



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: March 26, 2021
	REFERENCE: 361-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Engaging a company to provide technical support in organisation of the National contest of IT-solutions for the communities of eastern Ukraine "EastCode 2.0"**.

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

Proposals may be submitted on or before **23-59 Kyiv time, Friday, April 09, 2021** and via email, courier mail or fax to the address below:

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

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

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

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

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

Messages should **not exceed 8 MB in size**. Offers larger than 8 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and the solicitation documents. Messages larger than 8 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“361-2021-UNDP-UKR-RFP-RPP”** and : **“ Engaging a company to provide technical support in organisation of the National contest of IT-solutions for the communities of eastern Ukraine “EastCode 2.0””**.

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/unscc/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 26, 2021

AD

Annex 1

Description of Requirements

Context of the Requirement	National IT Solutions Competition for eastern Ukrainian Communities “EastCode 2021” (hereinafter – EastCode/EastCode 2.0) is a specialised grant programme aims to support the implementation of innovative ideas and solutions to improve governance in eastern Ukraine, including increasing citizens’ engagement in decision-making and planning processes, environmental protection and monitoring, provision of public services and improvement of healthcare at the local level.
Brief Description of the Required Services	UN RPP is looking for a contractor that is highly experienced in the development and implementation of start-up programmes and hackathons to develop a concept, prepare and carry out the EastCode 2.0
List and Description of Expected Outputs to be Delivered	<p>The main goal of this assignment is to organise and carry out the EastCode 2.0, as well as to support winners of the contest in implementation of their projects.:</p> <p>Develop and agree with UNDP (a) the detailed plan and schedule for implementation of the objectives, (b) detailed description of conditions of participation in the contest, as well as its thematic areas, (c) methodology for the evaluation of applications and respective selection criteria, (d) list of potential mentors and experts;</p> <ul style="list-style-type: none"> - Develop and agree with UNDP all promo materials, including advertisements, Call for Proposals and application forms; - Announce, promote and manage implementation of all the steps of the EastCode 2.0; - Organise and carry out pre-events to support the effective implementation of the EastCode 2.0; - Arrange review and evaluation of the applications by UNDP’s Selection Committee; - Prepare Low-value grant agreements (hereafter – LVGA) with the winners of the contest and provide them to UNDP for signing and further financing. The template of the LVGA with annexes will be provided by UNDP. The Contractor should provide clarifications to potential grantees on filling all LVGA annexes and revise them before submitting them to UNDP; - Monitor implementation of small grants projects by the winners of the EastCode 2.0; - Ensure broad dissemination of information about the EastCode 2.0 among key stakeholders and the general public; - Coordinate the activities with UNDP offices in Donetsk and Luhansk oblasts.
Person to Supervise the Work/Performance of the Service Provider	Component II Lead, UN RPP
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached

Expected duration of work	According to TOR attached
Target start date	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: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 2-nd of April 2021 at 11 am via Skype Conference.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 361-2021-UNDP-UKR-RFP-RPP – 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>Deliverable 1 – 15% of the total payment Deliverable 2 – 25% of the total payment Deliverable 3 – 30% of the total payment Deliverable 4 – 30% 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"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Contractor.
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Component III Lead, UN RPP
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 25%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 45%</p> <p><input checked="" type="checkbox"/> Personnel and invited experts/consultants 30%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors</p>
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Technical Requirements (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input type="checkbox"/> Others</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org,</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Documents to be submitted in proposal	<p><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</p> <p><input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;</p> <p><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</p> <p><input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;</p> <p><input checked="" type="checkbox"/> Proposed methodology <i>and a</i> work plan with the proposed work schedule indicating the persons responsible for each area of activity and ;</p> <p><input checked="" type="checkbox"/> A list and short summary of previous experience in innovation challenges, IT events, start-up programs, hackathons development and implementation; examples of successfully implemented projects by the winners of organized events (at least 3 proven stories); events carried out for international organisation (at least 3 events in the last 2 years);</p> <p><input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about experience in similar projects / assignments;</p> <p><input checked="" type="checkbox"/> At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;</p> <p><input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</p>
Other Information <i>[pls. specify]</i>	<p>Administrative Requirements:</p> <p>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirement/s:</p> <p><input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline</p> <p><input checked="" type="checkbox"/> Offers must meet required Offer Validity</p> <p><input checked="" type="checkbox"/> Offers have been signed by the proper authority</p> <p><input checked="" type="checkbox"/> Offers include requested company/organization documentation, including documentation regarding the company/organization's legal status and registration</p> <p><input checked="" type="checkbox"/> Offers must comply with general administrative requirements:</p> <ol style="list-style-type: none"> 1. An officially registered legal entity (commercial, non-profit, non-governmental, public, private entrepreneur etc.); 2. Proven experience in organising and implementation of innovation challenges, IT events, start-up programs, hackathons both in Ukraine and internationally (at least 3 projects within past 2 years); <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>

