

REQUEST FOR PROPOSAL (RFP)

All interested	DATE: March 18, 2021
	REFERENCE: 122-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for : **Analysis of the Provision of Home-Based and Palliative Care Services for 8 Territorial Communities in Donetsk and Luhansk Oblasts and Development of a Local Legal Framework for Organizing Mobile Home-Based Social Services for Lonely and Disabled Citizens."**

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

Proposals may be submitted on or before **11:59 PM (Kyiv Time, GMT +2) Friday, April 02, 2021** via email to the address below:

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

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

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

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

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

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

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

The Offeror shall mark the email letter/s:

Subject of the message should include: **“122-2021-UNDP-UKR-RFP-RPP”** and: **“Analysis of the Provision of Home-Based and Palliative Care Services for 8 Territorial Communities in Donetsk and Luhansk Oblasts and Development of a Local Legal Framework for Organizing Mobile Home-Based Social Services for Lonely and Disabled Citizens.”**.

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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Manal Fouani

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

March 18, 2021

AD

Description of Requirements

Context of the Requirement	Analysis of the Provision of Home-Based and Palliative Care Services for 8 Territorial Communities in Donetsk and Luhansk Oblasts and Development of a Local Legal Framework for Organizing Mobile Home-Based Social Services for Lonely and Disabled Citizens
Brief Description of the Required Services	The project envisages the involvement of a professional organization to conduct an analysis of the status of home-based and palliative care services in 8 territorial communities of Donetsk and Luhansk oblasts with an assessment of the needs and satisfaction of users and providers of social services. Based on the data obtained, there is a need to develop guidelines and local standard regulations for the organization of a Mobile Social Service for home-based and palliative care.
List and Description of Expected Outputs to be Delivered	<p>Based on the analysis of service provision in the selected communities in Donetsk and Luhansk oblasts, the project aims at developing a standard legal local framework that will regulate the Mobile Social Service for home-based and palliative care using a gender-sensitive and human rights approach, i.e. the Regulation on a Mobile Social Service, staffing tables, job descriptions, local standards, service cost calculation, rules and procedures for providing services, including those fee-based, etc.</p> <p>A number of interrelated activities must be implemented in order to achieve this goal, in particular:</p> <ul style="list-style-type: none"> - Analyze the needs and status of home-based and palliative care services in 8 selected communities in Donetsk and Luhansk oblasts; when planning information collection tools, provide for gender-sensitive approach, the most active public involvement, especially NGOs established to protect rights and legitimate interests of home-based and palliative care service users; take into account the recommendations specified in the Order of the Ministry of Social Policy No. 904 of December 27, 2013 "On Approval of Methodological Recommendations on Monitoring and Evaluation of the Quality of Social Services". - Create an interregional expert group with representatives of various stakeholders (social work experts, sociologists, economists, lawyers, financiers, etc.) to develop guidelines and a set of local standard regulations for the organization of a Mobile Social Service for home-based and palliative care using a gender-sensitive and human rights approach. - Develop and agree at the meeting of the interregional expert group a set of local standard regulations for the organization of a Mobile Social Service for home-based and palliative care using a gender-sensitive and human rights approach, i.e. the Regulation on a Mobile Social Service, staffing tables, job descriptions, local standards, service cost calculation, rules and procedures for providing services, including those fee-based, etc. - Present the results achieved during round tables in Donetsk and Luhansk oblasts.

Person to Supervise the Work/Performance of the Service Provider	Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	<input checked="" type="checkbox"/> Exact Address/es: Soledarska, Vuhledarska, Velykonovosilkivska, Druzhkivska territorial communities, Donetsk oblast, Popasnyanska, Bilokurakinska, Lysychanska, Troitska territorial communities of Luhansk oblast Ukraine <input type="checkbox"/> At Contractor's Location
Expected duration of work	According to TOR attached
Target start date	March 2021
Latest completion date	September 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. Payment for goods/services shall be made in local currency in accordance with UNORE exchange rate (http://treasury.un.org) on the date of payment, through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties <input type="checkbox"/> Euro

	<input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 the 29 th of March 2021 at 11 am via Skype/Zoom 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: 122-2021-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. The payments will be made as per delivery of outputs and after the interim and final reports are submitted. A preliminary schedule is provided below. UNDP will pay the negotiated amount in 4 tranches as per delivery of outputs outlined above. Below is a description of the % of the total budget will be paid after receipt of the following deliverables: Deliverable 1 – 20% of the agreed payment Deliverable 2 – 40% of the agreed payment Deliverable 3 – 30% of the agreed payment Deliverable 4 - 10% of the agreed payment The UN RPP shall pay the negotiated contract fees for the services within 30 days after delivering and agreed by the UN RPP. The payments will be processed upon the full completion and acceptance of contractual obligations, which point to the Component Lead signs acceptance certification.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Local Governance and Decentralization Reform Component Lead, UN RPP
	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract

Type of Contract to be Signed	<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). 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.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Company's experience submitting the proposal – 45% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach – 30% <input checked="" type="checkbox"/> Experience and qualifications of the staff and involved experts/consultants – 25% Financial Proposal (30%) 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 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"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed ToR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Model Contract for Goods and/or Services (Annex 4) <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 2); <input checked="" type="checkbox"/> Copies of registration documents; <input checked="" type="checkbox"/> Organization profile (foundation date, number and description of staff/consultants)

	<ul style="list-style-type: none"> ☒ A list of completed projects and a brief overview of previous experience (please include web links to research results or provide in documents in WORD, PDF format – at least 2 examples to be provided) ☒ Proposed work plan, methodology and approach ☒ CVs of the specialists intended, clearly indicating their qualifications and experience, as well as confirmation of their availability if selected for this project; ☒ Preliminary calendar plan for the implementation of this Terms of Reference (will be agreed and, if necessary, adjusted after signing the contract in accordance with conditions of the Terms of Reference). ☒ At least 2 recommendation letters from previous customers/clients regarding the performance of similar work; ☒ 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).
Other Information <i>[pls. specify]</i>	<p><u>Administrative Requirements:</u></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"> ✓ Offers must be submitted within the stipulated deadline ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation as mentioned above in « Documents to be submitted in proposal» Section ✓ Offers must comply with general administrative requirements <p><u>Experience and Qualification Requirements</u></p> <p><i>The requirements for the organization submitting the proposal:</i></p> <ul style="list-style-type: none"> • The company (organization or individual entrepreneur) with an official registration in Ukraine and at least 3 years of the required experience; • At least 2 studies of social services; the links to the websites that contain research results or/and files in WORD, PDF format should be provided; • Proven experience in performing the similar works/type of activities confirmed by respective recommendation letters from at least 2 (two) previous customers of similar works. <p><i>Experience and qualification of staff and invited experts / consultants:</i></p> <ul style="list-style-type: none"> • Master's/Specialist's degree or equivalent in social work, public administration, sociology, economics, finance, or any other relevant qualification. • Proven experience in the field of social work, public administration, sociology, economics, local finance or other relevant work (minimum 3 years); • Working experience with territorial communities/hromadas in Donetsk and/or Luhansk oblasts in the field of social work, public administration, sociology, economics, finance, or other relevant work is an asset. • Language Skills: Professional knowledge of Russian and Ukrainian is mandatory, working knowledge of English is an asset.

	Other information is available on http://procurement-notice.undp.org ; For the information, please contact procurement.rpp.ua@undp.org
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Annex 2

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 122-2021-UNDP-UKR-RFP-RPP dated 3/18/2021 , 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:

- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- Organization profile (foundation date, number and description of staff/consultants)
- A list of completed projects and a brief overview of previous experience (please include web links to research results or provide in documents in WORD, PDF format – at least 2 examples to be provided).
- At least 2 recommendation letters from previous customers/clients regarding the performance of similar work
- 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

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	
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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

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, contract 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:

- *Proposed work plan, methodology and approach*
- *Preliminary calendar plan for the implementation of this Terms of Reference (will be agreed and, if necessary, adjusted after signing the contract in accordance with the conditions of this ToR).*

C. Qualifications of Key Personnel

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

- *Resume of the specialists intended, clearly indicating their qualifications and experience*
- *Written confirmation from each personnel that they are available for the entire duration of the contract*

D. Financial Proposal

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

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

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

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

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

Cost Breakdown per Deliverable*

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

No.	Deliverables	Percentage of the total amount (weight for payment)	Amount, currency excl. VAT
1	Completion of Deliverable of Stage 1		
2	Completion of Deliverable of Stage 2		
3	Completion of Deliverable of Stage 3		
4	Completion of Deliverable of Stage 4		
Total (indicate currency), excluding VAT		100%	

