



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: May 25, 2021
	REFERENCE: 87-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Creation of online video courses on business development”**.

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) Tuesday, June 08, 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: **“87-2021-UNDP-UKR-RFP-RPP”** and **“Creation of online video courses on business development”**.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



**Ms. Agnes Kochan,  
UNDP Operations Manager**

**May 25, 2021**

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## Description of Requirements

<b>Context of the Requirement</b>	<b>“Creation of online video courses on business development”</b>
<b>Brief Description of the Required Services</b>	<p>The overall objective of this assignment is to develop 5 (five) high-quality business development video courses and other relevant learning and knowledge materials, to strengthen the capacity and enhance the overall entrepreneurial activity of IDPs and host communities, especially those affected by the conflict in eastern Ukraine. The Contractor shall develop video courses/masterclasses at the following topics:</p> <ol style="list-style-type: none"> <li>1) MSMEs cooperation with Chambers of Commerce and Industry;</li> <li>2) fashion business;</li> <li>3) construction materials production;</li> <li>4) interior design services;</li> <li>5) business digitalization and e-commerce.</li> </ol>
<b>List and Description of Expected Outputs to be Delivered</b>	<p>Deliverable 1. A detailed storyboard for the creation of five video courses/masterclasses developed and agreed with the programme. Presenters/lecturers of the video courses selected and agreed with the programme. Filming calendar is developed and agreed with the Programme. An inception report submitted to the Programme.</p> <p>Deliverable 2. One video course (the 1st) with Ukrainian subtitles (plus one video teasers for the video course) and supporting learning and knowledge materials to be developed and agreed with the Programme. An interim report including updates on current results, implementation issues along with the photo and video materials of the ongoing training courses is submitted to the Programme.</p> <p>Deliverable 3. Two video courses (the 2nd and the 3rd) with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report including updates on current results, implementation issues along with the photo and video materials of the ongoing training courses are submitted to the programme is submitted to the Programme.</p> <p>Deliverable 4. Two video (the 4<sup>th</sup> and 5<sup>th</sup>) courses with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report including updates on current results, implementation issues along with the photo and video materials of the ongoing training courses is submitted to the Programme.</p> <p>Deliverable 5. All five video courses and video teasers for each video course, learning and knowledge materials in accordance with all of the provisions</p>

	outlined in the <b>'Common requirements'</b> , <b>'Specific requirements to the e-learning'</b> are developed and agreed with Programme. A project final report is submitted to the Programme.
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Specialist on Entrepreneurship Promotion, UN Recovery and Peacebuilding Programme
<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>	June 2021
<b>Target completion date</b>	October 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 timing of activities/sub-activities</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<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). 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 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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on:</b>	Pre-Bidding Conference will be held on <b>Tuesday, June 1, 2021 at 11:00 (Kyiv time)</b> via Skype. 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> Attn: Procurement Unit

	Subject: <b>87-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration
<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. Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> <li>• After achieving deliverable 1 – 20%</li> <li>• After achieving deliverable 2 – 20%</li> <li>• After achieving deliverable 3 – 20%</li> <li>• After achieving deliverable 4 – 20%</li> <li>• After achieving deliverable 5 – 20%</li> </ul> <p>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).</p>
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	Economic Recovery Specialist
<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"/> Experience of the company/organization submitting the proposal 33% <input checked="" type="checkbox"/> Proposed Concept and workplan 17% <input checked="" type="checkbox"/> Personnel 50% <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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Description of Requirements (Annex 1)</li> <li><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</li> <li><input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3)</li> <li><input checked="" type="checkbox"/> Contract for professional services template (Annex 4)</li> </ul>
<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 / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company.</li> <li><input checked="" type="checkbox"/> The company's portfolio of the previous projects (experience in at least 2 (two) similar successful projects implemented in the production of learning video materials and experience in adapting and integrating at least 2 (two) learning videos and multimedia content materials into at least one educational online platform).</li> <li><input checked="" type="checkbox"/> A work plan with a proposed work schedule indicating the persons responsible for each area of activity.</li> <li><input checked="" type="checkbox"/> Concept note and proposed presenters/lecturers of the video courses with short portfolio of each separate candidate (at least 5 (five) portfolios) and confirmation of his/her availability if selected for this project.</li> <li><input checked="" type="checkbox"/> Personal CVs of the Project Team (Team Leader/Project Manager, Project Assistant/Copywriter, Interviewer and Videographers), including information about past experience in similar projects / assignment and confirmation of his/her availability if selected for this project.</li> <li><input checked="" type="checkbox"/> At least 2 (two) recommendation letters from the previous Customer/Partner related to the educational video content production.</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:***