Annex 2

**TERMS OF REFERENCE**

Project title: The United Nations Recovery and Peacebuilding Programme

Description of the assignment: Engaging a company to provide technical support in organisation of the National contest of IT-solutions for the communities of eastern Ukraine “EastCode 2.0”

Country/place of implementation: Ukraine

Starting date of the assignment: April 2021

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

Primary Supervisor’s name and functional post: Territorial Amalgamation Specialist

Secondary Supervisor’s name and functional post: Programme Coordinator (Local Governance and Decentralisation Reform)

1. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on local governance, service provision, social cohesion, resilience, and livelihoods in Donetsk and Luhansk oblasts. 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 in eastern Ukraine. 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 Decentralisation 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 (Sida), the Danish government, and the Swiss Agency for Development and Cooperation (SDC). A major focus of the project within the Component 2 of the UN RPP is to contribute to the institutional capacity building of local authorities and communities/community leaders, government transparency, strengthening mechanisms for informing citizens and providing feedback, and develop information and communication technologies for governance and service delivery.

EastCode aims to unite developers, designers, marketers, activists, representatives of local self-government bodies and businesses for fruitful cooperation and search for non-standard solutions to current local development problems in eastern Ukraine.

National IT Solutions Competition for eastern Ukrainian Communities “EastCode 2021” (hereinafter – EastCode/EastCode 2.0) is a specialised grant programme aims to support the implementation of innovative ideas and solutions to improve governance in eastern Ukraine, including increasing citizens’ engagement in decision-making and planning processes, environmental protection and monitoring, provision of public services and improvement of healthcare at the local level.

To achieve these objectives, the UN RPP is looking for a contractor that is highly experienced in the development and implementation of start-up programmes and hackathons to develop a concept, prepare and carry out the EastCode 2.0.

2. MAIN OBJECTIVES OF THE ASSIGNMENT

The main goal of this assignment is to organise and carry out the EastCode 2.0, as well as to support winners of the contest in implementation of their projects.

Specifically, the Contractor shall implement the following:

- Develop and agree with UNDP (a) the detailed plan and schedule for implementation of the objectives, (b) detailed description of conditions of participation in the contest, as well as its thematic areas, (c) methodology for the evaluation of applications and respective selection criteria, (d) list of potential mentors and experts;
- Develop and agree with UNDP all promo materials, including advertisements, Call for Proposals and application forms;
- Announce, promote and manage implementation of all the steps of the EastCode 2.0;
- Organise and carry out pre-events to support the effective implementation of the EastCode 2.0;
- Arrange review and evaluation of the applications by UNDP’s Selection Committee;
- Prepare Low-value grant agreements (hereafter – LVGA) with the winners of the contest and provide them to UNDP for signing and further financing. The template of the LVGA with annexes will be provided by UNDP. The Contractor should provide clarifications to potential grantees on filling all LVGA annexes and revise them before submitting them to UNDP;
- Monitor implementation of small grants projects by the winners of the EastCode 2.0;

- Ensure broad dissemination of information about the EastCode 2.0 among key stakeholders and the general public;
- Coordinate the activities with UNDP offices in Donetsk and Luhansk oblasts.

3. SCOPE OF WORK AND EXPECTED OUTPUTS

During this assignment, the Contractor should perform the following tasks in agreement with UNDP:

EastCode General Conditions

EastCode areas: 1) Good governance, access to services and civic engagement; 2) Environmental protection, sustainable growth and responsible consumption; 3) Public health and promotion of healthy lifestyle.

Geography of the contest. Proposed ideas must be implemented in Donetsk and/or Luhansk oblast/s.

Number of participants. It is expected that about 250 applications will be submitted for review (at least 100 applications from each Oblast).

Number of finalists. Up to 20 teams will be selected to take part in the final.

Number of winners. It is expected that a maximum of 10 teams can be selected as the winners of the EastCode.

Maximum amount of grant. Amount of grant support to one winner cannot exceed 20,000.00 USD.

