



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: March 29, 2021
	REFERENCE: 252-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“FUNdraiser: Web-Platform for Youth to Attain Fundraising Skills and Experience”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Monday, April 12, 2021** and via email 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 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: **“252-2021-UNDP-UKR-RFP-RPP”** and **“FUNdraiser: Web-Platform for Youth to Attain Fundraising Skills and Experience”**.

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.

The Proposal that meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions. 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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Manal Fouani*

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

**March 29, 2021**

*AD*

## Description of Requirements

<b>Context of the Requirement</b>	<b>“FUNdraiser: Web-Platform for Youth to Attain Fundraising Skills and Experience”.</b>
<b>Brief Description of the Required Services</b>	The assignment is focused on implementing a number of interconnected activities utilizing the resources of the digital edutainment platform for youth “FUNdraiser” using gamification techniques and a concept of Community Security and Social Cohesion Working Groups (CSSCWGs) established in the UN RPP target communities. This platform as well as activities implemented under this assignment are expected to help young people to build fundraising strategies for their own initiatives in the areas of community security and social cohesion, to raise funds and resources for their projects as well as to contribute to connectivity between youth and local stakeholders.
<b>List and Description of Expected Outputs to be Delivered</b>	<p>1) Development and running a fundraising challenge for youth teams on the FUNdraiser web-platform (already developed under a separate assignment and to be launched in early April 2021) for youth community security and social cohesion initiatives, enhancing youth civic engagement in the communities, and popularizing CSSCWGs among young people;</p> <p>2) Provision the mentorship support to the winning teams in implementation of their projects. Moreover, it is envisaged that the winners will be granted additional financial support to complement the funds raised during the challenge. Note that the grants pool for the winners will be subject of a separate grant contract between UNDP and winning teams / organizations. Thus, the Contractor should not include these sub-grants into their Financial Proposal;</p> <p>3) Popularization of the fundraising challenge among the target audiences, prepare and disseminate success stories of its participants and conduct an information campaign aimed to promote the “FUNdraiser” web-platform.</p>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Community Mobilization Officer
<b>Frequency of Reporting</b>	According to TOR attached
<b>Progress Reporting Requirements</b>	According to TOR attached
<b>Location of work</b>	According to TOR attached
<b>Expected duration of work</b>	According to the proposed timeframe specified in the attached TOR
<b>Target start date</b>	April 2021
<b>Target completion date</b>	December 2021
<b>Travels Expected</b>	According to TOR attached
<b>Special Security Requirements</b>	n/a
<b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
<b>Implementation Schedule indicating breakdown and</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

<b>timing of activities/sub-activities</b>	
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Currency of Proposal</b>	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
<b>Value Added Tax on Price Proposal</b>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>
<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>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.</p>
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on:</b>	<p>Pre-Bidding Conference will be held on <b>Monday, April 05, 2021 at 11:00 (Kyiv time)</b> via Skype.</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 at the following e-mail: <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p> <p>Attn: Procurement Unit</p> <p>Subject: <b>252-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
<b>Payment Terms</b>	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract.</p> <p>Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> <li>• 10% - upon submission and approval of report according to Deliverable 1;</li> <li>• 30% - upon submission and approval of report according to Deliverable 2;</li> <li>• 20% - upon submission and approval of report according to Deliverables 3;</li> <li>• 35% - upon submission and approval of report according to Deliverable 4;</li> <li>• 5% - upon submission and approval of report according to Deliverable 5.</li> </ul>

	The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	Community Security and Social Cohesion Component Lead
<b>Type of Contract to be Signed</b>	<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
<b>Criteria for Contract Award</b>	<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). <u>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.</u>
<b>Criteria for the Assessment of Proposal</b>	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Requirements to the organization that submits proposal 10% <input checked="" type="checkbox"/> Proposed work plan, methodology 60% <input checked="" type="checkbox"/> Staff and invited experts / Consultants 30%  <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<b>UNDP will award the contract to:</b>	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
<b>Contract General Terms and Conditions</b>	<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)  <p>Applicable Terms and Conditions are available at:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p><b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b></p>
<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <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"/> Contract for professional services template (Annex 4)

