



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: June 3, 2021
	REFERENCE: 332-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for: **Development and piloting of interagency coordination mechanism for multi-risk assessment.**

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

Proposals may be submitted on or before **11:59 PM (Kyiv Time, GMT +3) Thursday, June 17, 2021** via email to the address below:

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

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

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

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

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

Messages should **not exceed 20 MB in size**. Offers larger than 20 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and the solicitation documents. Messages larger than 20 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“332-2021-UNDP-UKR-RFP-RPP”** and: **“Development and piloting of interagency coordination mechanism for multi-risk assessment”**.

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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine*

June 3, 2021

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Annex 1**Description of Requirements**

Context of the Requirement	Development and piloting of interagency coordination mechanism for multi-risk assessment
Brief Description of the Required Services	<p>In the course of the decentralization reform, which has been implemented in Ukraine since 2014, most of functions of ensuring security of the communities have been transferred to the local level. For instance, according to the Civil Protection Code, local authorities are obliged to provide civil protection within the relevant territory, develop and ensure the implementation of programmes and action plans in the field of civil protection, create, and manage emergency and rescue services, etc. At the same time, there are security providers, first of all, local departments of National police and State Emergency Service (hereinafter - SES), who carry out their mandates at the level of communities but are part of central executive bodies. Thus, such security providers are not subordinated to local authorities. However, all the above mentioned must coordinate with each other to ensure security of the community. In eastern conflict area (hereinafter – ECA) situation with risks management and coordination is even more complicated due to ongoing Joint Forces Operation (hereinafter - JFO). Thus, the risk and threat treatment in Ukraine and in ECA specifically, are two parallel processes, where the division of roles and responsibilities is not entirely clear cut. The JFO is responsible for the management of all threats to national security within the area of operation, meaning, all threats related to the armed conflict in the ECA. The decision-making over response to various risks excluding military ones, are under the mandate of the Commission on Technogenic and Environmental Safety and Emergency Situation. The actual response operations are coordinated by SESU regional representatives, while the mandate on public security and civil protection at the regional level is equally shared by the SESU and the local public administration unit. Yet both Donetsk Oblast and Luhansk Oblast experience specific challenges and risks, caused by armed conflict. Moreover, such an approach to risk assessment left untouched the issue of cascading risks. This creates a decision-making and implementation gap in ECA.</p> <p>In 2020 UNDP's consultants analyzed current state of risk management coordination in ECA and prepared recommendations on improvement in this sphere. UNDP is looking for qualified company to implement proposed recommendations.</p>
List and Description of Expected Outputs to be Delivered	<p>The main goal of this assignment is to improve community security at the local level through better coordination and joint risk management. The objective of the assignment is to pilot interagency risk management coordination mechanism in selected community.</p> <p>More specifically, the objective can be divided into next tasks, which shall be accomplished by selected company in cooperation with International Consultant (separately hired by UNDP):</p> <ol style="list-style-type: none"> 1. Building risk and threat management capacities of the key stakeholders. 2. Development of glossary for risk and threat management.

	<p>3. Implementation of risk and threat assessment in selected territorial community.</p> <p>4. Complement the risk passports of the community with the new standards on how to factor risk-related information in the risk passport.</p>
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Component Coordinator, UN RPP
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached Ukraine, Donetsk Oblast, Mariupol city
Expected duration of work	According to TOR attached
Target start date	June 2021
Latest completion date	November 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) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH

Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on the 10 th of June 2021 at 11 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: 332-2021-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 executed upon submission of Interim and Completion reports. A preliminary schedule is provided below. UNDP will pay the negotiated amount in 5 tranches as per delivery of outputs outlined above. Below is a description of the % of the total budget will be paid after receipt of the following deliverables: Deliverable 1 – 10% of the agreed payment Deliverable 2 – 25% of the agreed payment Deliverable 3 – 25% of the agreed payment Deliverable 4 – 25% of the agreed payment Deliverable 5 - 15% of the agreed payment UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and approved in parts according with the above payments schedule. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Community Security and Social Cohesion Component Coordinator, UN RPP
	<input type="checkbox"/> Purchase Order