Financing mechanism. Winner will receive financing via signed LVGA. As far as this type of agreement must be signed between UNDP and civil society organisation (CSO) participants should be informed about such mechanism and ready to identify such organisation if they will be selected as the winners of the contest. Financing will be made in national currency (Ukrainian hryvnia) as per UN operational exchange rate on the day of payment.

Number of applications from one applicant. One initiative group or team of participants can submit an unlimited number of quality applications, but in case of further selection of several of them to the semi-finals / finals must choose one project for further participation in the final selection.

1) Preparation Stage

1.1. Organising and holding of the kick-off meeting between the Contractor and UNDP to discuss the main activities, details of the terms of reference and potential ideas of the future activities.

1.2. Contractor must prepare and agree with UNDP the following:

- detailed action plan and schedule of weekly and daily activities for implementation of the EastCode 2.0;
- detailed descriptions of thematic areas of the contest for the further communication;
- detailed terms of participation in the EastCode 2.0;
- selection criteria for applications at all the stages of the contest, including technical review of applications (do they fully filled and eligible), selection of semi-finalists, selection of finalists and selection of winners;
- list of mentors and experts who will be supporting the participants at the semi-final and final stages;
- action plan on updating the current website www.eastcode.tech and coordinate its implementation with the support team;
- scenarios of the thematic promo videos (at least 3) dedicated to each area of the contest (duration of 1 video up to 1 minute);
- application form for the website;
- application forms: (a) for the winners of the contest to sign LVGA (Contractor must update the template of the application form provided by UNDP), (b) for the semi-finalists (Contractor must simplify the

application form for the winners that will include the following: summary, problem description, goal/objectives/measures, prototype description, implementation schedule, sustainability, budget);

- the list of members of the jury, who provided their formal agreement to participate in the final event.

1.3. Organising and holding of thematic online event/s (ideathon and/or bootcamp) with the involvement of representatives of the target communities of the UN Recovery and Peacebuilding Programme (UN RPP) from Donetsk and Luhansk oblasts of Ukraine (government-controlled areas), as well as relevant NGOs, experts and local authorities for further elaboration of the topics of the contest and preparation of the list of the problem statements for further exploration (results of such event must be obtained not later than one week before the announcement of the competition).

1.4. Creating and further usage of the thematic information promo videos on each area of the contest (lasting up to 1 minute) with the usage of Adobe After Effects software in Ukrainian and English, in a format best adapted for further use on social networks and posting on the contest website. All videos made during the contract duration must be published exclusively on the UNDP YouTube channel in Ukraine.

1.5. Identify and establish partnerships with leading Ukrainian professional networks and associations in the areas of IT, data analysis, design and marketing. Ensure wide dissemination of information about the competition among these audiences, as well as their participation in the EastCode 2.0.

Indicative timeframe: two weeks upon signing of the agreement.

2) Call for Proposals Announcement and Promotion

2.1. New visual style of the EastCode 2.0 must be designed, as well as information messages, communication and implementation strategies must be developed and approved by UNDP;

2.2. Communication with the partners of the EastCode 2.0 must be ensured in order to clarify their readiness to cooperate in carrying out EastCode 2.0 this year. Contractor must work on attraction of new partners of the contest and provide potential candidates for approval to UNDP.

2.3. The existing website of the contest – eastcode.tech – must be updated to a new visual style, information messages, communication and implementation strategies. Also, Contractor must ensure creation of the events in social networks, as well as in relevant media to announce actions within the EastCode 2.0;

2.4. The updated website should contain information on the organisational issues of the EastCode 2.0, organisers, coordinators, jury members, partners, mentors, history and results of the EastCode 2.0, description of the UN RPP, description of the main thematic areas of the competition using the created videos, the application form to participate in the contest;

2.5. The Call for Proposals (hereinafter – CfP) must be posted on official UNDP resources, as well as Contractor must ensure the widest possible coverage of the target potential audience through the dissemination of information about the start of the competition through other channels.

2.6. The initial online press conference with the announcement of the EastCode 2.0 launching and the disclosing of the main topics / problems must be organised and hold. Holding an online press conference with the involvement of relevant national and local media or information agencies is welcome and will be the advantage during the selection process;

2.7. "Feedback" communication channels for potential participants and those who have already applied must be established and maintained. The information about these channels must be available on the contest website, as well as on social networks and media.