- ✓ Organization / Company with valid registration (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- ✓ Experience in the production of learning video materials (at least 2 (two) similar successful projects implemented).
- ✓ Experience in adapting and integrating at least 2 (two) learning videos and multimedia content materials into at least one educational online platform.
- ✓ At least 2 (two) recommendation letters from the previous Customer/Partner related to the educational video content production.
- ✓ Experience of previous successful cooperation with UN system organizations or international organizations will be considered as an asset.

The Contractor must have a team of at least five professionals with the following roles and required qualifications:

***Team Leader/Project Manager:***

- ✓ At least a Master’s (or equivalent) degree in Economics, Social Sciences, ✓ Management, Psychology, PR, Communications or another relevant field.
- ✓ Minimum 2 (two) years of professional experience in project management and/or team management.
- ✓ Minimum 2 (two) years of experience in implementing projects/programmes on video and multimedia content production.
- ✓ Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

***Project Assistant/Copywriter:***

- ✓ At least Bachelor’s (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field.
- ✓ Minimum of 2 (two) years of professional experience in administrative support in event management, video production, graphic design, organization of training courses, copywriting, etc.
- ✓ Minimum 2 (two) years of experience working in multi-stakeholder projects.



	<ul style="list-style-type: none"><li>✓ Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.</li></ul> <p><b>Interviewer:</b></p> <ul style="list-style-type: none"><li>✓ At least Bachelor's (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field.</li><li>✓ At least 2 (two) years of relevant experience in journalism, PR, communications, TV, etc.</li><li>✓ Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.</li></ul> <p><b>Videographers (at least two persons):</b></p> <ul style="list-style-type: none"><li>✓ At least 2 (two) years of relevant experience in video production.</li><li>✓ At least 2 examples of produced educational video content.</li><li>✓ Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.</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 **87-2021-UNDP-UKR-RFP-RPP** dated **May 25, 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 / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company.***

***d) The company's portfolio of the previous projects (experience in at least 2 (two) similar successful projects implemented in the production of learning video materials and experience in adapting and integrating at least 2 (two) learning videos and multimedia content materials into at least one educational online platform).***

***e) At least 2 (two) recommendation letters from the previous Customer/Partner related to the educational video content production.***

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

**BRIEF COMPANY PROFILE**

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

Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	

<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

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
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
References	Please attach at least 2 (two) recommendation letters from the previous Customer/Partner related to the educational video content production as well as contact details of referees.
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) A work plan with a proposed work schedule indicating the persons responsible for each area of activity.***
- b) Concept note and proposed presenters/lecturers of the video courses with short portfolio of each separate candidate (at least 5 (five) portfolios) and confirmation of his/her availability if selected for this project.***

#### C. Qualifications of Key Personnel

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

- a) Personal CVs of the Project Team (Team Leader/Project Manager, Project Assistant/Copywriter, Interviewer and Videographers), including information about past experience in similar projects / assignment and confirmation of his/her availability if selected for this project.***
- b) 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.

Taking into account that purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.

### 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.

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	20%	
2.	Deliverable 2	20%	
3.	Deliverable 3	20%	
4.	Deliverable 4	20%	
5.	Deliverable 5	20%	
<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.

<b>No</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Price per unit without VAT, indicate currency</b>	<b>Cost without VAT, indicate currency</b>
1.	Staff				
1.1	<b>Team Leader/Project Manager</b>	Month			
1.2	<b>Project Assistant / Copywriter</b>	Month			
1.3	<b>Interviewer</b>	Month			
1.4	<b>Videographer 1</b>	Month			
1.5	<b>Videographer 2</b>	Month			
2.	Cost of implementation				
2.1	Information campaign				
3.	Administrative costs (if any)				
3.1	Communications (telephone/Internet)				
4.	Other costs (if any – to define activities/costs)				
4.1	Branding and design				
<b>TOTAL without VAT, indicate currency</b>					

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

*[Designation]*

*[Date]*

## TERMS OF REFERENCE

**Project name:** UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component

**Description of assignment:** Creation of online video courses on business development

**Starting date of the assignment:** June 2021

**Duration of Assignment:** up to 5 months

**Expected places of travel (if applicable):** N/A

**Supervisor's name and functional post:** Oleg Chankotadze, Specialist on Entrepreneurship Promotion, UN Recovery and Peacebuilding Programme

### I. BACKGROUND AND CONTEXT

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 (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been present and active 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 started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP), building on this earlier engagement and establishing new partnerships. Today, the 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 Organization of the United Nations (FAO).