Type of Contract to be Signed	<input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Experience of the firm / organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 35% <input checked="" type="checkbox"/> Personnel 35% <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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>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</p>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed ToR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Model Contract for Goods and/or Services (Annex 4) <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only)	<p><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.</p>
Documents to be submitted in proposal	<input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;

	<p><input checked="" type="checkbox"/> A letter of interest/offer, which describes company's profile and outlines previous experience in implementing similar projects and competitive advantages of the applicant company;</p> <p><input checked="" type="checkbox"/> Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule and timeframe;</p> <p><input checked="" type="checkbox"/> Three examples of previous experience in preparation training courses or other educational materials (full text of training courses/educational materials or link to the courses should be provided);</p> <p><input checked="" type="checkbox"/> CVs of all project team members, including information about the experience of implementing similar projects/objectives (references should be provided);</p> <p><input checked="" type="checkbox"/> Minimum 2 recommendation letters on similar projects from previous customers. At least one product, prepared by the Applicant on assignment of client, providing reference, during last two years (2019-2020), should be attached to recommendation letter or link to such product should be included in reference letter.</p> <p><input checked="" type="checkbox"/> Financial proposal with the description of activities within the workplace (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 [pls. specify]	<p><u>Administrative Requirements:</u></p> <p>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> ✓ Offers must be submitted within the stipulated deadline ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation as mentioned above in « Documents to be submitted in proposal» Section ✓ Offers must comply with general administrative requirements <p><u>Experience and Qualification Requirements</u></p> <p><u>For the Company:</u></p> <ul style="list-style-type: none"> - Officially registered organization (commercial or non-profit) or individual entrepreneur in Ukraine or other countries (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine). - Confirmed experience of work in the field of community security, disaster risk reduction, risk management or other related field (at least 3 years). - Confirmed experience in preparation of training courses or other educational materials in the field of community security (at least 2 projects); experience of preparation of training courses in the field of risk management is desired. - Confirmed experience in the field of organization of coordination and dialogue platforms/joint events with representatives of local government, law enforcement agencies or other related field (at least 2 events/platforms); - Provision of 2 references from previous clients regarding performance of similar tasks. At least one product, prepared by the Applicant on assignment

	<p>of client, providing reference, during last two years (2019-2020), should be attached to recommendation letter or link to such product should be included in reference letter.</p> <p>For the Team Leader:</p> <ul style="list-style-type: none"> - University degree (Master's or higher) in sociology, law, political science other related field; - Education/passed trainings and/or experience of work in field of risk management, inter-agency coordination or other related field; - Confirmed experience in the field of organization of coordination and dialogue platforms/joint events with representatives of local government, law enforcement agencies or other related field (at least 2 events/platforms); - Development/preparation/carrying out of at least 3 methodologies/assessments or authorship or co-authorship of at least 3 analytical/scientific researches; - Fluency in Ukrainian and English; - Previous experience of work in projects, implemented by UN or international organisations - will be an asset. <p>For Experts:</p> <ul style="list-style-type: none"> - Educational and qualification level - Bachelor's degree (or higher) in the fields: sociology, law, political science other related field. - At least 3 years of experience in teaching, development of training courses, organization and delivery of trainings or practical work in the field of risk management and reduction. - Engagement in preparation at 3 methodologies/guidelines/assessments or other analytical products; - Fluency in Ukrainian and Russian. - Previous experience of work in eastern Ukraine in the field of community security, risks and hazards, disaster risk prevention, inter-agency coordination will be an asset. <p>Other information is available on http://procurement-notice.undp.org;</p> <p>For the information, please contact procurement.rpp.ua@undp.org</p>
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Annex 2

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 332-2021-UNDP-UKR-RFP-RPP dated 6/3/2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

