmental consulting*

*Trainers*

- h) Proven experience in developing training programmes, publications, handouts, and manuals related to these Terms of Reference and listed training subjects (at least 3 documents)*

*Speakers and Moderators*

- i) In-depth knowledge and proven experience in conducting discussion panels, round table meetings, and other public activities related to these Terms of Reference (at least 3 events conducted)*
- j) 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.

	<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	Delivery of outputs 1, 2, 3		
2	Delivery of output 4		
3	Delivery of outputs 5, 6		
	<b>Total</b> (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.

<i>No.</i>	<i>Activity/Costs</i>	<i>Unit</i>	<i>Number</i>	<i>Cost per unit, currency</i>	<i>The amount, currency excl. VAT</i>
1	Staff				
1.1	Team Leader	months			
1.2	Team Expert	months			
1.3.	Other staff (if necessary – to specify the issues he/she is competent in)	hours			
	....				
2	Costs of implementation				
2.1	Conducting a series of trainings for target communities in Donetsk and Luhansk oblasts (19 two-day trainings for 20 participants)				
2.1.1	Trainers' fee (item calculation)	hours			

2.1.2	Travel of participants from the place of residence and back (20 persons)	tickets/transfer services			
2.1.3	Meals for participants (20 persons x 3 training days) and coffee-breaks	day			
2.1.4	Rental of premises	hours			
2.1.5	Handouts	pcs			
2.1.6	Accommodation of participants (2 nights x 1 participant x cost of one-night stay)	room-night			
2.1.7	Other (if any – to define activities/costs)				
2.2.	<b>Conducting 4 round table discussions (2 in Luhansk oblast, 2 in Donetsk oblast)</b>				
2.2.1.	Moderators' fees (item calculation)				
2.2.2.	Travel of participants from the place of residence and back (20 persons)				
2.2.3.	Organizing 1 coffee break				
2.2.4.	Rental of premises				
2.2.5.	Handouts				
2.2.6.	Other (if any – to define activities/costs)				
3	Administrative costs (if necessary)				
3.1					
3.2					
3.3					
...					
4	Staff travel and accommodation (if necessary)				
4.1	Travel costs (tickets)	one person trip			
4.2	Accommodation	room-night			
4.3	Daily allowance	day			
4.4	...				
5	Other (if any – to define activities/costs)				
5.1		unit			
5.2	...				
	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 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><b>Договір на надання Товарів та/або Послуг</b> між Програмою розвитку Організації Об'єднаних Націй та</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>
<p><b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна</p>	<p><b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b>Ukraine</p>
<p><b>2. ПРООН</b> <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><b>2. UNDP</b> <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><b>3. Посилання на номер договору (напр., номер присудження договору):</b></p>	<p><b>3. Contract Reference (e.g. Contract Award Number):</b></p>
<p><b>4. Довгострокова угода:</b> Ні</p>	<p><b>4. Long Term Agreement:</b> No</p>
<p><b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари <i>та</i> послуги</p>	<p><b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services</p>
<p><b>6. Тип Послуг:</b></p>	<p><b>6. Type of Services:</b></p>
<p><b>7. Дата початку Договору:</b></p>	<p><b>7. Contract Starting Date:</b></p>
<p><b>8. Дата завершення Договору:</b></p>	<p><b>8. Contract Ending Date:</b></p>
<p><b>9. Загальна сума Договору:</b></p>	<p><b>9. Total Contract Amount:</b></p>
<p><b>9a. Передплата:</b> Не застосовується</p>	<p><b>9a. Advance Payment:</b> Not applicable</p>
<p><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 <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><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 <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><b>11. Метод оплати:</b> <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>	<p><b>11. Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>
<p><b>12. Назва(Ім'я) Підприємця:</b></p>	<p><b>12. Contractor's Name:</b></p>
<p><b>13. Ім'я контактної особи Підприємця:</b>  Посада: керівник Адреса: Номер телефону:</p>	<p><b>13. Contractor's Contact Person's Name:</b>  Title Address: Telephone number:</p>

Факс: Email:	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 Підрядника, 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: 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"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>7.</li> </ol> <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"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>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</li> <li>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.</li> <li>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.</li> <li>7.</li> </ol> <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><b>НА ПОСВІДЧЕННЯ ЧОГО,</b> 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><b>IN WITNESS WHEREOF,</b> 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>	
<b>Від імені Підрядника / For the Contractor</b>		<b>Від імені ПРООН / For UNDP</b>	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	