The programme is supported by 12 international partners: the European Union, the European Investment Bank and the governments of Canada, Denmark, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland and UK.

The UN RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on the findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery, as well as to the two oblast development strategies up to 2020. 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. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF).

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralisation Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 12 projects funded by 12 international partners, and is worth over 80 million USD.

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

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

1. Enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. Stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprises (MSMEs) development through demand-driven business development services and professional skills training.
3. Enhance social cohesion and reconciliation through the promotion of civic initiatives.
4. Support sectoral reforms and structural adjustments in the health, education and critical public infrastructure to mitigate the direct impacts of the conflict.

The ongoing COVID-19 crisis is challenging people, households and businesses in unprecedented ways. While containing the pandemic and protecting people is the top priority, disrupted supply chains, containment measures that are limiting economic and social interactions and falling demand put people's jobs and income-generation opportunities at risk. While the early economic recovery response implemented now in eastern Ukraine is aimed to increase the income earning opportunities through public and temporary works, the main challenge for the post-conflict employment policy is to affect the transition from aid-supported employment generation to sustainable, unsubsidized private (and public) sector job growth.

More accessible easy-to-consume online educational content on the relevant business topics would benefit all parties engaged in MSME development in conflict-affected areas. It would make sense for the online educational content to be shared on the existing business information online platform, as the Internet is now the primary means by which people get information, communicate and learn particularly in the situation of partial or complete lockdown caused by the COVID-19 pandemic.

For this purpose, UN RPP is seeking a Contractor to create interactive video courses/masterclasses with supportive learning and knowledge materials and integrate them in the existing business information online platform "Start.Business": <https://startbusiness.com.ua>.

## **II. MAIN OBJECTIVES OF THE ASSIGNMENT**

The overall objective of this assignment is to develop 5 (five) high-quality business development video courses and other relevant learning and knowledge materials, to strengthen the capacity and enhance the overall entrepreneurial activity of IDPs and host communities, especially those affected by the conflict in eastern Ukraine. The Contractor shall develop video courses/masterclasses at the following topics:

- 1) MSMEs cooperation with Chambers of Commerce and Industry;
- 2) fashion business;
- 3) construction materials production;
- 4) interior design services;
- 5) business digitalization and e-commerce.

### **III. SCOPE OF WORK AND EXPECTED OUTPUTS**

#### **Common requirements**

The Contractor shall adopt a comprehensive approach to the assignment and produce 5 (five) educational video courses with storyboards, profiles of the speakers and other learning and knowledge materials on the abovementioned topics.

The Contractor must guarantee the existence of the following features for video courses:

- Branding: in accordance with UN visibility guidelines and in consultation with the Programme.
- Modules and assessment in one package: Learning content and assessments provided in a single learning experience. Preferably case studies/scenarios, based on real-life examples, a text summary of the course in \*.pdf format, and a test to assess how the students have learned the course materials, useful links and a simple practical exercise upon each module to apply the knowledge to possible real-life cases.
- The presenters/lecturers of the video courses should be currently active Ukrainian entrepreneurs or managers of the active enterprise (women and men) with at least 5 (five) years of entrepreneurial activity, with good reputations, experience and should be able to communicate their ideas in simple, clear and structured manner.
- The selected entrepreneurs who will be acting as the presenters/lecturers of the video courses (5 (five) separate candidates relevant to each of the prescribed topics) should be distinguished by their innovative approach to business, unique product or service.
- The presenter/lecturer in each video course should be selected by the Contractor and agreed with the UN RPP.