2.8. The Contractor must ensure the creation and distribution of promotional content about the EastCode 2.0 announcement, course, duration, conditions, deadlines on social media using advertising tools. Each published post must cover at least 10,000 unique users from Ukraine. Analysis of the current coverage of

published posts and increasing the audience through the use of targeted advertising tools on social networks must be done. All promotion materials should be gender sensitive and inclusive to ensure outreach to female participants, IDPs, minorities, ex-combatants and persons with disabilities.

2.9. The Contractor must organise and deliver an online information workshop with the involving of top speakers on the main topics of the contest, where the audience will be acquainted with the relevance of the issue/s, examples of urgent topics in Donetsk and Luhansk oblasts, potential solutions, international and own experience etc.

2.10. The final press release should be prepared and published (after UNDP approval) in the relevant national media. Contractor must prepare and submit to UNDP the final communication report with a description of the preparation and carrying out of the EastCode 2.0 promotional campaign with the final indicators of the campaign and all the links.

Indicative timeframe: eight weeks upon signing of the agreement.

3) Evaluation and Applicants Support

- Technical Evaluation

3.1. Contractor must ensure technical evaluation of all received applications for their compliance with requirements of the contest. Evaluation table must be prepared and provided to UNDP for the further approval.

- Semifinalists selection

3.2. The Contractor must organise and carry out an orientation workshop for the teams that have passed the technical evaluation stage in order to highlight issues related to the specifics of the implementation of ideas, as well as organisational and other process issues.

3.3. Criteria of evaluation of applications for the selection to the semi-finals of the contest should be developed jointly with UNDP (the final version of criteria should be agreed with UNDP).

3.4. The Contractor shall ensure the organisation of online meetings of the Evaluation Committee for the selection of semi-finalists and prepare as evaluation table/s with the results of the evaluation on this stage, as well as a list of teams that passed the technical selection.

3.5. It is expected that 20 quality applications will be received in each area of the contest on the stage of semi-final (in total up to 60 semifinalists will be selected).

- Working with semifinalists

3.6. Contractor must organise and deliver an online educational workshop/s for the semi-finalists (if necessary, several workshops for participants/teams of each area of the contest can be hold).

3.7. Contractor must organise the work of mentors with the participants/teams in all areas of the contest. Individual online mentoring sessions with participants/teams should be organised. Quality presentations must be prepared by all semi-finalists.

3.8. Simplified application forms for the semi-finalists must be prepared by all semifinalists. Contractor must ensure consulting assistance of semifinalists in formulating and filling in the sections of simplified application forms.

3.9. Contractor must ensure evaluation of the semi-finalists by UNDP specialists. To do this, Contractor must provide the following: (i) evaluation forms, (ii) links to presentations and (iii) simplified project application forms. As a result, a list of projects and teams of finalists in all areas of the contest must be prepared. The estimated number of finalists is up to 20 projects.

3.10. Contractor must ensure the communication with the finalists.

Indicative timeframe: ten weeks upon signing of the agreement.

4) Final Event

- 4.1. Winners selection criteria must be elaborated and approved by UNDP. UNDP reserves the right to make any changes to the proposed criteria without any approval from the Contractor.
- 4.2. The contractor should prepare and agree with UNDP the plan of the event and its agenda, including all organisational and technical nuances of its implementation (such as the organisation of a studio for the event, broadcasting, presentation hearing process, evaluation process, etc.). Event should be carried out online with offline broadcasting studio where Contractor and event's host will manage the final event.
- 4.3. Contractor should prepare and agree with UNDP the plan of the event and its agenda, including all the organisational and technical nuances (such as the organisation of a studio for the event, broadcasting, presentations hearing process, evaluation process, etc.).
- 4.4. Contractor must ensure the search for and involvement of partners (as new, as well as previous ones) and provide candidates for the further UNDP approval.
- 4.5. Contractor should invite potential members of the jury and provide them for further consideration and approval by UNDP. UNDP reserves the right not to approve the proposed composition or individual members of the jury, and to propose them independently without approval from the contractor.
- 4.6. Contractor must fully organise and carry out the final event (in accordance with the agreed plan and agenda) and ensure selection of the winners of the contest. Contractor must ensure provision of (i) moderation / facilitation of the event, (ii) work of the studio, (iii) online broadcasting on YouTube and Facebook, (iv) technical support for participants, (v) technical support for the jury as during hearings and presentations, as well as during discussion of the results, etc.
- 4.7. Contractor should ensure design, preparation and dissemination of the promo production with the EastCode visibility (should be developed by the Contractor and approved by UNDP). It is expected that 120 promo sets should be prepared and delivered (expected price of one set shall not exceed 30 USD). All the costs related to the preparation and delivery of promo production should be included in the proposal.