- *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- *A letter of interest/offer, which describes company's profile and outlines previous experience in implementing similar projects and competitive advantages of the applicant company*
- *Three examples of previous experience in preparation training courses or other educational materials (full text of training courses/educational materials or link to the courses should be provided)*
- *At least two 2 recommendation letters on similar projects from previous customers. At least one product, prepared by the Applicant on assignment of client, providing reference, during last two years (2019-2020), should be attached to recommendation letter or link to such product should be included in reference letter.*
- *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

BRIEF COMPANY PROFILE

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

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

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

Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Track Record performed	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

- *Brief description of the assignment implementation with an indication approach to the performance of each stage.*
- *A work plan with the proposed work schedule and timeframe*

C. Qualifications of Key Personnel

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

- *CVs of all project team members, including information about the experience of implementing similar projects/objectives (references should be provided).*

D. Financial Proposal

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

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

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

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

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

Cost Breakdown per Deliverable*

The key steps and a description of the results that must be obtained in the specified time frames are listed above. The Contractor is invited to assess the complexity of work on the implementation by each of these stages and offer the customer the preferred percentage of the agreement's total proposed value.

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

No.	Deliverables' short description	Percentage of Total Price (Weight for payment)	Price, currency, excl. VAT
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		

4	Deliverable 4		
5	Deliverable 5		
Total (please indicate currency)		100%	

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

Cost Breakdown by Cost Component

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

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader				
1.2	Expert 1				
1.3	Expert 2				
1.4	Other staff (as required)				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs				
3.2	Accommodation				
3.3	Daily Allowance				
5	Other costs (if any - to define clearly activities/costs)				
5.1	...				
5.2	...				
	Total (please indicate currency)				

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

[Designation]

[Date]

** Dear partners!

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

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

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

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

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

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

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 332-2021-UNDP-UKR-RFP-RPP производиться в рамках выполнения проекта международной технической помощи.

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

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

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

- в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;

- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);
- в графа 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 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 3**Terms of References**

Project Name:	Recovery and Peacebuilding Programme
Description of the assignment:	Development and piloting of interagency coordination mechanism for multi-risk assessment
Starting Date of Assignment:	May 2021
Duration of Assignment:	Up to 6 months
Country/ place of work:	Ukraine/Donetsk Oblast: Mariupol city
Direct supervisor:	Community Security and Social Cohesion Component Lead

I. BACKGROUND

The current armed conflict in eastern Ukraine has had a direct and extremely negative impact on social cohesion, community security and the rule of law. Acknowledging the urgent need to address the challenges of restoration, economic recovery and peacebuilding in the areas directly and indirectly affected by the conflict in late 2014, the Government of Ukraine requested the international community to provide technical assistance and financial support to assess priority recovery needs. At the end of 2014, the United Nations, the World Bank and the European Union conducted the recovery and peacebuilding assessment later approved by the Cabinet of Ministers in mid-2015.

Over a decade before the conflict, UNDP had been actively represented in eastern Ukraine, with a focus on community development, civil society development, and environmental protection. The work to address the specific development challenges occurring from the conflict and the above-mentioned is based on previous work and established partnership relations. It was initiated in 2015 through the United Nations Recovery and Peacebuilding Programme, which is a multilateral donor framework programme jointly implemented by four UN partner agencies in cooperation with the Government of Ukraine.

Four United Nations agencies are implementing the United Nations Recovery and Peacebuilding Programme (UN RPP): 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).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine, and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden and Switzerland.

The UN RPP is implemented to address and mitigate the causes and effects of the conflict. It is based on the results of the Assessment of Recovery and Peacebuilding Assessment and is consistent with the State Target Reconstruction and Peacebuilding Programme in the Eastern Regions of Ukraine, as well as with two regional development strategies until 2020.

The UN RPP provides for three main areas of activity: (i) supporting economic recovery in conflict-affected communities; (ii) promoting decentralisation and health care reform; (iii) strengthening public safety and social cohesion. The Programme is strongly consistent with the Framework Programme for Partnership between the Government of Ukraine and the United Nations. The Programme is closely associated with the Democratic Governance and Reform Programme which is implemented nationwide in all regions of Ukraine and complies with the Sustainable Development Goals (SDGs), in particular, SDG 16 (Peace, Justice and Strong Institutions).