**This breakdown per deliverables shall be the basis of the payment tranches*

Cost Breakdown by Cost Component

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

<i>No.</i>	<i>Activities/costs</i>	<i>Measuring units</i>	<i>Number</i>	<i>Cost per unit, currency</i>	<i>Amount, currency excl. VAT</i>
1	Implementation				
1.1	Analysis of the status of home-based and palliative care services	Analytical and statistical report	8		
1.1.1	Surveys (8 communities X 40 respondents)	Respondents	320		
1.1.2	Focus groups	Unit	16		
1.1.3	Individual interviews	Unit	40		
1.1.4	... Other research tools (please, specify which ones)				
1.2	Presentation of the main achievements and conclusions	Unit	10		
1.3	Development of a set of local standard regulations for organizing a Mobile Home-Based Social Service for lonely and disabled citizens	Unit	1		
1.4	Other (if any, please, define clearly activities/costs)				
2	Administrative costs (if necessary)				
2.1	Organization of working group meetings	Event			
2.2	Travel expenses (travel, accommodation and daily allowance)				
2.3	Bank services expenses				
2.4	Other (if any, please, define clearly activities/costs)				
3	Other (if any, please, define clearly activities/costs)				
	Total (please, indicate currency)				

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

[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 122-2021-UNDP-UKR-RFP-RPP производиться в рамках выполнения проекта международной технической помощи.

Согласно положениям 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.

Шановні партнери!

Представництво ООН в Україні інформує Вас, що придбання товарів і послуг оголошених в тендері 122-2021-UNDP-UKR-RFP-RPP проводиться в рамках виконання проекту міжнародної технічної допомоги.

Згідно з положеннями Податкового Кодексу України (п. 197.11) передбачено звільнення від оподаткування ПДВ операцій, які фінансуються за рахунок технічної допомоги.

Порядок отримання права на звільнення від оподаткування операцій, які виробляються в рамках проектів міжнародної технічної допомоги регламентується постановою Кабінету Міністрів України від 15 лютого 2002 року №153.

У разі наявності права на застосування цієї ПДВ- пільги на дату отримання авансу від ПРООН ви повинні скласти і зареєструвати в ЄРПН податкову накладну (далі - ПН), яка заповнюється наступним чином:

- в графі «склад на операции, звільнені від оподаткування» верхній лівій частині робиться позначка «Без ПДВ»;
- в розділ А табличній частині ПН (рядки I - X) вносяться узагальнюючі дані по операціях, на які складається така ПН, а саме: в рядку I вказується загальна сума коштів, що підлягають сплаті з урахуванням ПДВ; в рядку IX - загальний обсяг поставки товарів / послуг. Рядки II - VIII розділу А не заповнюються;
- в графі 2 розділу У вказується номенклатура послуг постачальника (продавця);
- в графа 3.3 розділу В - код послуги згідно з ДКПП. Графа 3.3 заповнюється на всіх етапах поставки послуг.
- в графі 4 і 5 - одиниця виміру послуг;
- в графі 6 - кількість (обсяг) поставки послуг;
- в графі 7 - ціна поставки одиниці послуги без урахування ПДВ;
- в графі 8 - зазначається код ставки ПДВ 903;
- в графі 9 - код пільги згідно з Довідником інших податкових пільг податкових пільг, затвердженого УКРІНФОРМ станом на дату складання ПН - «14060523».

- у графі 10 - обсяг поставки без урахування ПДВ (сума авансу). Детально - в матеріалах «Податкова накладна - 2017: порядок заповнення» і «Нова податкова накладна в зразках».

Що стосується податкового кредиту з ПДВ по покупкам матеріалів для виконання відповідних будівельних робіт, то тут правила його компенсації, передбачені п. 198.5 ПКУ, не діють. Адже згідно з п. 198.5 ПКУ на операції з поставки товарів та послуг, звільнення від оподаткування ПДВ яких передбачено п. 197.11 ПКУ, правила нарахування податкових зобов'язань не поширюються.

Це означає, що в ході використання матеріалів, які купувалися з ПДВ, для виконання даних робіт податковий кредит компенсувати не потрібно, відповідно не потрібно і нараховувати для цього податкові зобов'язання.

Виходячи з вищесказаного, просимо Вас формувати Ваші тендерні заявки / рахунку на оплату без ПДВ враховуючи положення українського законодавства, викладеного в перерахованих нормативних актах.

У разі виникнення додаткових питань просимо Вас звертатися до відділень Державної Фіскальної Служби України за місцем реєстрації Вашого підприємства для отримання додаткової консультації в рамках статті 52 Податкового Кодексу України.