#### **Specific requirements to the online e-learning content**

- Develop a detailed work plan and approach to the development of the educational videos (project implementation timeline, general approach, profiles of the presenters/lecturers and storyboards for five videos, five text materials and five infographics);
- Content (video, text, infographics, images, self-assessment tests) must be meaningful, memorable, motivational, measurable;
- The content should have a simple language, not overburdened with specific and complex terminology. If specific terminology or an abbreviation is used, it should be explained;
- The self-assessment tests should assess the level of acquired knowledge after the completion of video course and should have at least 10 questions and 3 options of the answer to each question;
- Images, graphics, and illustrations should be used in the video and text files to facilitate the learning process;
- The minimum resolution for video files should be 1280x720 px;
- Each video course should have a short promo trailer (teaser) of up to 1 minute in length;
- The video content for each course should not exceed a total of (1,5) one-and-a-half hours in length and be split into short videos no longer than 10 (ten) minutes each (see the example <https://startbusiness.com.ua/kursy/biznes-u-harchoviy-promyslovosti>);



- Videos should be filmed in Russian or Ukrainian language and formatted into MP4 files, and audio into MP3 files and have Ukrainian subtitles;
- Each video course should be accompanied with a set of professional photos illustrating the filming process and/or the production process and portrait photo of every lector;
- All photo files used should be provided in common raster file types (.jpg, .jpeg, .gif, .png.);
- All created e-learning materials must support HTML5 or SCORM technology;
- All created e-learning materials should have a unique graphic design relevant to the topics they cover (MSMEs cooperation with Chambers of Commerce and Industry; fashion business; construction materials production; interior design services; business digitalization and e-commerce);
- The text materials summarizing the video courses should not exceed two pages and be in pdf downloadable format (see the example <https://startbusiness.com.ua/wp-content/uploads/2019/12/pochaty-biznes-u-harchovij-promyslovosti.pdf>);
- The video courses shall have an appropriate structure, composition and necessary software documentation and software tools so as to allow efficient re-composition and selective updating of such e-learning content e.g. for needs of rapid localization, revision and updating;
- The Contractor should propose and adopt the most appropriate approach to content development and review for each project, based on the specific project brief/storyboard provided and international best practice;
- Requirements regarding e-learning content: each e-learning content object produced must be appropriate for adult learners, functionality easy to use, and suitable for the target group specified in the high-level storyboard;
- Requirements for e-learning maintenance: All items produced must be placed under strict configuration management in order to support their future maintenance and to be able to evaluate the consequences when changing an item if it is related to other content;

## Deliverables

#	Deliverables	Period of completion (as from the start of the assignment)
1.	A detailed storyboard for the creation of five video courses/masterclasses developed and agreed with the programme. Presenters/lecturers of the video courses selected and agreed with the programme. Filming calendar is developed and agreed with the Programme. An inception report submitted to the Programme.	1 month
2.	One video course (the 1 <sup>st</sup> ) with Ukrainian subtitles (plus one video teasers for the video course) and supporting learning and knowledge materials to be developed and agreed with the Programme. An interim report including updates on current results, implementation issues along with the photo and video materials of the ongoing training courses is submitted to the Programme.	2 months
3.	Two video courses (the 2 <sup>nd</sup> and the 3 <sup>rd</sup> ) with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report including updates on current results, implementation issues	3 months

	along with the photo and video materials of the ongoing training courses is submitted to the Programme.	
4.	Two video (the 4 <sup>th</sup> and 5 <sup>th</sup> ) courses with Ukrainian subtitles (plus two video teasers for each video course) and supporting learning and knowledge materials are developed and agreed with the programme. An interim report including updates on current results, implementation issues along with the photo and video materials of the ongoing training courses is submitted to the Programme.	4 months
5.	All five video courses and video teasers for each video course, learning and knowledge materials in accordance with all of the provisions outlined in the ' <b>Common requirements</b> ', ' <b>Specific requirements to the e-learning</b> are developed and agreed with Programme. A project final report is submitted to the Programme.	5 months

#### IV. MONITORING/REPORTING REQUIREMENTS/QUALITY ASSURANCE MEASURES

The Contractor will directly report to the UN RPP Specialist on Entrepreneurship Promotion on regular basis. The Contractor will participate in the Project meetings (by Skype, Zoom or other tools) and will share work progress. The Contractor shall submit the following reports according to the UN RPP format and guidelines. The format of reports shall be agreed at the first stage of the contract implementation programme, but the Programme reserves the right to make further changes and clarifications in the report form.

