



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: April 28, 2021
	REFERENCE: 254-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Developing the Knowledge Web-Portal on Methodology on Monitoring of Local Budgets with Relation to Community Security and Social Cohesion "**.

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), Sunday, May 16, 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: **“254-2021-UNDP-UKR-RFP-RPP”** and **:"Developing the Knowledge Web-Portal on Methodology on Monitoring of Local Budgets with Relation to Community Security and Social Cohesion”**.

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,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine*

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Annex 1**Description of Requirements**

Context of the Requirement	Developing the Knowledge Web-Portal on Methodology on Monitoring of Local Budgets with Relation to Community Security and Social Cohesion.
Brief Description of the Required Services	UN RPP seeks for a qualified professional organization/specialist that will coordinate the knowledge transfer of the methodology on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component in the target communities of Donetsk and Luhansk oblasts by building capacities of CSOs and CSWGs through developing knowledge web-portal in this aspects
List and Description of Expected Outputs to be Delivered	The main goals are: i) to streamline the process of local budgets monitoring and advocacy for changes and make the monitoring methodology easier and clearer for local stakeholders; ii) to supplement the printed guidebook on methodology on local programs and budgets monitoring with online-simulator tool, and iii) to increase participation of local community security groups and activists in local programs and budgets monitoring activities and budget advocacy.
Person to Supervise the Work/Performance of the Service Provider	Component III Lead, UN RPP
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to TOR attached
Target start date	June 2021
Latest completion date	September 2021
Travels Expected	According to TOR attached
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	According to TOR attached

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on 5-th of May 2021 at 10 am via Skype Conference. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their 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: 254-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and

	<p>executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.</p> <p>Upon submission and approval of report according to Deliverable 1– 10%;</p> <p>Upon submission and approval of report according to Deliverable 2– 35%;</p> <p>Upon submission and approval of report according to Deliverable 3– 35%</p> <p>Upon submission and approval of report according to Deliverable 1– 20%</p> <p>Payment terms: Not later than thirty (30) days as of meeting the following conditions:</p> <p>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs;</p> <p>b) Receipt of invoice from the Contractor.</p>
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	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p> <p><input checked="" type="checkbox"/> Contract for Professional Services</p> <p><input type="checkbox"/> Long-Term Agreement</p> <p><input type="checkbox"/> Other Type of Contract</p>
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 40%</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	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process
Annexes to this RFP	<input checked="" type="checkbox"/> Technical Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only)	<i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org, Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Documents to be submitted in proposal	<input checked="" type="checkbox"/> Fully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided; <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any); <input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company; <input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity; <input checked="" type="checkbox"/> Example of at least two developed video clips shall be provided; <input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about experience in similar projects / assignments; <input checked="" type="checkbox"/> Example of at least two developed educational web-products shall be provided; <input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant; <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>	<p>Administrative Requirements: Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> ☑ Offers must be submitted within the stipulated deadline ☑ Offers must meet required Offer Validity ☑ Offers have been signed by the proper authority ☑ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration ☑ Offers must comply with general administrative requirements: <ol style="list-style-type: none"> 1. An entity with valid registration (for Ukrainian organizations – an organization should be registered in the territory controlled by the government of Ukraine); 2. At least 2 years of experience in web-products developments; <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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Annex 2



TERMS OF REFERENCE

Project Title: UN Recovery and Peacebuilding Programme, Component 3: Community Security and Social Cohesion

Description of the assignment: Developing the Knowledge Web-Portal on Methodology on Monitoring of Local Budgets with Relation to Community Security and Social Cohesion

Country / Target communities: Ukraine / 32 target communities (Dobropilska, Druzhkivska, Pokrovska, Myrnohradsk, 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 assignment: May 2021

Duration of Assignment: May – August 2021 (4 months)

Supervisor: Community Security and Social Cohesion Coordinator

I. CONTEXT

Objective

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the 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 the east of 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 Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Denmark/SIDA-SDC funded project “Good governance and citizens engagement for justice, security, environmental protection and social cohesion in eastern Ukraine” is designed to contribute to resolving key issues of weak rule of law and rights to justice, physical and environmental insecurity and the breakdown of trust in institutions which are prevailing in Donetsk and Luhansk oblasts and which constrain or limit social cohesion and peacebuilding in these two conflict-affected regions, as well as their overall longer-term development.

Component III of RPP «Community Security and Social Cohesion» (CSSC) aims to reach some of its goals through enhancing community security; civic mobilization and empowerment of communities; reconciliation and restoration of social cohesion.