Terms of Reference

Project title:	UN Recovery and Peacebuilding Programme, Component II “Local Governance and Decentralization Reform in Ukraine”
Description of the assignment:	Analysis of the Provision of Home-Based and Palliative Care Services for 8 Territorial Communities in Donetsk and Luhansk Oblasts and Development of a Local Legal Framework for Organizing Mobile Home-Based Social Services for Lonely and Disabled Citizens.
Country/Place of implementation:	Soledarska, Vuhledarska, Velykonovosilkivska, Druzhkivska territorial communities, Donetsk oblast, Popasnyanska, Bilokurakinska, Lysychanska, Troitska territorial communities of Luhansk oblast Ukraine
Direct Manager:	Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme
Senior Manager:	Programme Coordinator (Local Governance and Decentralization Reform Component)
Start date of the contract:	March 2021
Duration of the contract:	Up to 6 months

1. BACKGROUND

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

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

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

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralisation Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 13 projects funded by 13 international partners.

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

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

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

In the context of decentralization, it is the territorial communities that are responsible for solving a significant share of issues of social protection and provision of social services for the community's population. By law, the newly established territorial communities have been given broad powers to implement their direct social functions, but there are a number of problematic issues that prevent the communities from effectively exercising their powers, i.e. a lack of analysis of needs and a level of residents' satisfaction with social services, as well as undeveloped local legal framework for providing social assistance. Social services are provided in accordance with state standards and, therefore, in order to fulfil their own responsibilities in the provision of social assistance, the relevant structural units and specialized social agencies using innovative approaches and solutions need to be created within the LGs structure. The main goal is to bring services as close to the individual as possible. Therefore, the UN Peacebuilding and Recovery Programme is launching a pilot project "Supporting the Establishment of a Mobile Social Service in 8 Territorial Communities". The project envisages the involvement of a professional organization to conduct an analysis of the status of home-based and palliative care services in 8 territorial communities of Donetsk and Luhansk oblasts with an assessment of the needs and satisfaction of users and providers of social services. Based on the data obtained, there is a need to develop guidelines and local standard regulations for the organization of a Mobile Social Service for home-based and palliative care.

2. MAIN GOALS AND OBJECTIVES

Based on the analysis of service provision in the selected communities in Donetsk and Luhansk oblasts, the project aims at developing a standard legal local framework that will regulate the Mobile Social Service for home-based and palliative care using a gender-sensitive and human rights approach, i.e. the Regulation on a Mobile Social Service, staffing tables, job descriptions, local standards, service cost calculation, rules and procedures for providing services, including those fee-based, etc.

A number of interrelated activities must be implemented in order to achieve this goal, in particular:

- Analyze the needs and status of home-based and palliative care services in 8 selected communities in Donetsk and Luhansk oblasts; when planning information collection tools, provide for gender-sensitive approach, the most active public involvement, especially NGOs established to protect rights and legitimate interests of home-based and palliative care service users; take into account the recommendations specified in the Order of the Ministry of Social

Policy No. 904 of December 27, 2013 “On Approval of Methodological Recommendations on Monitoring and Evaluation of the Quality of Social Services”.

- Create an interregional expert group with representatives of various stakeholders (social work experts, sociologists, economists, lawyers, financiers, etc.) to develop guidelines and a set of local standard regulations for the organization of a Mobile Social Service for home-based and palliative care using a gender-sensitive and human rights approach.
- Develop and agree at the meeting of the interregional expert group a set of local standard regulations for the organization of a Mobile Social Service for home-based and palliative care using a gender-sensitive and human rights approach, i.e. the Regulation on a Mobile Social Service, staffing tables, job descriptions, local standards, service cost calculation, rules and procedures for providing services, including those fee-based, etc.
- Present the results achieved during round tables in Donetsk and Luhansk oblasts.

3. SCOPE OF WORK

It is necessary to implement the following objectives:

Objectives of Stage 1. Preparatory works:

- 1.1. Prepare and agree with the UN RPP specialist a revised and updated detailed schedule for the implementation of these Terms of Reference.
- 1.2. Clarify and agree with the UN RPP specialist a proposed methodology to analyze the needs and status of home-based and palliative care services in 8 selected communities in Donetsk and Luhansk oblasts, using various tools such as surveys, individual interviews, focus groups, etc.
- 1.3. Clarify, supplement, and agree with the UN RPP specialist the list and scope of methodological guidelines and local standard regulations developed by the expert group, regulating the work of a Mobile Social Service for home-based and palliative care.