Indicative timeframe: eleven weeks upon signing of the agreement.

5) Work with the EastCode Winners

- 5.1. Contractor must ensure that each team-winner prepares a complete quality project application (application form will be provided by UNDP).
- 5.2. The LVGAs with each CSO (up to 10 projects) should be prepared by the Contractor and provided to UNDP for signing (completed LVGAs with all annexes should be approved by UNDP). LVGA template will be provided by UNDP. Contractor should ensure the availability of all supporting documents required for signing of the agreements and verify their correctness (list of the documents will be provided by UNDP).
- 5.3. Contractor must organise and deliver at least 2 workshops / trainings on project implementation in accordance with UNDP rules and regulations (considering procurement rules, funds spending, reporting, etc.).

Indicative timeframe: fifteen weeks upon signing of the agreement.

6) Incubation of the Projects and LVGA Implementation Monitoring

6.1. All projects must be implemented in accordance with UNDP procedures – Contractor should follow UNDP rules and procedures that will be provided by UNDP. At the same time, the Contractor must have sufficient capacity to provide consultancy support to CSO-grantees on the implementation of projects as within the framework of current national legislation, as well as in accordance with UNDP rules and regulations.

6.2. Contractor should provide additional expert and / or mentoring support to CSOs during projects implementation. To this end, communication channels should be organised, through which CSOs will be able to receive advice on all issues related to the implementation of their projects.

6.3. Contractor should organise and deliver workshops/trainings on project reporting (in cooperation with UNDP specialists).

6.4. Contractor must ensure ongoing monitoring of projects implementation under the signed LVGAs.

6.5. Contractor should ensure timely delivery and verification of the reports provided by CSOs, as well as further submission of verified reports for UNDP validation. At least the following information should be verified: (i) compliance of actual results with planned ones, (ii) compliance of actual expenditures with budgeted ones, (iii) achieved indicators, (iv) possible violations during the execution of the agreement, etc.

6.6. Contractor must organise monitoring of the results of both the Contractor's representatives and UNDP specialists. The results of the monitoring should be set out in the relevant reports. The format of monitoring reports should be agreed with UNDP at least one month before their implementation.

Indicative timeframe: thirty weeks upon signing of the agreement.

4. GENERAL ACTIVITIES

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 and COVID-related measures, especially before the field visits during monitoring visits.

Wide coverage of the fact that UN RPP provides funding for EastCode in the products created under the agreement. Ensuring visibility of the UN RPP and its donors in strict accordance with the approved guidelines.

Ensuring visibility and information reference to the UN RPP and the governments supporting the programme on all products created under the contract implementation. Ensuring visibility of the UN RPP and Governments of the countries that finance the small grants programme by placing visual materials on equipment purchased by the grantees.

Contractor must ensure provision of all the activities within the agreement in gender sensitive and inclusive manner.

Final report including a summary of activities and results, lessons learned and conclusions should be prepared by 14th of December. Data should be disaggregated by thematic area, final beneficiaries' gender and age groups and other categories as required by UNDP.

5. RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:

Recommendations on the Contractor's team composition:

To optimise the time of the assignment the composition of the project team should include, in addition to the Team Leader, Experts' Group minimum of 3 persons (Designer, Communication Specialist, Grants Manager) and Mentors meeting the requirements indicated in Chapter 8 "EXPERIENCE AND QUALIFICATION REQUIREMENTS" in the text below. CV of Team Leader and all members of Experts' Group shall be submitted in proposal. Experts' Group could include both staff of the applicants' organisation and invited professionals. The contractor shall ensure adequate number and composition of skills and competencies among the mentors. Proposal should include CVs of the all mentors, but only 2 candidates with the best experience will be evaluated.

6. MONITORING/REPORTING REQUIREMENTS

The Contractor organisation will work under the overall guidance of Programme Coordinator (Local Governance and Decentralisation Reform) and report to Territorial Amalgamation Specialist (direct supervisor). Payments will be made in four stages according to the proposed payment schedule below.

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

For all work completed the Contractor shall submit to UNDP a Final Report, which includes a brief description of the work performed, results, lesson learned and further recommendations.