Types of reports:

1) Inception and interim reports submitted in Ukrainian, including reports on the work accomplished, results, monitoring, and financial indicators:

- Inception report – 1 month after the Contract starting date;
- Interim report No. 1 – 2 months after the Contract starting date;
- Interim report No. 2 – 3 months after the Contract starting date;
- Interim report No. 3 – 4 months after the Contract starting date.

2) Final narrative report including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period of contract – no later than 120 calendar days after the Contract starting date. The report should be submitted in Ukrainian and in its' summary in English. Data should be disaggregated by donor, gender, age groups and other categories as required by the Programme.

All reports and survey results to the Programme shall be transmitted electronically (Formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf) on electronic source or in the form of electronic communication with the attached final product.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by the Programme, and also provide the necessary information, reports and statistical data according to the predetermined schedule *or* as soon as possible (within a reasonable time).

As a quality assurance measure, the Programme reserves the right do not accept the developed content and request changes and improvements to it at any stage of the project (storyboards, video, text, infographics, images, self-assessment tests), if the quality does not comply with the requirement proscribed in this TOR.

## V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Organization / Company with valid registration (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- Experience in the production of learning video materials (at least 2 (two) similar successful projects implemented).
- Experience in adapting and integrating at least 2 (two) learning videos and multimedia content materials into at least one educational online platform.
- At least 2 (two) recommendation letters from the previous Customer/Partner related to the educational video content production.
- Experience of previous successful cooperation with UN system organizations or international organizations will be considered as an asset.

The Contractor must have a team of at least five professionals with the following roles and required qualifications:

### **Team Leader/Project Manager:**

- At least a Master's (or equivalent) degree in Economics, Social Sciences, Management, Psychology, PR, Communications or another relevant field.
- Minimum 2 (two) years of professional experience in project management and/or team management.
- Minimum 2 (two) years of experience in implementing projects/programmes on video and multimedia content production.
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

### **Project Assistant/Copywriter:**

- At least Bachelor's (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field.
- Minimum of 2 (two) years of professional experience in administrative support in event management, video production, graphic design, organization of training courses, copywriting, etc.
- Minimum 2 (two) years of experience working in multi-stakeholder projects.
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

### **Interviewer:**

- At least Bachelor's (or higher) degree in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field.
- At least 2 (two) years of relevant experience in journalism, PR, communications, TV, etc.
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

### **Videographers (at least two persons):**

- At least 2 (two) years of relevant experience in video production.
- At least 2 examples of produced educational video content.
- Excellent knowledge of Ukrainian and Russian. Knowledge of English would be considered an asset.

**VI. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:**

- Registration documents of the company / organization, a copy of the certificate of registration of taxpayers.
- A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company.
- The company's portfolio of the previous projects (experience in at least 2 (two) similar successful projects implemented in the production of learning video materials and experience in adapting and integrating at least 2 (two) learning videos and multimedia content materials into at least one educational online platform).
- A work plan with a proposed work schedule indicating the persons responsible for each area of activity.
- Concept note and proposed presenters/lecturers of the video courses with short portfolio of each separate candidate (at least 5 (five) portfolios) and confirmation of his/her availability if selected for this project.
- Personal CVs of the Project Team (Team Leader/Project Manager, Project Assistant/Copywriter, Interviewer and Videographers), including information about past experience in similar projects / assignment and confirmation of his/her availability if selected for this project.
- At least 2 (two) recommendation letters from the previous Customer/Partner related to the educational video content production.
- Financial proposal with the description of activities within the work plan.

**VII. PROPOSED PAYMENT SCHEDULE:**

Payments to the Contractor to cover management and operational costs will be linked to deliverables and executed upon submission of Interim and Completion reports. The schedule is provided below.

- After achieving deliverable 1 – 20%
- After achieving deliverable 2 – 20%
- After achieving deliverable 3 – 20%
- After achieving deliverable 4 – 20%
- After achieving deliverable 5 – 20%

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).

**VIII. EVALUATION CRITERIA**

Evaluation and comparison of proposals

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

In the First Stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria. In the Second Stage, the price proposals will be reviewed of offerors, which:

- compliant with all the minimum evaluation criteria;
- who have attained minimum 70% score in the technical evaluation.