Objectives of Stage 2. Preparation of analytical materials:

- 2.1 Conduct an analysis of needs, level of satisfaction, and status of home-based and palliative care services in 8 selected communities in Donetsk and Luhansk oblasts according to the methodology agreed by the UN RPP specialist.
- 2.2 Prepare 8 analytical and statistical reports on the status of home-based and palliative care services, the level of satisfaction, and needs in providing services for community residents.
- 2.3 Create an interregional expert group with representatives of various stakeholders (social work experts, sociologists, economists, lawyers, financiers, etc.). The composition of the expert working group should be agreed with the UN RPP specialist.

Objectives of Stage 3. Development of a local legal framework for organizing a Mobile Social Service for home-based and palliative care:

- 3.1. Present the analysis of needs, level of satisfaction, and status of home-based and palliative care services in 8 selected communities in Donetsk and Luhansk oblasts at the meeting of the working expert group

according to the schedule agreed by the UN RPP specialist. Activities can be held online if there is no possibility to hold it offline (due to quarantine restrictions).

- 3.2. Develop, review, discuss, and approve a set of local standard regulations at the meetings of the expert working group.
- 3.3. Present, discuss, and coordinate the developed documents with representatives of 8 pilot communities of Donetsk and Luhansk oblasts.
- 3.4. Submit the developed documents to the UN RPP, 8 pilot communities of Donetsk and Luhansk oblasts and Donetsk oblast Center of social services and Luhansk oblast Center of social services for families, children and youth.

Objectives of Stage 4. Present the key results of the work done:

- 4.1. Organize a presentation of key results of the work done and conclusions drawn for representatives of the community of professionals, local governments of amalgamated territorial communities, public authorities, and the public concerned. (The Contractor is not responsible for logistical costs associated with this presentation).
- 4.2. Prepare a multimedia presentation of the project key results in PowerPoint (at least 20 slides, in Ukrainian).

4. EXPECTED OUTPUTS

Deliverable of Stage 1 (duration – 3 weeks after the start of the contract):

- A schedule for the implementation of these Terms of Reference is prepared and agreed with the UN RPP specialist.
- A final version of the methodology for analyzing the needs and status of home-based and palliative care services in 8 selected communities of Donetsk and Luhansk oblasts, using various tools such as surveys, individual interviews, focus groups, etc. is clarified and agreed with the UN RPP specialist.
- A list and scope of methodological guidelines and local standard regulations developed by the expert group, regulating the work of a Mobile Social Service for home-based and palliative care are agreed with the UN RPP specialist.
- The initial report with a description of the outputs of Stage 1 is adopted and agreed with the UN RPP specialist.

Deliverable of Stage 2 (duration – 15 weeks after the start of the contract):

- The analysis of needs, level of satisfaction, and status of home-based and palliative care services in 8 selected communities of Donetsk and Luhansk oblasts according to the methodology agreed by the UN RPP specialist is conducted.
- A total of 8 analytical and statistical reports on the status of home-based and palliative care services, the level of satisfaction, and needs in providing services for community residents (at least 20 pages each, A4 Calibri font size 11pt for each community) is prepared.
- An interregional expert group with representatives of various stakeholders (social work experts, sociologists, economists, lawyers, financiers, etc.) is created. The composition of the expert working group is agreed with the UN RPP specialist.
- The first interim report with a description of the outputs of Stage 2 is adopted and agreed with the UN RPP specialist.

Deliverable of Stage 3 (duration – 20 weeks after the start of the contract):

- The analysis of needs, level of satisfaction, and status of home-based and palliative care services in 8 selected communities of Donetsk and Luhansk oblasts is presented.
- The analysis of needs, level of satisfaction, and status of home-based and palliative care services in 8 selected communities in Donetsk and Luhansk oblasts is presented at the meeting of the working

- expert group.
- A set of local standard regulations for organizing a Mobile Social Service for home-based and palliative care is developed.
- The developed documents are presented, discussed, and coordinated with representatives of 8 pilot communities of Donetsk and Luhansk oblasts.
- The developed documents are submitted to the UN RPP, 8 pilot communities in Donetsk and Luhansk oblasts and Donetsk and Luhansk Centers for Social Services.
- The second interim report with a description of the outputs of Stage 3 is adopted and agreed with the UN RPP specialist.

Deliverable of Stage 4 (duration – 22 weeks after the start of the contract):

- Key results of the work done and conclusions drawn for representatives of the community of professionals, local governments of amalgamated territorial communities, public authorities, and the concerned public are presented. (The Contractor is not responsible for logistical costs associated with this presentation).
- A multimedia presentation of the project key results in PowerPoint (at least 20 slides, in Ukrainian) is prepared.
- A final report with a description of the entire project is adopted and approved by the UN RPP specialist.