All reports shall be delivered electronically (in * .docx, * .xlsx, * .pptx, * .pdf formats) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor about the data transmission of products to the UNDP. The report should be written in English.

7. PROPOSED SCHEDULE OF SERVICES AND PAYMENTS

No	Deliverables	Expected date of completion
1	Following part of the Scope of Work is completed: 1) Preparational Stage Provided the Inception Report, which clearly explains the tasks performed.	2 weeks after the start of the contract
2	The following parts of the Scope of Work are completed: 2) Call for Proposals Announcement and Promotion 3) Evaluation and Applicants Support Provided the 1 st Interim Report, which clearly explains the tasks performed.	10 weeks after the start of the contract
3	Following parts of the Scope of Work are completed: 4) Final Event Provided the 2 nd Interim Report, which clearly explains the tasks performed.	12 weeks after the start of the contract
4	Following parts of the Scope of Work are completed: 5) Work with the EastCode Winners 6) Incubation of the Projects and LVGA Implementation Monitoring	36 weeks after the start of the contract

	Provided the Final Report, which includes a brief description of the work performed, results, lesson learned and further recommendations.	
--	---	--

Desirable payment schedule:

The UN RPP will pay the negotiated amount in 4 tranches as per following deliverables achieved:

Deliverable 1 – 15% of the total payment

Deliverable 2 – 25% of the total payment

Deliverable 3 – 30% of the total payment

Deliverable 4 – 30% of the total payment

8. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

1. An officially registered legal entity (commercial, non-profit, non-governmental, public, private entrepreneur etc.).
2. Proven experience in organising and implementation of innovation challenges, IT events, start-up programs, hackathons both in Ukraine and internationally (at least 3 projects within past 2 years).
3. Number of successfully implemented projects by the winners of organized events (at least 3 proven stories).
4. Experience of cooperation with and organisation of similar events for international humanitarian and development organisations (at least 3 events in the last 2 years proved by recommendations).

Following will be considered as advantage:

- experience in organising and carrying out ideathons, boot camps, barcamps, IT workshops;
- confirmed availability of media base and experience of cooperation with specialised and national media;
- experience of cooperation with UN organisations.

The project team should include a Team leader, Experts' Group and Mentors with the necessary competencies and qualifications. Quantity of Experts' Group members and Mentors should be proposed by Bidder. It may vary depending on the proposed methodology but should cover and correspond to all of the indicated qualification requirements for the group, in particular:

- Team Leader
 - at least Bachelor's degree in IT, Management, Business or related field;
 - at least 5 years of experience of innovation challenges, IT events, start-up programmes, hackathons project management, coordination of teams, networks of partners, experts' groups in the field related to start-up programmes development in Ukraine and internationally (at least 5 events);
 - fluency in Ukrainian and English.
- Designer
 - at least Bachelor's degree in design or other related field;
 - experience in the development of the relevant events' design and branding proven by available portfolio (at least 3 projects).

- Communication specialist
 - at least Bachelor's degree in communications, journalism, editing or other related field;
 - at least 3 years of experience of development of communication strategies, plans, proven experience of successfully implemented communication campaigns;
 - Fluency in Ukrainian, English and Russian.
- Grants manager
 - at least Bachelor's degree in management, project management or other related field;
 - at least 3 years of experience in grant projects implementation support and monitoring;
 - proven experience in preparation and delivery of the workshops/trainings on grant project implementation and reporting (at least 6 trainings delivered).
- Mentors
 - at least 3 years of proven experience in the areas of social innovation, business development, IT or management;
 - proven experience in training and/or groups facilitation (at least 6 trainings/facilitation sessions within the last 3 years, including 2 online trainings/facilitation sessions).

9. INFORMATION AND DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

<input checked="" type="checkbox"/>	Organisation's profile (date of creation, area of competence, number of staff/consultants, description of key staff/consultants, website, address and contacts)
<input checked="" type="checkbox"/>	A list and short summary of previous experience in innovation challenges, IT events, start-up programs, hackathons development and implementation; examples of successfully implemented projects by the winners of organized events (at least 3 proven stories); events carried out for international organisation (at least 3 events in the last 2 years)
<input checked="" type="checkbox"/>	CVs of the intended experts which clearly indicate their experience and skills, as well as certification of their availability if selected for this project; breakdown by the activities implemented by each of the team members in the frame of the deliverables expected
<input checked="" type="checkbox"/>	At least 3 positive references from previous customers regarding implementation of likely tasks.
<input checked="" type="checkbox"/>	Financial proposal

10. FINANCIAL PROPOSAL

Please pay attention: the cost of arranging all the events, all the travel costs, accommodation for the Contractor's team, technical support, printing, presents and other possible expenses related to the event will be covered by the Contactor. These costs should be included into the financial proposal.