<b>Contact Person for Inquiries (Written inquiries only)<sup>1</sup></b>	<p><i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp.org</i></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>
<b>Documents to be submitted in proposal</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal).</li> <li><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any).</li> <li><input checked="" type="checkbox"/> A letter of interest/offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant organization.</li> <li><input checked="" type="checkbox"/> Mission statement of the applying organization which is connected with social cohesion.</li> <li><input checked="" type="checkbox"/> Technical Proposal: Proposed work plan with detailed list of key activities and technical approach / methodology for a fundraising challenge and a snapshot view for mentoring and PR strategy.</li> <li><input checked="" type="checkbox"/> CVs of the project team members (Project Manager and Mentors Coordinator) including information about previous experience in similar projects / assignments and confirmation of his/her availability if selected for this project.</li> <li><input checked="" type="checkbox"/> Minimum 2 (two) references on similar projects from previous clients.</li> <li><input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b></li> </ul>

<sup>1</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**Other Information Related to the RFP**

**Administrative Requirements**

Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:

- ✓ 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 section”.
- ✓ Offers must comply with general administrative requirements.

**Experience and Qualification Requirements**

***An organization submitting a proposal:***

- ✓ A company with valid registration for at least 2 (two) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- ✓ Office structure of an entity implies presence at least a Head Office. Preferably, the entity should have regional (Donetsk and Luhansk oblast, Government controlled areas) branches (representatives) to mobilize grassroots community activity.
- ✓ Mission statement of the applying organisation which is connected with social cohesion.
- ✓ Availability of human resources that will ensure due quality and timely implementation of the contract:

***Project Manager:***

- ✓ Master’s degree in the fields of: “Economics”, “Sociology”, “Political science” or similar.
- ✓ Experience in managing development projects funded by the UNDP and/or other donors and demonstrated delivery of strong results (at least 2 (two) projects);
- ✓ Proven experience in eastern Ukraine, with preference for recent work in the ToR Target communities;
- ✓ At least 5 (five) years of civic activism and community mobilisation experience proved by active membership in NGOs, civil society networks and associations;
- ✓ Extensive technical expertise in strategic fundraising, local capacity strengthening and community mobilization as a trainer / moderator / expert (at least 3 (three) projects / initiatives / campaigns);
- ✓ Participation in or coordination of at least 1 (one) projects in the field of Community Security and Social Cohesion;
- ✓ Fluency in Ukrainian and Russian; English proficiency (working level).

***Mentors Coordinator:***

- ✓ Master’s degree in the fields of: “Economics”, “Sociology”, “Political science” or similar;
- ✓ Experience in mentorship and / or coordination (at least 1 (one) project);
- ✓ At least 5 (five) years of civic activism and community mobilisation experience proved by active membership in NGOs, civil society networks and associations;



	<ul style="list-style-type: none"><li>✓ Technical expertise in strategic fundraising and local capacity strengthening as a trainer / moderator / expert (at least 3 (three) projects / initiatives / campaigns);</li><li>✓ Experience in work with youth and youth mobilization (at least 1 (one) project);</li><li>✓ Fluency in Ukrainian and Russian; English proficiency (working level).</li></ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 252-2021-UNDP-UKR-RFP-RPP dated March 29, 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) Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).***

***b) Copies of other licenses or certificates (if any).***

***c) A letter of interest/offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant organization.***

***d) Mission statement of the applying organization which is connected with social cohesion.***

***e) Minimum 2 (two) references on similar projects from previous clients.***

***f) Brief Company Profile (table below).***

<b>BRIEF COMPANY PROFILE</b>	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	

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

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

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
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 (two) references on similar projects from previous clients.	Please attach the signed reference letters if any.
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, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work including:*

***a) Technical Proposal: Proposed work plan with detailed list of key activities and technical approach / methodology for a fundraising challenge and a snapshot view for mentoring and PR strategy.***

**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; description of roles of key personnel (Project Manager and Mentors Coordinator).***

***b) CVs of the project team members (Project Manager and Mentors Coordinator) including information about previous experience in similar projects / assignments.***

***c) Written confirmation from each team member that they are available for the entire duration of the contract.***

## 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 either lease/rent or purchase 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.