One of the tools for achieving that is to develop civil society organizations (hereinafter – CSOs) and Community Security Working Groups’ (hereinafter – CSWGs) competence to monitor the fulfilment of local development projects and strategies in relation to community security, access to justice and social cohesion.

In this respect the UN RPP seeks for a qualified professional organization/specialist that will coordinate the knowledge transfer of the methodology on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component in the target communities of Donetsk and Luhansk oblasts by building capacities of CSOs and CSWGs through developing knowledge web-portal in this aspects.

II. MAIN GOALS AND OBJECTIVES

The main goals are: i) to streamline the process of local budgets monitoring and advocacy for changes and make the monitoring methodology easier and clearer for local stakeholders; ii) to supplement the printed guidebook on methodology on local programs and budgets monitoring with online-simulator tool, and iii) to increase participation of local community security groups and activists in local programs and budgets monitoring activities and budget advocacy.

The methodology on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component has been developed during a pilot project implemented in 2020 with the support of UN RPP. The methodology is presented for a public access in a guidebook “6 steps towards effective local budgets” published on the UNDP web-portal:

<https://www.ua.undp.org/content/ukraine/uk/home/library/recovery-and-peacebuilding/six-steps-towards-effective-budgeting.html>. Six target communities in Donetsk and Luhansk oblasts (Government controlled areas) - Druzhkivka, Slovyansk, Myrnohrad, Kreminna, Novoidar, Bilovodsk - took part in a pilot project. This pilot project demonstrated that the budget monitoring topic per se is too complicated for local activists, therefore further capacity building and clarifications to some aspects of the methodology are needed. That is why the local budget monitoring methodology should be translated into understandable and accessible format in order to be well accepted at the local level by target audiences. Given, on the one hand, challenges associated with COVID-19 pandemic, it is necessary to look for new approaches that will be effective in the online environment and can be expanded to other regions, on the other hand. To achieve synergy with this task, in parallel with this assignment, training for trainers (ToT) and supervision are being prepared to conduct in the target communities that will use the online

capacity-building products - this will ensure the sustainability and development of the institutional memory in hromadas.

The main objective of this assignment is visualization of documentation on the methodology on local programs and budgets monitoring with reference to community security, access to justice and social cohesion component for strengthening capacities of civil society organizations (CSOs) and community security working groups (CSWGs) in these aspects.

It presupposes establishing an online knowledge portal, which will include several different types of content: educational videos, online simulator, and assistive forms to use during budgets monitoring and advocacy. In this regard, the tasks under this assignment include:

1. Develop 10 (ten) document templates (assistive monitoring forms for practical use) for target audiences to fill out at different stages of local budgets monitoring and advocacy process;
2. Prepare and make 10 (ten) educational video clips on key aspects and tips of the local budgets monitoring methodology to popularize it among the target audiences;
3. Prepare concept and develop an online simulator for civil society activists and members of community security working groups to strengthen their preparedness to apply local budgets monitoring methodology.

III. SCOPE OF WORK AND EXPECTED OUTCOMES

Within the period from May 2021 to August 2021, the Contractor should implement the following activities approved by the UNDP:

1. To develop 10 document templates (assistive monitoring forms for practical use) for target audiences to fill out at different stages of local budgets monitoring and advocacy process:

1.1. Develop the following templates: Budget Transparency Monitoring Worksheet; Social Cohesion Monitoring Worksheet; Community Security Monitoring Worksheet; Access to Justice Monitoring Worksheet; Budget Transparency Flow Chart for Advocacy Planning; Social Cohesion Flow Chart for Advocacy Planning; Community Security Flow Chart for Advocacy Planning; Access to Justice Flow Chart for Advocacy Planning; Local Budget Monitoring and Advocacy Calendar; Partnership Building and Advocacy Campaign Check-list. All forms should be developed in three formats: docx / excel / pdf.

1.2. Publish all developed templates on the online knowledge portal (See task 3.1.).

***Note:** all required document templates (monitoring forms) should be developed using local budgets monitoring and advocacy methodology and be based on the guidebook “6 steps towards effective local budgets”.*

Estimated timeframe: five weeks from the beginning of the task implementation.

2. To prepare and make 10 educational video clips on key aspects and tips of the local budgets monitoring methodology to popularize it among the target audiences.