5. DURATION OF WORKS

The duration of works will be 22 weeks after the start of the contract.

6. RECOMMENDATIONS AND REQUIREMENTS FOR THE IMPLEMENTATION OF OBJECTIVES

General recommendations:

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

The cost of organizing and conducting selected research methods, working group meetings, stationery, rental of premises, costs of technical support for activities or moderated meetings, etc. should be included in the financial proposal. The proposal should also include a description of these activities for the Customer to understand their parameters and scope.

To achieve effective cooperation, where possible, the Contractor shall coordinate with other partners of the UN Recovery and Peacebuilding Programme. (The Customer will provide their list and contacts).

For the coordination of the UN Recovery and Peacebuilding Programme, pilot communities, the Contractor, and other stakeholders on all issues related to the development and implementation of the Project, the Contractor will coordinate the activities of the established working group operating within the Project “Analysis of the Provision of Home-Based and Palliative Care Services in 8 Territorial Communities of Donetsk and Luhansk Oblasts and Development of a Local Legal Framework for Organizing a Mobile Home-Based Social Service for Lonely and Disabled Citizens”.

References to the UN Recovery and Peacebuilding Programme, UN Women, and the EU in products, including presentations, information materials, and other achievements created under the contract are subject to a mandatory prior consent.

Recommendations for the Contractor’s team composition:

In order to optimize the time for performing the assignment, the project team should include, in addition to the position of the Project Manager, a sufficient number of experts who are experienced in social services, sociology, social psychology, economics, and finance.

The Project Manager should coordinate the overall execution of the Project and be responsible for the project implementation and communication with the UN Recovery and Peacebuilding Programme.

All costs associated with the assignment, including travel and accommodation of the Contractor's team, should be included in the proposal.

Recommendations for involving stakeholders in the Project:

When performing the assignment, the Contractor is obliged to involve all stakeholders in the implementation of the Project. Using the potential of all stakeholders, he/she shall organize and moderate a meeting of the established working group operating within the Pilot Project "Analysis of the Status of Home-Based and Palliative Care Services in 8 Territorial Communities of Donetsk and Luhansk Oblasts and Development of a Local Legal Framework for Organizing a Mobile Home-Based Social Service for Lonely and Disabled Citizens".

The Contractor will cooperate with local authorities of 8 pilot communities and ensure their involvement in the implementation of the following activities:

- Ensuring the collection of initial data required for the implementation of the Project;
- Carrying out quality control during the implementation of the activities within the Project;
- Organizing presentations, meetings, surveys, and focus groups.
- Participating in the development of a local legal framework for organizing a Mobile Home-Based Social Service for lonely and disabled citizens.
- Legalizing the developed local regulations in accordance with local procedures.

7. MONITORING/REPORTING REQUIREMENTS

The organization will report within the UN Recovery and Peacebuilding Programme to the Social-Economic Development Specialist of the Component II "Local Governance and Decentralization Reform in Ukraine".

The format of reports must be agreed at the first stage of the contract, but UNDP will reserve the right to make further amendments and clarifications to the report form.

All projects, reports, studies, and materials should be prepared in Ukrainian and submitted to the UN RPP on paper and electronically on electronic source or in the form of electronic communication.

Text materials should be submitted in the form of structured documents as *.PDF, *.DOC and *.EXEL files.

The Contractor shall adhere to the system of monitoring, evaluation, and quality control implemented by UNDP and provide the necessary information, reports, and statistics according to the pre-set schedule or as soon as possible (within a reasonable time).

Upon completion of all works, the Contractor shall submit a final report to UNDP with a full description of the work done and the outputs achieved.

8. EXPERIENCE AND QUALIFICATION REQUIREMENTS

The requirements for the organization submitting the proposal:

- The company (organization or individual entrepreneur) with an official registration in Ukraine and at least 3 years of the required experience;
- At least 2 studies of social services; the links to the websites that contain research results or/and files in WORD, PDF format should be provided;
- Proven experience in performing the similar works/type of activities confirmed by respective recommendation letters from at least 2 (two) previous customers of similar works/services.

Experience and qualification of staff and invited experts / consultants:

- Master's/Specialist's degree or equivalent in social work, public administration, sociology, economics, finance or other relevant qualification.
- Proven experience in the field of social work, public administration, sociology, economics, local finance or other relevant work (minimum 3 years);
- Working experience with territorial communities/hromadas in Donetsk and/or Luhansk oblasts in the field of social work, public administration, sociology, economics, finance or other relevant work is an asset.