As a territorial programme designed specifically for conflict-affected areas in eastern Ukraine, the UN RPP is focused on the main priority needs for stabilisation, peace development, economy and governance in eastern Ukraine after the outbreak of the conflict. It takes into account the opportunities provided by the Minsk Protocol dated September

2014 and revival of its cease-fire provisions and is fully adapted to create a link between humanitarian and developmental needs.

The Programme activities are grouped according to the following key components of the Programme, which reflect the priority needs of the region:

Component I: Economic Recovery and Restoration of Critical Infrastructure;

Component II: Local Governance and Decentralisation Reform;

Component III: Community Security and Social Cohesion.

UNDP's approach towards community security is quite comprehensive, and seeks to operationalize human security, human development and state-building paradigms at the local level. Concept of community security includes both group and personal security. The approach focuses on ensuring that communities and their members are 'free from fear'. Thus, there are numerous risks that can jeopardize community security, including economic, environmental, social risks, emergencies of natural and human-made nature etc. At the same time due to protracted armed conflict communities in eastern Ukraine are more vulnerable comparatively with other communities, and, respectively, face a lot of specific risks, starting from risk of ceasefire breach up to the risks related to unemployment.

In the course of the decentralization reform, which has been implemented in Ukraine since 2014, most of functions of ensuring security of the communities have been transferred to the local level. For instance, according to the Civil Protection Code, local authorities are obliged to provide civil protection within the relevant territory, develop and ensure the implementation of programmes and action plans in the field of civil protection, create and manage emergency and rescue services, etc. At the same time, there are security providers, first of all, local departments of National police and State Emergency Service (hereinafter - SES), who carry out their mandates at the level of communities but are part of central executive bodies. Thus, such security providers are not subordinated to local authorities. However, all the abovementioned must coordinate with each other to ensure security of the community. In eastern conflict area (hereinafter – ECA) situation with risks management and coordination is even more complicated due to ongoing Joint Forces Operation (hereinafter - JFO). Thus, the risk and threat treatment in Ukraine and in ECA specifically, are two parallel processes, where the division of roles and responsibilities is not entirely clear cut. The JFO is responsible for the management of all threats to national security within the area of operation, meaning, all threats related to the armed conflict in the ECA. The decision-making over response to various risks excluding military ones, are under the mandate of the Commission on Technogenic and Environmental Safety and Emergency Situation. The actual response operations are coordinated by SESU regional representatives, while the mandate on public security and civil protection at the regional level is equally shared by the SESU and the local public administration unit. Yet both Donetsk Oblast and Luhansk Oblast experience specific challenges and risks, caused by armed conflict. Moreover, such an approach to risk assessment left untouched the issue of cascading risks. This creates a decision-making and implementation gap in ECA.

In 2020 UNDP's consultants analysed current state of risk management coordination in ECA and prepared recommendations on improvement in this sphere. UNDP is looking for qualified company to implement proposed recommendations.

The Company will promote UNDP's mandate as a gender-responsive organization with zero tolerance to any kind of discriminatory and abusive behaviour, including sexual harassment, sexual exploitation and abuse.

II. MAIN OBJECTIVES OF THE ASSIGNMENT

The main goal of this assignment is to improve community security at the local level through better coordination and joint risk management. The objective of the assignment is to pilot interagency risk management coordination mechanism in selected community.

More specifically, the objective can be divided into next tasks, which shall be accomplished by selected company in cooperation with International Consultant:

1. Building risk and threat management capacities of the key stakeholders.
2. Development of glossary for risk and threat management.
3. Implementation of risk and threat assessment in selected territorial community.
4. Complement the risk passports of the community with the new standards on how to factor risk-related information in the risk passport.

III. SCOPE OF WORK AND EXPECTED OUTCOMES

Under overall supervision of the Community Security and Social Cohesion Component Lead and daily coordination with the Rule of Law and Community Security Specialist, the Company will be responsible for preparation and implementation of the following activities:

- Preparation of a detailed workplan with timetable and methodology (the plan and methodology should be approved by UNDP). It should analyse varying levels of men's and women's exposure to specific threats, considering the impact of different factors (including gender inequalities, biases, specific security needs, experiences, etc.) on levels of risk faced by women and men from diverse groups.