### A. Cost Breakdown per Deliverables\*

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal (such as travel, living allowances, salary of staff, stationary, equipment rent etc.).

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	10%	
2.	Deliverable 2	30%	
3.	Deliverable 3	20%	
4.	Deliverable 2	35%	
5.	Deliverable 3	5%	
<b>Total all-inclusive cost without VAT, indicate currency</b>		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	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Staff				
1.1	Project manager salary	Month			
1.2	Mentors' Coordinator salary	Month			
1.3	Mentor 1 (if engaged on fee-for-services)	Month			
1.4	Mentor 2 (if engaged on fee-for-services)	Month			
..	...	Month			
2.	Cost of implementation				
2.1					
2.2					
2.3					
3.	Administration costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
<b>TOTAL without VAT, indicate currency</b>					

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

*[Designation]*

*[Date]*

**Annex 3.****Terms of References (ToR)**

**Project title:** Recovery and Peacebuilding Programme

**Description of the assignment:** FUNdraiser: Web-Platform for Youth to Attain Fundraising Skills and Experience.

**Country / place of implementation:** Ukraine / 32 target communities (Dobropilska, Druzhkivska, Pokrovska, Myrnohradska, Slovianska, Siverska, Soledarska, Toretska, Svitlodarska, Mangushska, Volnovaska, Vuhledarska, Sartanska, Velykonovosilkivska, Mariinska, Avdiivka, Bilovodska, Krasnorichenska, Kreminska, Lozno-Oleksandrivska, Milovska, Nyzhnoduvanska, Novoidarska, Troitska, Lysychanska, Popasnianska, Sievierodonetska, Stanychno-Luhanska, Shchastynska, Triokhyzbenska ATC, Zolote (of Hirska ATC), Pryvillia (of Lozno-Oleksandrivska ATC)) of Donetsk and Luhansk oblasts (Government controlled areas).

**Starting date of the assignment:** April 2021.

**Duration of the assignment:** up to 9 months.

**Name and position of the Supervisor:**

Primary supervisor is Community Mobilization Officer.

Secondary supervisor is Community Security and Social Cohesion Component Lead.

### **I. Context and Background Information on the Project:**

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

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

The United Nations Recovery and Peacebuilding Programme (UN RPP) is being implemented by four United Nations agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organisation of the United Nations (FAO).

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the key stabilization, peacebuilding, economic and governance priority needs in eastern Ukraine following the start of the conflict. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralization Reform

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

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying interventions framework for 12 projects funded by 12 international partners.

The financial management of the following assignment is entrusted to the United Nations Development Programme (UNDP).

The UN RPP recognizes the importance of young people's role in peacebuilding and promoting community security and social cohesion. To increase young people's participation in community life and strengthen their capacity to implement youth-driven projects, the Programme is planning to develop a tailored innovative solution that will utilize the potential of a gamified web-platform "FUNdraiser" by applying edutainment methodology to learning and implementing local initiatives, such as social impact challenges.

In this regard, this specific assignment is focused on implementing a number of interconnected activities utilizing the resources of the digital edutainment platform for youth "FUNdraiser" using gamification techniques and a concept of Community Security and Social Cohesion Working Groups (CSSCWGs) established in the UN RPP target communities. This platform as well as activities implemented under this assignment are expected to help young people to build fundraising strategies for their own initiatives in the areas of community security and social cohesion, to raise funds and resources for their projects as well as to contribute to connectivity between youth and local stakeholders.