2.1. Develop the content, concept and scenario for the video clips on following topics: 1) Social Cohesion through Results-based Budgeting; 2) Community Security through Results-based Budgeting; 3) Access to Justice through Results-based Budgeting; 4) What is the Local

Government Annual Budget Process?; 5) Transparency and accessibility of budget information at the local level; 6) Peculiarities of budget monitoring in the field of community mobilization and social cohesion; 7) Peculiarities of budget monitoring in the field of community security; 8) Peculiarities of budget monitoring in the field of access to justice; 9) Application of budget monitoring results in budget advocacy; 10) Partnership-building for budget advocacy.

Content in all video clips should be based on the guidebook “6 steps towards effective local budgets”, but not duplicate it.

Video clips should contain examples, cases and introduce additional clarifications to those presented in the guidebook. Content, concept and scenario for the video clips should be agreed with the UN RPP.

2.2. Produce 10 educational video clips according to agreed content, concept and scenario. Video clips as live action videos should be professionally recorded and edited; some animation, kinetic typography, motion graphics and other tools can also be used to explain the content; the average duration of each video clip should be 10-15 minutes. Content should include not just theoretical material but also practical recommendations.

2.3. Publish all produces educational video clips on the online knowledge portal (See task 3.1.).

Estimated timeframe: twelve weeks from the start of the assignment.

3. Preparing concept and development of an online simulator for civil society activists and members of community security working groups to strengthen their preparedness to apply local budgets monitoring methodology in real-life cases.

3.1. Prepare the concept of online knowledge portal (up to 5 pages, in Ukrainian, *. docs and/or *.pdf formats, Times New Roman, 12 pt., lines space – 1,15) and agree it with the UN RPP. The online knowledge portal should incorporate educational video clips, online simulator, and templates (assistive monitoring forms) as three components - for improving knowledge in local budgets monitoring methodology, for training and for practical use respectively.

3.2. Prepare a concept of an online simulator (up to 5 pages, in Ukrainian, *. docs and/or *.pdf formats, Times New Roman, 12 pt., lines space – 1,15) and agree it with the UN RPP. An online simulator should be web-based, contain real-life cases, and be methodologically based on the guidebook “6 steps towards effective local budgets”. The concept of the online simulator must include the description of its general structure, scope of questions / tasks to be solved during simulation, and software requirements which should be based on the concept and contain the information for web-development.

It is expected that it will be realized in the form of a quiz that reflects all kinds of situations that may occur with an activist during local budget monitoring and advocacy.

3.3. Develop communication strategy for online simulator and agree it with the UN RPP.

3.4. Develop an online simulator according to the concept developed, test it by engaging at least 15 representatives of target hromadas and make the adjustments if necessary.

3.5. Launch the online knowledge portal with all components incorporated and tested, and conduct activities according to the agreed communication strategy.

Note: applicants should include expenses for maintenance of the web-platform for 2 (two) years into their financial proposals.

Estimated timeframe: sixteen weeks from the beginning of the task.

IV. DELIVERABLES

The timeframe is spanning for four months, from May 2021 till August 2021. The requested services will be provided according to the agreed work plan and paid in lump sums according to the following schedule.

#	Outputs description	Deadlines
1.	Action plan for all activities of assignment developed and approved by UNDP.	By the end of 1 st week of the assignment.
2.	Ten monitoring forms (Budget Transparency Monitoring Worksheet; Social Cohesion Monitoring Worksheet; Community Security Monitoring Worksheet; Access to Justice Monitoring Worksheet; Budget Transparency Flow Chart for Advocacy Planning; Social Cohesion Flow Chart for Advocacy Planning; Community Security Flow Chart for Advocacy Planning; Access to Justice Flow Chart for Advocacy Planning; Local Budget Monitoring and Advocacy Calendar; Partnership Building and Advocacy Campaign Check-list) prepared in three formats (docx / excel / pdf) and agreed by UNDP.	By the end of 5 th week of the assignment
3.	Ten educational video clips (1) Social Cohesion through Results-based Budgeting; 2) Community Security through Results-based Budgeting; 3) Access to Justice through Results-based Budgeting; 4) What is the Local Government Annual Budget Process?; 5) Transparency and accessibility of budget information at the local level; 6) Peculiarities of budget monitoring in the field of community mobilization and social cohesion; 7) Peculiarities of budget monitoring in the field of community security; 8) Peculiarities of budget monitoring in the field of access to justice; 9) Application of budget monitoring results in budget advocacy; 10) Partnership-building for budget advocacy) are made and agreed by UNDP.	By the end of 12 th week of the assignment
4.	An online simulator is developed and tested. Ten monitoring forms are uploaded on the web-platform. Ten educational video clips are uploaded on the web-platform. Online knowledge portal is launched, and communication activities are conducted.	By the end of 16 th week of the assignment

V. MONITORING/REPORTING REQUIREMENTS

The Contractor will work under overall supervision Community Security and Social Cohesion Coordinator 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 party without approval of UNDP.