- Compiling a glossary of the key terminology on risk and threat management, including definitions related to gender and security, to use as a handout. The glossary should be prepared based on internationally recommended terminology with the aim to strengthen the civil protection system in Ukraine, in general, to be used for advocacy efforts, and potentially be taken into consideration while developing legislation related to risk management in emergencies and other negative phenomena prevention and response. The glossary should be written in Ukrainian and approved by UNDP.

- Design a training programme for the key stakeholders in the ECA on risk and threat management, with a focus on gender equality considerations as cross-cutting. The training course should have online and in-class components and have introductory and advanced parts. The introductory part should cover at least the following: (i) introduction to the risk and threat concepts; (ii) risk and threat management; (iii) importance on multi-risk approach; and (iv) disaster/crisis risk management. The advanced part should cover the following at least: (i) safety and security in Ukraine; (ii) national risk assessment methodology to prioritize risk scenarios; and (iii) risk-informed development. The training course should be written in Ukrainian and approved by UNDP.

The training courses should be organized for the representatives of the SES of Ukraine, local authorities, JFO, and the participants of the commission on technological and environmental safety and emergency situation in selected community. It is expected that after the course there would be a strong understanding of gender-responsive risk and threat management, which should allow finetuning efforts of all participants towards stronger risk management for the purpose of community security.

- Piloting the (rapid) risk and threat assessment in selected community, considering the needs, experiences, issues, and priorities of women and men from diverse groups with reference to specific threats, vulnerabilities, stereotypes. The gaps along the process should be recorded and recommendations provided how to improve risk and threat management in the selected community to better respond to the different needs of women and men from diverse groups. The findings of the assessment should be deemed to inform community security efforts of the local authorities as well as risk-informed development priorities of the wider group of stakeholders. The findings of the (rapid) risk and threat assessment of selected community should be used to further inform the 'risk passport' of the city.

- Developing the interagency coordination mechanism for multi-risk assessment. For the purpose of (rapid) risk and threat assessment of the selected community, the interagency coordination mechanisms shall be developed (a) for risk assessment purpose; and (b) for risk prioritization and management purpose. The proposed inter-agency coordination mechanisms could serve as a model for similar mechanisms for the ECA. The coordination mechanisms should be designed to assure all-hazard perspective and be based on the principle of risk footprint. Detailed description of proposed mechanism should be written in Ukrainian and approved by UNDP.

- Integration to the training course of chapters related to the developed interagency mechanism for multi-risk assessment and recommendations on risk passport preparation. Approval of final version of the training course by UNDP.

- Presentating of the assignment results. After assignment fulfilment and approval of final report along with the final version of the training course the Company shall present its findings to stakeholders and other interested parties at the event, organised by UNDP.

The table below describes the division of responsibilities between the Company and International Consultant:

#	Expected Outcome	Company	International Consultant
1.	Detailed workplan with timetable	Takes the overall responsibility on the preparation of workplan and its approval by UNDP	Provides contribution to workplan preparation, including providing comments on time needed for accomplishment of tasks
2.	Preparation of training course and delivering trainings to identified stakeholders	In consultations with International Consultant prepares the training course and submits it to UNDP for approval. After approval, delivers training to actors, involved in risk management and emergencies prevention and response.	Provides overall guidance on preparation of the training course, including general vision and initial structure of the course, ad-hoc consultations, reviewing and providing recommendations to full text of the course.
3.	Compiling a glossary of the key terminology on risk and threat management	In consultations with International Consultant prepares the glossary and submits it to UNDP for approval.	Provides overall guidance on preparation of glossary, ad-hoc consultations, reviewing and providing recommendations to full text of the glossary.
4.	Development of interagency coordination mechanism for multi – risk assessment	In close cooperation with International Consultant develops the mechanism, based on best international practices, and adapted to Ukrainian context.	Provides the Company with comprehensive information about existing mechanisms, which could be used as a prototype for developing interagency coordination mechanism for multi – risk assessment in ECA, including links to related publications. Takes a lead on preparation of the mechanism, including sharing general vision and expected content, ad-hoc consultations, reviewing and providing substantive inputs to full description of the mechanism. Submits description of developed mechanism to UNDP for approval.
5.	Piloting the (rapid) risk and threat assessment in	Based on developed interagency coordination mechanism conducts risk and threat assessment in the selected community and prepares	Provides overall guidance on carrying out the assessment, ad-hoc consultations, reviewing the results of the assessment and provides