## II. Main objectives of the assignment

It is expected that the potential Contractor will organize their work in two main directions:

- Providing an educational environment to build the capacity of youth to elaborate their community projects, raise resources for their implementation, build partnerships and sustain the outcomes of these initiatives. The learning path should be translated into practical tasks for web-platform users (youth teams) applying the gamified elements and incentives.
- Providing a step-by-step guidance for web-platform users (youth teams) to help them gain practical experience while applying their fundraising skills, mobilizing support and funds for their projects, establishing community partnerships, and project implementation.

In this regard, the UN RPP is looking for a Contractor who will:

- 1) Develop and run a fundraising challenge for youth teams on the FUNdraiser web-platform (already developed under a separate assignment and to be launched in early April 2021) for youth community security and social cohesion initiatives, enhancing youth civic engagement in the communities, and popularizing CSSCWGs among young people;
- 2) Provide mentorship support to the winning teams in implementation of their projects. Moreover, it is envisaged that the winners will be granted additional financial support to complement the funds raised during the challenge. Note that the grants pool for the winners will be subject of a separate grant contract between UNDP and winning teams / organizations. Thus, the Contractor should not include these sub-grants into their Financial Proposal;
- 3) Popularize the fundraising challenge among the target audiences, prepare and disseminate success stories of its participants and conduct an information campaign aimed to promote the "FUNdraiser" web-platform.

The Contractor's Technical Proposal has to provide a clear vision of how a fundraising challenge for youth should be gamified and implemented to sustain active youth engagement and community development, while also fulfilling its operational objectives, i.e. strengthening young people's capacity in fundraising and project management. A suggested gamification mechanism should also foster effective cooperation between different players during the learning process through discussions, feedback sessions, partnership building and joint work towards a common goal. The fundraising challenge should employ the scope of the

“FUNdraiser” web-platform instruments: such as the library of templates and useful materials, “Find a partner” tool and its educational component (training modules, competitions, tasks from the Treasury box).

### **III. Description of Responsibilities/Scope of work**

Under the direct supervision of the Community Mobilization Officer and the overall supervision of the Component Lead, the Contractor will be responsible for the following key tasks:

#### **1. Develop and run a fundraising challenge for youth teams on the FUNdraiser web-platform for youth community security and social cohesion initiatives, enhancing youth civic engagement in the communities, and popularizing CSSCWGs among young people:**

1a. Develop a concept of a fundraising challenge, clearly indicating how the functionality of the “FUNdraiser” web-platform will be utilized (among the main functions: “Find a partner” option; “Find a project” option; “Library” with useful templates, guides, fundraising vocabulary, and instructional videos; and a play-and-learn game with 15 training modules, competitions and battles), how a constant feedback to the participants on how to complete the challenge will be provided, and how the winning youth teams will be determined (at least 2-3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). The concept must be approved by UNDP;

1b. Prepare a daily calendar plan of the fundraising challenge, clearly indicating concrete deadlines (milestones) and duration of different activities. The calendar plan must be approved by UNDP;

1c. Run the fundraising challenge according to the approved concept and calendar plan and prepare a free-form report (at least 3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12).

#### **2. Provide mentorship support to the winning teams in implementation of their projects:**

2a. Prepare the concept for mentoring and providing consultations to the winning teams (i.e. support in promotion, implementation, procurements, as well as project-management capacity building, etc.) (at least 2-3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). The potential Contractor is expected to propose their vision on the number of mentors involved in the consultation process and their functions as well as the minimum requirements to be applied for the potential mentors. Also the potential Contractor should clearly indicate in their technical proposal whether mentors will be engaged on a fee-for-services or pro bono basis. The concept must be approved by UNDP. Minimum requirements for a Mentors Coordinator are listed in Section VII. “Experience and Qualification Requirements” of this ToR;

2b. Prepare a daily calendar plan for mentoring and providing consultations to the winning teams. The calendar plan must be approved by UNDP;

2c. Provide mentoring and consultations to each winning team according to the approved concept and calendar plan and prepare a free-form report (at least 3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12).