VI. PROPOSED PAYMENT SCHEDULE

Payments will be made in four tranches according to the proposed payment schedule below:

- 10% - upon submission and approval of report according to Deliverable 1
- 35% - upon submission and approval of report according to Deliverable 2
- 35% - upon submission and approval of report according to Deliverable 3
- 20% - upon submission and approval of report according to Deliverable 4

The payments will be paid out upon the full completion and acceptance of deliverables in accordance with the certificate of payments provided by the Community Mobilization Officer.

VII. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

1. An entity with valid registration (for Ukrainian organizations – an organization should be registered in the territory controlled by the government of Ukraine);
2. At least 2 years of experience in web-products development;
3. Experience in creating of educational video clips (example of at least two developed video clips shall be provided);
4. Experience in creating of educational web-products (example of at least two developed products shall be provided);
5. Previous experience in development of edutainment products under UNDP assignment is an asset;
6. The Contractor must have a team of at least 3 (three) professionals with the following roles and required qualifications:

Team Leader/Project Manager:

- At least a Bachelor's (or equivalent) degree in Economics, Social Sciences, Management, Psychology, PR, Communications or another relevant related field;
- Minimum 2 (two) years of experience in project management and team management;
- Proven experience in Eastern Ukraine, with preference for recent work in target communities would be considered as an asset;
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

Expert in local budgets monitoring:

- At least a Master's (or equivalent) degree in Economic Finance or another relevant related field;

- Experience in development of finance/budgeting guidelines (at least one knowledge product developed and/or co-authored);
- Deep knowledge of the methodology on monitoring of local budgets (at least one shall be provided);
- Excellent knowledge of Ukrainian and Russian.

Web-developer:

- Bachelor's (or higher) degree in Economics, Mathematics, Social Sciences, Computer Studies, Management, PR, Communications, Linguistics or another relevant related field;
- At least 2 (two) years of relevant experience in web development;
- At least 2 (two) years of relevant experience in web design, graphic design production / publishing;
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

VIII. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents:

<input checked="" type="checkbox"/>	Legal documents of applying entity certifying the status and official date of registration.
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar assignments and competitive advantages of the applicant.
<input checked="" type="checkbox"/>	Technical Proposal: Proposed work plan with detailed list of key activities and vision of online knowledge portal about the methodology on monitoring of local budgets with relation to community security and social cohesion
<input checked="" type="checkbox"/>	CV of the Team Lead, Expert in local budgets monitoring and Web-developer including information about previous experience in similar projects / assignments and confirmation of his/her availability if selected for this project.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the work plan.

IX. EVALUATION AND COMPARISON OF PROPOSALS

A two-stage procedure is utilized in evaluating proposals, with the 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.

In the first stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per the below evaluation criteria. In the second stage, the price proposals of all applicants, who have attained a minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights of 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically

compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. $490 \text{ points} \times \text{lowest price/quoted price}$.

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 participant 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	30%	210
2	Proposed work plan, methodology and approach	40%	280
3	Staff and invited experts / consultants	30%	210
Total score		100%	700

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 entity that submits proposal					
1.1	Years of experience in web-products development (2 years – 75 points; 3-4 years – 90 points; 5 and more – 100 points)	100			
1.2	Experience in creating of educational video clips (2 developed video clips – 35 points; 3-4 developed video clips – 45 points; 5 and more – 50 points)	50			
1.3	Experience in creating of educational web-products (2 developed products – 35 points; 3-4 developed products – 45 points; 5 and more – 50 points)	50			

1.4	Previous experience in development of edutainment products under UNDP assignment (no products – 0 points; 1 product – 5 points; 2 and more products – 10 points)	10			
Total score on Form 2		210			

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 - 70 points; The Technical Proposal corresponds well to the task, but workload overstated / understated - 80 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 90 points.	90			
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 – 65 points; The methodology logically describes a sequence of works – 80 points; The methodology includes thorough criteria that demonstrate its feasibility – 90 points	90			
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 - 70 points; Good approach, but low reliability on realism - 85 points; The organization has shown perfect approach which fully complies with reality - 100 points	100			
Total score on Form 2		280			