- Language Skills: Professional knowledge of Russian and Ukrainian is mandatory, working knowledge of English is an asset.

Documents to be included when submitting proposals:

<input checked="" type="checkbox"/>	Copies of registration documents
<input checked="" type="checkbox"/>	Organization profile (foundation date, number and description of staff/consultants)
<input checked="" type="checkbox"/>	A list of completed projects and a brief overview of previous experience (please include web links to research results or provide in documents in WORD, PDF format – at least 2 examples to be provided)
<input checked="" type="checkbox"/>	Resume of the specialists intended, clearly indicating their qualifications and experience, as well as confirmation of their availability if selected for this project
<input checked="" type="checkbox"/>	Proposed work plan, methodology and approach
<input checked="" type="checkbox"/>	Preliminary calendar plan for the implementation of this Terms of Reference (will be agreed and, if necessary, adjusted after signing the contract in accordance with the conditions of this ToR).
<input checked="" type="checkbox"/>	At least 2 recommendation letters from previous customers/clients regarding the performance of similar work
<input checked="" type="checkbox"/>	Financial Proposal

9. EVALUATION CRITERIA

Evaluation and comparison of proposals

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

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

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

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

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

Technical evaluation criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Organization (company or individual entrepreneur)		
				A	B	C
1	Company's experience (organization or individual entrepreneur) submitting the proposal	45%	315			
2	Proposed work plan, methodology and approach	30%	210			
3	Experience and qualifications of the staff and involved experts/consultants	25%	175			
	Total Scores	100%	700			
	Notes					

Evaluation of the Technical Proposal Form 1		Maximum number of points available	Organization (company or individual entrepreneur)		
			A	B	C
Experience of the company (organization or individual entrepreneur) submitting the proposal					
1.1	Company (organization or individual entrepreneur) with valid registration in Ukraine and work experience of at least 3 years. – from 3 through 4 years - 100 points; – from 4 through 5 years - 120 points; – for more than 5 years - 155 points.	155			
1.2	Experience in conducting the research on the social services provision - at least 2 examples of research conducted confirmed with links to relevant web resources or provided in WORD/PDF format: – 2 examples provided – 100 points; – 3 - 4 examples provided – 130 points; – 5 or more examples provided – 160 points	160			
	Total Scores	315			
	Notes				

Evaluation of the Technical Proposal Form 2		Maximum number of points available	Organization (company or individual entrepreneur)		
			A	B	C
Proposed work plan, methodology and approach					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? – In general, the technical proposal meets the objectives and scope of work, however may have minor inconsistencies – 60 points; – The technical proposal meets the objectives well, but the scope of work is slightly overestimated/underestimated – 70 points;	80			

	<ul style="list-style-type: none"> – The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – 80 points. 				
2.2	<p>Does the proposed project implementation date meet the UN RPP time requirements?</p> <ul style="list-style-type: none"> – The proposed project implementation period partially meets the requirements of the UN RPP - 50 points; – The proposed project implementation period meets the requirements of the UN RPP, however has some inconsistencies - 60 points; – The proposed project implementation period fully meets the requirements of the UN RPP - 70 points 	70			
2.3	<p>Does the proposal demonstrate the knowledge of the bidder on the social services state analysis, as well as the ability to develop a local legal framework for the organization of mobile social services?</p> <ul style="list-style-type: none"> – The proposal demonstrates the partial availability of the necessary knowledge to analyze the state of social services, as well as the ability to develop a local legal framework – 40 points; – The proposal demonstrates the availability of the necessary knowledge and skills, but contains some minor discrepancies – 50 points; – The proposal perfectly demonstrates the availability of the necessary knowledge and skills – 60 points. 	60			
	Total Scores	210			
	Notes				

Evaluation of the Technical Proposal Form 3		Maximum number of points available	Organization (company or individual entrepreneur)		
			A	B	C
Experience and qualifications of staff and involved experts/consultants					
3.1	Master's/Specialist's degree or equivalent in social work, public administration, sociology, economics, finance or other relevant qualification. All the employees and involved experts/consultants have a Specialist/Master's degree – 60 points; For each person who has a Master's/Specialist's degree + PhD (or equivalent), the bidder to be awarded with 1 point extra. (however, the maximum number of extra points is limited to 10 points)	70			
3.2	Proven experience in the field of social work, public administration, sociology, economics, local finance or other relevant work (minimum 3 years): – All the staff member and involved experts/consultants has experience from 3 to 4 years – 80 points;	90			