#### **3. Popularize the fundraising challenge among the target audiences, prepare and disseminate success stories of its participants and conduct an information campaign aimed to promote the “FUNdraiser” web-platform:**

3a. Prepare a PR strategy document (which is descriptive and detailed (at least 3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). PR strategy must be approved by UNDP;

3b. Implement activities indicated in the PR strategy. It is planned that as a result of PR-campaign: at least 100 young people will create their profiles on the “FUNdraiser” web-platform and take part in the fundraising challenge (at least 40% from each of the target oblast); at least 15 youth-led organizations and NGOs working with youth will create their profiles on the “FUNdraiser” web-platform; at least 15



CSSCWGs will create their profiles on the “FUNdraiser” web-platform; at least 70% of new users (young people’s as well as organizations’ profiles) are active (at least 2 logins per month).

3c. Prepare a report on the results of using the “FUNdraiser” web-platform during the fundraising challenge and after it, which should include diagrams, tables, recommendations, analytical information, pictures (at least 10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12). It is planned that the fundraising challenge will demonstrate the following key performance indicators: at least 20 active youth teams are created; at least 60% of users (members of youth teams taking part in the fundraising challenge) accomplished the mandatory training modules; at least 15% of youth teams raised their target amounts during the fundraising challenge; at least 10% of users established collaborations with CSSCWGs; at least 5 (five) success stories are prepared by the winning youth teams (1 success story per a team).

**Please pay attention:** the grants pool for the winners will be subject of a separate grant contract between UNDP and the winning teams / organizations. The prospective Contractor **should not** include sub-grants for the winning teams into their Financial Proposal.

#### IV. Deliverables

The timeframe is spanning about 10 months, from March 2021 to December 2021. The requested services will be provided according to the agreed work plan and paid in lump sums according to the following schedule.

Deliverables	Deliverables description	Deadlines
<b>Deliverable #1</b>	The action plan for activities is developed and agreed with the UNDP.	By the end of the 1 <sup>st</sup> week of the assignment
<b>Deliverable #2</b>	<ul style="list-style-type: none"> <li>a) Concept of a fundraising challenge, clearly indicating how the functionality of the “FUNdraiser” web-platform will be utilized, how a constant feedback to the participants on how to complete the challenge will be provided, and how the winning youth teams will be determined (at least 2-3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is developed;</li> <li>b) Daily calendar plan of the fundraising challenge, clearly indicating concrete deadlines (milestones) and duration of different activities is prepared;</li> <li>c) PR strategy (which is descriptive and detailed (at least 3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared.</li> </ul> <p>All documents submitted to and approved by UNDP.</p>	By the end of the 3 <sup>rd</sup> week of the assignment

<b>Deliverable #3</b>	<p>a) Fundraising challenge is conducted and a free-form report (at least 3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared;</p> <p>b) Free-form report on a fundraising challenge promotion (at least 3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared.</p> <p>All documents submitted to and approved by UNDP.</p>	By the end of the 16 <sup>th</sup> week of the assignment
<b>Deliverable #4</b>	<p>a) Concept for mentoring and providing consultations to the winning teams (i.e. support in promotion, implementation, procurements, as well as project-management capacity building, etc.) (at least 2-3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared;</p> <p>b) Daily calendar plan for mentoring and providing consultations to the winning teams is prepared.</p> <p>All documents submitted to and approved by UNDP.</p>	By the end of the 18 <sup>th</sup> week of the assignment
<b>Deliverable #5</b>	<p>a) PR activities connected with dissemination of success stories are implemented (at least 100 young people created their profiles on the “FUNdraiser” web-platform and took part in the fundraising challenge (at least 40% from each of the target oblast); at least 15 youth-led organizations and NGOs working with youth created their profiles on the “FUNdraiser” web-platform; at least 15 CSSCWGs created their profiles on the “FUNdraiser” web-platform; at least 70% of new users (young people’s as well as organizations’ profiles) are active (at least 2 logins per month), at least 5 success stories prepared by the winning youth teams (1 success story per a team);</p> <p>b) Mentoring and consultations to the winning teams are provided, and a free-form report (at least 3 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared;</p> <p>c) Report on the results of using the “FUNdraiser” web-platform during the fundraising challenge and after it, which should include diagrams, tables, recommendations, analytical information, pictures (at least 10 pages, Ukrainian language, Word format, A4, Times New Roman, font size 12) is prepared.</p> <p>Reports are submitted to and approved by UNDP.</p>	By the end of the 40 <sup>th</sup> week of the assignment