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 points x lowest price / quoted price.

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

#### Technical criteria

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Experience of Company / Organization submitting the proposal	33%	230
Proposed Concept and workplan	17%	120
Personnel	50%	350
<b>Total</b>	<b>100%</b>	<b>700</b>

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

Evaluation of technical proposal Form 1		Maximum score	Company / Other organization		
			A	B	C
<b>Experience of Company / Organization submitting the proposal</b>					
1.1	Experience in the production of learning video materials: - 2 projects – 50 points, - 3 projects – 60 points, - 4 projects and more – 80 points.	80			
1.2	Experience in adapting and integrating learning video and multimedia content into at least one educational online platform: - 2 learning video and multimedia content material – 55 points; - 3 learning videos and multimedia content materials – 60 points; - 4 or more learning video and multimedia content materials – 70 points.	70			

1.3	Recommendation letters from the previous Customer/Partner related to the educational video content production:  2 letters – 40 points; 3 letters – 45 points, 4 and more letters – 50 points.	50			
1.4	Experience of previous successful cooperation with UN system organizations or other international organizations:  availability of experience – 30 points, no experience – 0 points.	30			
Overall score on Form 1		<b>230</b>			

Evaluation of technical proposal  Form 2		Maximum score	Company / Other organization		
			A	B	C
<b>Proposed Concept and workplan</b>					
2.1	How well-elaborated is the Concept note?  - The proposed Concept note provides a clear vision based on examples of educational video content – 45 points  - The proposed Concept note provides a clear vision based on examples of educational video content and the usage of well-designed and structured text materials summarizing the video courses – 50 points;  - The proposed Concept note provides a clear vision based on examples of educational video content and the usage of well-designed structured text materials summarizing the video courses and has a comprehensive communication plan to advertise the video courses – 60 points.	60			
2.2	How well-elaborated is the proposed plan of work and suggested timeline?  Work plan includes main components required as per Terms of Reference, but the lack of details demonstrates overall approach – 20 Work plan is detailed and includes necessary stages required to meet all goals and fulfill the tasks as per Terms of Reference – 30	30			
2.3	How relevant and well-suited to the format of video courses are the profiles of the presenters/lecturers?  - All the presenters/lecturers are active and competent	30			

	<p>entrepreneurs suited to each of the proposed topics of the online video courses and have active relevant business at least 5 (five) years of entrepreneurial activity – 25 points.</p> <p>- All the presenters/lecturers are active and competent entrepreneurs suited to each of the proposed topics of the online video courses and have active relevant business over (6) six years of entrepreneurial activity – 30 points.</p>				
Overall score on Form 2		<b>120</b>			

<b>Evaluation of technical proposal</b> <b>Form 3</b>		Maximum score	Company / Other organization		
			A	B	C
<b>Personnel</b>					
<b>Team Leader/Project Manager</b>					
3.1	Higher education in Economics, Social Sciences, Management, Psychology, PR, Communications or another relevant related field (Master's degree or equivalent – 15 points, PhD or equivalent and higher – 20 points).	20			
3.2	Experience in project management and team management (2 years – 30 points, 3 years or more – 35 points).	35			
3.3	Experience in implementing projects/programmes on video and multimedia content production (2 years – 40 points, 3 years and more – 45 points).	45			
3.4	Language knowledge (Ukrainian, Russian – 11 points, Ukrainian, Russian and English (working level) – 15 points).	15			
Interim score according to criteria 3.1–3.4		<b>115</b>			
<b>Project Assistant / Copywriter</b>					
3.5	Education in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field (Bachelor's degree or equivalent – 15 points, Master's degree or equivalent or higher – 20 points).	20			
3.6	Experience of work in multi-stakeholder projects (2 years – 25 points, 3 years and more – 30 points).	30			