A. Cost Breakdown per Deliverables*

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

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

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Deliverable 1	15%	
Deliverable 2	25%	
Deliverable 3	30%	
Deliverable 4	30%	
Total (please indicate currency)	100%	

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

B. Cost Breakdown by Cost Component:

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

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	1 month of work			
1.2	Designer	1 month of work			
1.3	Communication specialist	1 month of work			
1.4	Grants Manager	1 month of work			
1.5	Mentor	1 hour of work			
...	...				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any – to define clearly activities/costs)				
...					
3	Business trips (projects monitoring)				
3.1	Travel				
3.2	Accommodation				

3.3	Daily allowance				
4	Carrying out events				
4.1	Online events (ideathons, bootcamps. Workshops, trainings)				
4.2	Final event (broadcasting, studio, etc.)				
...					
5	Other costs (if any – to define clearly activities/costs)				
5.1	Branding and design				
5.2	Social media advertisement				
5.3	Creation of promo videos				
5.4	Promo production preparation and delivery				
...					
	Total (please indicate currency)				

11. EVALUATION CRITERIA

Evaluation and comparison of proposals

A two-stage procedure is utilised 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.

Evaluation and comparison of proposals

Summarised evaluation form of the technical proposal		Share of evaluation	Maximum score	Company / Other organisation			
1	Experience of the company/organisation that submits proposal	25%	175				
2	Proposed work plan, methodology and approach	45%	315				

3	Staff and invited experts / consultants	30%	210				
	Total score	100%	700				
	Remarks						

Technical evaluation forms are provided at the next pages. The maximal points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

Technical Evaluation Forms:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel and invited experts/consultants

Evaluation of technical proposals Form 1		Maximum score	Company / Other organisation		
			A	B	C
Experience of the company / organisation submitting the proposal					
1.1	Proven experience in organising and implementation of innovation challenges, IT events, start-up programmes, hackathons both in Ukraine and internationally: (3 projects within past 2 years – 35 points, 4-6 projects – 40 points, 7 projects and more – 45 points)	45			
1.2	Number of successfully implemented projects by the winners of organised events (at least 3 proven stories): 3 success stories – 35 points, 4-6 stories – 40 points, 7 stories and more – 45 points)	45			
1.3	Proven experience of cooperation with and organisation of similar events for international organisations for the last 2 years: 3 events – 30 points, 4-5 events – 35 points, 6 events and more – 40 points	40			
1.4	Proven experience in organising and carrying out ideathons, boot camps, barcamps, IT workshops 1-2 events – 5 points, 3-4 events – 10 points, 5 events and more – 15 points	15			
1.5	Confirmed availability of media base and experience of cooperation with specialised and national media: N/A – 0 points, available – 15 points	15			
1.6	Proven experience of cooperation with UN organisations: N/A – 0 points, available – 15 points	15			
Total score for Form 1		175			

Evaluation of the Technical Proposal <u>Form 2</u>		Maximum score	Company / other organisation		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work? The Technical Proposal generally meets the objectives and scope of work – up to 75 points; The Technical Proposal corresponds well to the task, but workload overstated / understated – up to 100 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume 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 tasks – up to 60 points; The methodology logically describes a sequence of works – up to 100 points; The methodology includes thorough criteria that demonstrate its feasibility – up to 120 points	120			
2.3	How well-elaborated is the proposed plan of work and suggested timeline (70 points maximum)? - The schedule is realistic and meets the assignment timeframe – 30 points. - Weekly detailed elaboration of a work plan – 20 points - Daily detailed elaboration of a work plan – 20 points;	70			
	Total score on Form 2	315			

Evaluation of the Technical Proposal <u>Form 3</u>		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Education in IT, Management, Business or related field: Bachelor – 10 points, Specialist/Master or above – 15 points	15			
3.2	Experience of innovation challenges, IT events, start-up programmes, hackathons project management, coordination of teams, networks of partners, experts' groups in the field related to start-up programmes development in Ukraine and internationally:	35			