#### V. Proposed payment schedule

Payments will be made in five tranches as per delivery of the outputs:

- 10% - upon submission and approval of report according to Deliverable 1;
- 30% - upon submission and approval of report according to Deliverable 2;
- 20% - upon submission and approval of report according to Deliverables 3;
- 35% - upon submission and approval of report according to Deliverable 4;
- 5% - upon submission and approval of report according to Deliverable 5.

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

## **VI. Monitoring and Progress Controls**

The Contractor will work under supervision and directly report to the Community Mobilization Officer on a monthly basis through meetings \ calls \ mails. The Contractor should clearly and concisely identify the work that has been carried out during this period, list major accomplishments, and difficulties / problems encountered during the process.

All reports and materials shall be prepared and transmitted electronically (Formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf, etc.) to the electronic device or in the form of electronic communication with the final product. The materials/reports should be prepared in Ukrainian. No reports or documents should be published or distributed to third part without approval of UNDP.

## **VII. Experience and Qualification Requirements**

1. An entity with a valid registration at least 2 (two) years (for Ukrainian organizations – an organization should be registered in the territory controlled by the government of Ukraine);
2. Office structure of an entity implies presence at least a Head Office. Preferably, the entity should have regional (Donetsk and Luhansk oblast, Government controlled areas) branches (representatives) to mobilize grassroots community activity.
3. Mission statement of the applying organisation which is connected with social cohesion.
4. Availability of human resources that will ensure due quality and timely implementation of the contract: The project team will include Project Manager and Mentors Coordinator:

### **● Project Manager:**

- Master's degree in the fields of: "Economics", "Sociology", "Political science" or similar;
- Experience in managing development projects funded by the UNDP and/or other donors and demonstrated delivery of strong results (at least 2 (two) projects);
- Proven experience in eastern Ukraine, with preference for recent work in the ToR Target communities;
- At least 5 (five) years of civic activism and community mobilisation experience proved by active membership in NGOs, civil society networks and associations;
- Extensive technical expertise in strategic fundraising, local capacity strengthening and community mobilization as a trainer / moderator / expert (at least 3 (three) projects / initiatives / campaigns);
- Participation in or coordination of at least 1 (one) projects in the field of Community Security and Social Cohesion;
- Fluency in Ukrainian and Russian; English proficiency (working level).

### **● Mentors Coordinator:**

- Master's degree in the fields of: "Economics", "Sociology", "Political science" or similar;

- Experience in mentorship and / or coordination (at least 1 (one) project);
- At least 5 (five) years of civic activism and community mobilisation experience proved by active membership in NGOs, civil society networks and associations;
- Technical expertise in strategic fundraising and local capacity strengthening as a trainer / moderator / expert (at least 3 (three) projects / initiatives / campaigns);
- Experience in work with youth and youth mobilization (at least 1 (one) project);
- Fluency in Ukrainian and Russian; English proficiency (working level).

### **VIII. Documents to be Included when Submitting the Proposals**

Applicants shall submit the following documents:

1	Legal documents of applying organization certifying the status and official date of registration.
2	A letter of interest/offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant organization.
3	Mission statement of the applying organisation which is connected with social cohesion.
4	Technical Proposal: Proposed work plan with detailed list of key activities and technical approach / methodology for a fundraising challenge and a snapshot view for mentoring and PR strategy.
5	CVs of the project team members (Project Manager and Mentors Coordinator) including information about previous experience in similar projects / assignments and confirmation of his/her availability if selected for this project.
6	Financial proposal with the description of activities within the work plan.
7	Minimum 2 (two) references on similar projects from previous clients.