3.7	Professional experience in administrative support in event management, video production, organization of training courses, copywriting (2 years – 15 points, 3–4 years – 20 points, 5 years or more – 30 points).	30			
3.8	Language knowledge (Ukrainian, Russian – 7 points, English (working level) – 10 points).	10			
	Interim score according to criteria 3.5–3.8	90			
	<b>Interviewer</b>				
3.9	Education in Economics, Social Sciences, Management, PR, Communications, Linguistics or another relevant related field (Bachelor’s degree or equivalent – 10 points, Master’s degree or equivalent or higher – 15 points).	15			
3.10	Experience in journalism, PR, communications, TV (2 years – 16 points, 3 years – 20 points, 4 years or more – 30 points).	30			
3.11	Language knowledge (Ukrainian, Russian – 7 points, English (working level) – 10 points).	10			
	Interim score according to criteria 3.9–3.11	55			
	<b>Videographer 1</b>				
3.12	Professional experience in video production (2 years – 15 points, 3 years or more – 20 points).	20			
3.13	Produced educational video content (2 examples – 10 points, 3 or more – 15 points).	15			
3.14	Language knowledge (Ukrainian, Russian – 7 points, English (working level) – 10 points).	10			
	Interim score according to criteria 3.12–3.13	45			
	<b>Videographer 2</b>				
3.15	Professional experience in video production (2 years – 15 points, 3 years or more – 20 points).	20			
3.16	Produced educational video content (2 examples – 10 points, 3 or more – 15 points).	15			
3.17	Language knowledge (Ukrainian, Russian – 7 points, English (working level) – 10 points).	10			
	Interim score according to criteria 3.14–3.15	45			
	Overall score on Form 3	<b>350</b>			

## IX. 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 development of video, adaptation, advertising, 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.

**Taking into account that purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.**

#### **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.

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

#### **B. Cost breakdown by components**



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.

<b>No</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Price per unit without VAT, indicate currency</b>	<b>Cost without VAT, indicate currency</b>
1.	Staff				
1.1	<b>Team Leader/Project Manager</b>	Month			
1.2	<b>Project Assistant / Copywriter</b>	Month			

1.3	<b>Interviewer</b>	Month			
1.4	<b>Videographer 1</b>	Month			
1.5	<b>Videographer 2</b>	Month			
2.	Cost of implementation				
2.1	Information campaign				
3.	Administrative costs (if any)				
3.1	Communications (telephone/Internet)				
4.	Other costs (if any – to define activities/costs)				
4.1	Branding and design				
<b>TOTAL without VAT, indicate currency</b>					

## Annex 4.

## Model Contract

<p align="center"><b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</b></p> 	<p align="center"><b>Contract for Goods and/or Services Between the United Nations Development Programme and</b></p> 
<p><b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна</p> <p><b>2. ПРООН</b> <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:</p>	<p><b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Ukraine</p> <p><b>2. UNDP</b> <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting  Number and Date:</p>
<p><b>3. Посилання на номер договору (напр., номер присудження договору):</b></p>	<p><b>3. Contract Reference (e.g. Contract Award Number):</b></p>
<p><b>4. Довгострокова угода:</b> Ні</p>	<p><b>4. Long Term Agreement:</b> No</p>
<p><b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги</p>	<p><b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>
<p><b>6. Тип Послуг:</b></p>	<p><b>6. Type of Services:</b></p>
<p><b>7. Дата початку Договору:</b></p>	<p><b>7. Contract Starting Date:</b></p>
<p><b>8. Дата завершення Договору:</b></p>	<p><b>8. Contract Ending Date:</b></p>
<p><b>9. Загальна сума Договору:</b></p>	<p><b>9. Total Contract Amount:</b></p>
<p><b>9а. Передплата:</b> Не застосовується</p> <p><b>10. Загальна вартість Товарів та/або Послуг:</b> <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів</p>	<p><b>9а. Advance Payment:</b> Not applicable</p> <p><b>10. Total Value of Goods and/or Services:</b> <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply</p>
<p><b>11. Метод оплати:</b> <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>	<p><b>11. Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>
<p><b>12. Назва(ім'я) Підрядника:</b></p>	<p><b>12. Contractor's Name:</b></p>
<p><b>13. Ім'я контактної особи Підрядника:</b></p> <p>Посада: керівник Адреса: Номер телефону: Факс: Email:</p>	<p><b>13. Contractor's Contact Person's Name:</b></p> <p>Title Address: Telephone number: Fax: Email:</p>
<p><b>14. Ім'я контактної особи ПРООН:</b></p> <p>Посада: Адреса: Тел.: Email:</p>	<p><b>14. UNDP Contact Person's Name:</b></p> <p>Title: Address: Telephone number Email:</p>

<p><b>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:</b> Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ</p>	<p><b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU</p>
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> <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>