	5 events – 25 points; 6-7 events – 30 points; 8 events or above – 35 points				
3.3	English proficiency – 5 points Ukrainian proficiency – 5 points	10			
	Experts' Group: Designer				
3.4.	Education in IT, Management, Business or related field: "Bachelor" – 7 points, "Specialist/Master" or above – 10 points	10			
3.5.	Experience in the development of the relevant events' design and branding proven by available portfolio: 3 projects – 15 points, 4-5 projects – 17 points, 6 projects and more – 20 points	20			
	Experts' Group: Communication specialist				
3.6.	Education in communications, journalism, editing or other related field: Bachelor – 10 points, Specialist/Master or above – 15 points	15			
3.7.	Experience of development of communication strategies, plans, proven experience of successfully implemented communication campaigns: 3 years – 15 points, 4-5 years – 17 points, 6 years and more – 20 points	20			
3.8.	English proficiency – 5 points Ukrainian and Russian proficiency – 5 points	10			
	Experts' Group: Grants manager				
3.9	Education in management, project management or other related field Bachelor – 7 points, Specialist/Master or above – 10 points	10			
3.10	Proven experience in grant projects implementation support and monitoring: 3 years – 15 points, 4-5 years – 17 points, 6 years and more – 20 points	20			
3.11	Proven experience in preparation and delivery of the workshops/trainings on grant project implementation and reporting: 6-8 trainings – 10 points, 9-12 trainings – 12 points, 13 trainings and more – 15 points	15			
	Mentors (2)				
3.12.	Proven experience in the areas of social innovation, business development, IT or management: 3 years – 10 points, 4-5 years – 12 points, 6 years and more – 15 points	15			

3.13.	Proven experience in training and/or groups facilitation (at least 6 trainings/facilitation sessions within the last 3 years, including 2 online trainings/facilitation sessions): 6-8 events – 10 points, 9-12 events – 12 points, 13 events and more – 15 points	15			
	Total score on Form 3	210			

Annex 3

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

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 361-2021-UNDP-UKR-RFP-RPP dated 3/26/2021, 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) Dully filled in and Signed Form for Submission of Proposal (Annex 2);*
- c) 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;*
- d) Copies of other licenses or certificates (if any);*
- e) A list and short summary of previous experience in innovation challenges, IT events, start-up programs, hackathons development and implementation; examples of successfully implemented projects by the winners of organized events (at least 3 proven stories); events carried out for international organisation (at least 3 events in the last 2 years);*
- f) At least 3 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;*
- g) 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).**
- h) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN*

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

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	
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;*
- *descriptions of thematic areas of the contest for the further communication;*
- *terms of participation in the EastCode 2.0;*
- *selection criteria for applications at all the stages of the contest;*
- *list of mentors and experts who will be supporting the participants;*
- *Organising and holding of thematic online event/s;*
- *Description of incubation of the Projects and LVGA Implementation Monitoring*

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Delivery of outputs 1		
Delivery of output 2		
Delivery of output 3		

Delivery of output 4		
Total (please indicate currency)	100%	

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

E. Cost Breakdown by Cost Component:

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

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

No	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	1 month of work			
1.2	Designer	1 month of work			
1.3	Communication specialist	1 month of work			
1.4	Grants Manager	1 month of work			
1.5	Mentor	1 hour of work			
...	...				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any – to define clearly activities/costs)				
...					
3	Business trips (projects monitoring)				
3.1	Travel				
3.2	Accommodation				
3.3	Daily allowance				
4	Carrying out events				
4.1	Online events (ideathons, bootcamps. Workshops, trainings)				
4.2	Final event (broadcasting, studio, etc.)				
...					
5	Other costs (if any – to define clearly activities/costs)				
5.1	Branding and design				

5.2	Social media advertisement				
5.3	Creation of promo videos				
5.4	Promo production preparation and delivery				
...					
	Total (please indicate currency)				

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

* Dear partners!

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

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

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

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

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

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

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 329-2020-UNDP-UKR-RFP-RPP производиться в рамках выполнения проекта международной технической помощи.

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

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

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

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

- в графе 10 — объем поставки без учета НДС (сумма аванса). Детально — в материалах «Налоговая накладная – 2017: порядок заполнения» и «Новая налоговая накладная в образцах».

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



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

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

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

Annex 4

Model Contract

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

Факс: Email:	Fax: Email:
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: + Email:	14. UNDP Contact Person's Name: Title: Address: Telephone number Email:
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку: <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. 7. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій</p>	This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order: <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine. 7. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p>

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