### **IX. 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:

- compliant with all the minimum evaluation criteria;
- passed the 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 a 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 the 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:

Summarized evaluation form of the technical proposal		Share of evaluation	Maximum score
1	Requirements to the organization that submits proposal	10%	70
2	Proposed work plan, methodology and approach	60%	420
3	Staff and invited experts / Consultants	30%	210
<b>Total score</b>		<b>100%</b>	<b>700</b>

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 the general evaluation process.

Technical Evaluation Forms:

- Form 1. Requirements to the organization that submits proposal
- Form 2. Proposed work plan, methodology and approach
- Form 3. Personnel and invited experts / consultants

### Technical Evaluation Criteria

Evaluation of technical proposals: Form 1		Maximum score	Organization		
			A	B	C
Requirements to the organization that submits proposal					
1.1	Office structure of the applying organization (only Head Office, no regional branches – 35 points; head office and one regional branch – 40 points; head office and two or more regional branches – 45 points)	45			
1.2	Connection of mission statement of the applying organisation with social cohesion issues (weak connection – 15 points; average connection – 20 points; strong connection – 25 points)	25			

Total score on Form 2		70			
Evaluation of technical proposals: Form 2		Maximum score	Organization		
			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 - 90 points; The Technical Proposal corresponds well to the task, but workload overstated / understated - 105 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 120 points.	120			
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 – 110 points; The methodology logically describes a sequence of works – 130 points; The methodology includes thorough criteria that demonstrate its feasibility – 150 points	150			
2.3	How well developed and reliable is the approach to the organization of services to the project Outputs? The developed approach contains separate inconsistencies - 110 points; Good approach, but low reliability on realism - 130 points; The organization has shown perfect approach which fully complies with reality - 150 points	150			

<b>Total score on Form 2</b>	<b>420</b>			
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Evaluation of technical proposals: Form 3		Maximum score	Organization		
			A	B	C
Personnel and invited experts / consultants					
	<b>Project Manager</b>				
3.1	Education degree in the fields of: “Economics”, “Sociology”, “Political science” or similar (“Specialist / Master” - 3 points, “PhD” or above - 5 points).	5			
3.2	Experience in managing development projects funded by the UNDP and/or other donors and demonstrated delivery of strong results: 2 (two) projects - 10 points, more than 2 (two) projects - 15 points).	15			
3.3	Proven experience in eastern Ukraine, with preference for recent work in the ToR target communities (experience in eastern Ukraine, but not in the ToR target communities - 20 points; experience in eastern Ukraine, with recent work in the ToR target communities - 25 points)	25			
3.4	Experience in civic activism and community mobilisation proved by active membership in NGOs, civil society networks and associations (9 points – 5 years of experience; 12 points – 6-9 years of experience; 15 points – 10 years of experience and more)	15			
3.5	Technical expertise in strategic fundraising, local capacity strengthening and community mobilization as a trainer / moderator / expert (15 points – 3 projects / initiatives / campaigns; 20 points – 4-5 projects / initiatives / campaigns; 25 points – more than 5 projects / initiatives / campaigns)	25			