Evaluation of technical proposals: Form 3		Maximum score	Organization		
			A	B	C
Personnel and invited experts / consultants					
	Team Lead				

3.1	Education degree in Economics, Social Sciences, Management, PR, Computer Studies, Communications, Linguistics, Fine Arts or another relevant related field (“Bachelor” - 10 points; “Specialist / Master” - 12 points, “PhD” or above - 15 points).	15			
3.2	Years of experience in project management and team management (2 (two) years - 20 points; 3-4 years - 25 points; 5 years and more - 30 points)	30			
3.3	Proven experience in Eastern Ukraine, with preference for recent work in target communities (no projects - 0 points; 1 (one) project - 5 points, 2 (two) and more projects - 10 points).	10			
3.4	Language knowledge (fluency in Ukrainian and Russian, working level in English – 10 points; fluency in Ukrainian and Russian, fluency in English – 15 points)	15			
<u>Total for scores 3.1 - 3.4</u>		70			

	Expert in local budgets monitoring				
3.5	Education degree in Economic Finance or another relevant related field (“Specialist / Master” - 12 points, “PhD” or above - 15 points).	15			
3.6	Experience in development of finance/budgeting guidelines (one knowledge product developed and/or co-authored - 13 points; 2-3 knowledge products - 17 points; 4 knowledge products and more - 20 points)	20			
3.7	Deep knowledge of the methodology on monitoring of local budgets (one knowledge product - 17 points; 2-3 knowledge products - 21 points; 4 knowledge products and more - 25 points)	25			
3.8	Language knowledge (working level in Ukrainian and Russian – 8 points; fluency in Ukrainian and Russian – 10 points)	10			
<u>Total for scores 3.5 - 3.8</u>		70			

	Web-developer				
3.9	Education degree in Economics, Mathematics, Social Sciences, Computer Studies, Management, PR, Communications, Linguistics or another relevant related field (“Bachelor” - 10 points; “Specialist / Master” - 12 points, “PhD” or above - 15 points).	15			
3.10	Experience in web development (2 (two) years - 14 points; 3-4 years - 17 points; 5 years and more - 20 points).	20			

3.11	Experience in web-design, graphic design production / publishing (2 (two) years - 14 points; 3-4 years - 17 points; 5 years and more - 20 points)	20			
3.12	Language knowledge (fluency in Ukrainian and Russian, working level in English – 12 points; fluency in Ukrainian and Russian, fluency in English – 15 points)	15			
<i>Total for scores 3.9 - 3.12</i>		70			
Total score on Form 3		210			

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.

Purchase of equipment/technical devices (phones, laptops, others) is not allowed at the expense of the project.

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	35%	
3.	Deliverable 3	35%	
4.	Deliverable 4	20%	
Total all-inclusive cost without VAT, indicate currency		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
1.	Staff				
1.1	Team Lead salary	Month			
1.2	Expert in local budgets monitoring salary	Month			
1.3	Web-developer salary	Month			
1.4		Month			
..	...	Month			
2.	Cost of implementation				
2.1	Development of monitoring forms	pcs	10		
2.2	Development of educational video clips	pcs	10		
2.3	Development of online simulator	pcs	1		
3.	Administration costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
TOTAL without VAT, indicate currency					

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 254-2021-UNDP-UKR-RFP-RPP dated 4/28/2021 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) A letter of interest / letter of offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company;;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) Certificates and Accreditation (if any) – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- e) At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

BRIEF COMPANY PROFILE

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

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

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Track Record performed	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN	Yes/No (Please choose)

Procurement Division List or Other UN Ineligibility List.	
Other relevant information	

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work including:

- *A work plan with the proposed work schedule indicating the persons responsible for each area of activity;*
- *A vision of online knowledge portal about the methodology on monitoring of local budgets with relation to community security and social cohesion.*

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) Example of at least two developed video clips shall be provided;*
- e) Example of at least two developed educational web-products shall be provided*
- f) At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.*

D. Cost Breakdown per Deliverable*

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

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

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

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	10%	
2	Deliverable 2	35%	
3	Deliverable 3	35%	

4	Deliverable 4	20%	
	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	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Staff				
1.1	Team Lead salary	Month			
1.2	Expert in local budgets monitoring salary	Month			
1.3	Web-developer salary	Month			
1.4		Month			
..	...	Month			
2.	Cost of implementation				
2.1	Development of monitoring forms	pcs	10		
2.2	Development of educational video clips	pcs	10		
2.3	Development of online simulator	pcs	1		
3.	Administration costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
TOTAL without VAT, 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:	