	<ul style="list-style-type: none"> – At least 50% of experts have more than 4 years of experience – 85 points; – All experts have more than 4 years of experience – 90 points) 				
3.3	<p>Experience with Hromadas/Territorial communities in Donetsk and/or Luhansk oblasts in the field of social work, public administration, sociology, economics, finance or other relevant work.</p> <ul style="list-style-type: none"> – Less than 50% of the employees and involved experts/consultants have the specified experience - 0 points; – At least 50% have the outlined above experience - 5 points; – All employees and involved experts/consultants have the mentioned experience - 10 points 	10			
3.4	<p>Language skills:</p> <ul style="list-style-type: none"> - All employees and involved experts/consultants can work in Russian and Ukrainian, as well as have a working knowledge of English (or better) - 5 points; - Anything less than stated above - 0 points. 	5			
	Total Scores	175			
	Notes				

10. TERMS AND CONDITIONS FOR THE CONTRACT CONCLUSION

- The contractors will represent the interests of territorial communities for which they conducted an analysis and developed a set of documents of the local legal framework for organizing a Mobile Home-Based Social Service for lonely and disabled citizens.
- The contractors will guarantee the correction of all deficiencies identified in the documentation after its consideration by local authorities of 8 pilot communities. The warranty period is at least 6 months.

11. PAYMENT SCHEDULE

The payment schedule for the services provided will be agreed with the Contractor prior to the assignment start. The payments will be made as per delivery of outputs and after the interim and final reports are submitted. The preliminary schedule is given below.

- Completion of Deliverable of Stage 1 and submission of the Initial Report - 20% of the total payment;
- Completion of Deliverable of Stage 2 and submission of the First Interim Report - 40% of the total payment;
- Completion of Deliverable of Stage 3 and submission of the Second Interim Report - 30% of the total payment;
- Completion of Deliverable of Stage 4 (delivery of all outputs) and submission of the final report - 10% of the total payment.

12. FINANCIAL PROPOSAL ACCORDING TO THE TECHNICAL REQUIREMENTS

Cost breakdown by deliverables:

No.	Deliverables	Percentage of the total amount (weight for payment)	Amount, currency excl. VAT
1	Completion of Deliverable of Stage 1		
2	Completion of Deliverable of Stage 2		
3	Completion of Deliverable of Stage 3		
4	Completion of Deliverable of Stage 4		
Total (indicate currency), excluding VAT		100%	

Cost breakdown by components:

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

No.	Activities/costs	Measuring units	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Implementation				
1.1	Analysis of the status of home-based and palliative care services	Analytical and statistical report	8		
1.1.1	Surveys (8 communities X 40 respondents)	Respondents	320		
1.1.2	Focus groups	Unit	16		
1.1.3	Individual interviews	Unit	40		
1.1.4	... Other research tools (please, specify which ones)				
1.2	Presentation of the main achievements and conclusions	Unit	10		
1.3	Development of a set of local standard regulations for organizing a Mobile Home-Based Social Service for lonely and disabled citizens	Unit	1		
1.4	Other (if any, please, define clearly activities/costs)				
2	Administrative costs (if necessary)				
2.1	Organization of working group meetings	Event			
2.2	Travel expenses (travel, accommodation and daily allowance)				
2.3	Bank services expenses				
2.4	Other (if any, please, define clearly activities/costs)				
3	Other (if any, please, define clearly activities/costs)				
	Total (please, indicate currency)				

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>9а. Передплата: Не застосовується</p>	<p>9а. Advance Payment: Not applicable</p>
<p>10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів</p>	<p>10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply</p>
<p>11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>	<p>11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>
<p>12. Назва(Ім'я) Підприємця:</p>	<p>12. Contractor's Name:</p>

<p>13. Ім'я контактної особи Підрядника:</p> <p>Посада: керівник Адреса: Номер телефону: Факс: Email:</p>	<p>13. Contractor's Contact Person's Name:</p> <p>Title Address: Telephone number: Fax: Email:</p>
<p>14. Ім'я контактної особи ПРООН:</p> <p>Посада: Адреса: Тел.: + Email:</p>	<p>14. UNDP Contact Person's Name:</p> <p>Title: Address: Telephone number Email:</p>
<p>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:</p> <p>Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ</p>	<p>15. Contractor's Bank Account to which payments will be transferred:</p> <p>Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU</p>
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <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. 	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <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.

<p>7.</p> <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 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>7.</p> <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>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:	