3.6	Participation in or coordination of projects in the field of Community Security and Social Cohesion (1 (one) project – 10 points; 2 (two) projects - 12 points; more than 2 (two) projects - 15 points)	15			
3.7	Language knowledge (fluency in Ukrainian and Russian, working level in English – 7 points; fluency in Ukrainian and Russian, fluency in English – 10 points)	10			
	Interim score by criteria 3.1 – 3.7	110			
	<b>Mentors Coordinator</b>				
4.1	Education degree in the fields of: “Economics”, “Sociology”, “Political science” or similar (“Specialist / Master” - 7 points, “PhD” or above - 10 points)	10			
4.2	Experience in mentorship and / or coordination (1 project - 10 points, 2 projects - 15 points, more than 2 projects - 20 points)	20			
4.3	Experience in civic activism and community mobilisation proved by active membership in NGOs, civil society networks and associations (10 points – 5 years; 15 points – 6-7 years; 20 points – more than 7 years)	20			
4.4	Technical expertise in strategic fundraising and local capacity strengthening as a trainer / moderator / expert (15 points – 3 projects / initiatives / campaigns; 20 points – 4-5 projects / initiatives / campaigns; 25 points – more than 5 projects / initiatives / campaigns)	25			
4.5	Experience in work with youth and youth mobilization (1 (one) project – 7 points; 2 (two) projects – 12 points; 3 (three) and more projects - 15 points)	15			
4.6	Language knowledge (fluency in Ukrainian and Russian, working level in English – 7 points; fluency in Ukrainian and Russian, fluency in English – 10 points)	10			



	Interim score by criteria 4.1 – 4.6	100			
<b>Total score on Form 3</b>		<b>210</b>			

## X. Financial Proposal

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, according to the abovementioned schedule.

The Contractor will be responsible for all administrative expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

The expenses related to the implementation of services, such as accommodation, meals, technical devices, rental of premises for the activities, travel costs, as well as experts fees and their travel costs should be included in the financial proposal.

Because the procurement of services is carried out within the framework of the international technical assistance project, the quotations/invoices for payment must be provided without VAT.

### 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.

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	10%	
2.	Deliverable 2	30%	
3.	Deliverable 3	20%	
4.	Deliverable 4	35%	
5.	Deliverable 5	5%	
<b>Total all-inclusive cost without VAT, indicate currency</b>		100%	



### B. Cost breakdown by components:

The Contractors 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 if both parties have agreed to add new deliverables to the scope of Services.

No	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
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1.	Staff				
1.1	Project manager salary	Month			
1.2	Mentors' Coordinator salary	Month			
1.3	Mentor 1 (if engaged on fee-for-services)	Month			
1.4	Mentor 2 (if engaged on fee-for-services)	Month			
..	...	Month			
2.	Cost of implementation				
2.1					
2.2					
2.3					
3.	Administration costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
<b>TOTAL without VAT, indicate currency</b>					

## Model Contract

<b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</b> 		<b>Contract for Goods and/or Services Between the United Nations Development Programme and</b> 	
1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна		1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine	
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:		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:	
3. Посилання на номер договору (напр., номер присудження договору):		3. Contract Reference (e.g. Contract Award Number):	
4. Довгострокова угода: Ні		4. Long Term Agreement: No	
5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги		5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services	
6. Тип Послуг:		6. Type of Services:	
7. Дата початку Договору:	8. Дата завершення Договору:	7. Contract Starting Date:	8. Contract Ending Date:
9. Загальна сума Договору: 9а. Передплата: Не застосовується		9. Total Contract Amount: 9а. Advance Payment: Not applicable	
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		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	
11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат		11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Назва(ім'я) Підприємця:		12. Contractor's Name:	
13. Ім'я контактної особи Підприємця:  Посада: керівник Адреса: Номер телефону: Факс: Email:		13. Contractor's Contact Person's Name:  Title Address: Telephone number: 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 Підприємця, 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	

<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"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.</li> <li>5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.</li> </ol> <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО</b>, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract 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"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF</b>, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<p><b>Від імені Підрядника / For the Contractor</b></p>	<p><b>Від імені ПРООН / For UNDP</b></p>
<p>Підпис / Signature:</p>	<p>Підпис / Signature:</p>
<p>Ім'я / Name:</p>	<p>Ім'я / Name:</p>
<p>Посада / Title:</p>	<p>Посада / Title:</p>
<p>Дата / Date:</p>	<p>Дата / Date:</p>