	selected community	information and recommendations for preparation of risk passport of the community. Work should be done in close cooperation with International Consultant.	substantive inputs to made conclusions and prepared recommendations.
6.	Final report		Prepares final report, containing the glossary of the key terminology on risk and threat management, describing results of risk and threat assessment of selected community, developed coordination mechanism, recommendation regarding its further piloting, as well as recommendations related to preparation of risk passports, lessons learned from work done. Shares the report with International Company to receive their inputs. Receives UNDP approval of report
7.	Final version of training course	Integration of chapters related to developed interagency mechanism for multi-risk assessment and recommendations on risk passport preparation to the training course. Approval of final version of the training course by UNDP.	

All communication between International Consultant and Company shall be done in English or Ukrainian/Russian upon agreement with International Consultant. All documents/inputs International Consultant should make contributions to shall be translated by the Company to agreed language.

Official documents or any information with restricted public access held by the aforementioned law enforcement agencies are not part of the subject matter of this assessment and cannot be requested and used for this assignment.

Recommendations regarding risk passport preparation shall include the integration of gender aspects in risk management coordination, including recommendations on assessment of specific threats faced by women and men, emergencies and other phenomena impact on women and men from diverse groups, and engaging women in coordination mechanism. These recommendations shall also be incorporated into the training course.

RECOMMENDATIONS TO METHODOLOGY OF SERVICE DELIVERY:

General recommendations

Consultant is responsible for ensuring their proper security. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.

UNDP covers the cost for organisation of in-class training, but UNDP should be notified about the scale of this event at least three weeks before the event (number of participants, duration of event, etc.).

Operational activities

Ensuring the reference to UNDP and support of EU in all the products created under the Contract.

Quality assurance measures The quality will be assured by proper contract management and detailed work plan agreed with UNDP to monitor the progress achieved.

All the payments will be processed upon availability of signed (work) acceptance certificates that must be approved by UNDP requesting unit responsible persons.

Regular communications (at least once a week) will be conducted by the Rule of Law and Community Security Specialist, UN RPP with selected vendor to identify any probable risks that may occur in process of the contract implementation.

Specific COVID-19 related risks

All offline events shall be conducted in compliance with all quarantine measures, such as social distancing, mask regime, hand sanitizer, measuring the temperature of the participants, etc. In case if epidemiological situation will not allow conduct offline events, the vendor should be ready to switch all activities to online format.

Recommendations on the Contractor's team composition

To optimize the time of the assignment, the composition of the project team should include, in addition to the Team Leader, a group of experts who will contribute to assignment fulfilling. CV of Team leader and members of expert group should be provided together with the proposal. Expert group could include both experts from applicant's company, as well as external experts.

It is expected that team leader's responsibilities will include but will not be limited to: general coordination of activities under the assignment, communication with UNDP, International Consultant and other stakeholders, preparation of documents for payments etc. Team Leader takes overall responsibility for timely submission of qualitative results under this ToR.

It is expected that experts' responsibilities will include but not be limited to: contribution to methodology and workplan development, development of training course, delivery of training to stakeholders, gathering of information and initial data for risk assessment, work on inter-agency coordination mechanism etc.

IV. DELIVERABLES

No	Deliverable	Date of submission
1.	Preparation of detailed workplan with timetable and its approval by UNDP. Compiling terminology glossary and its approval by UNDP.	By the end of the 3rd week after the start of the assignment.
2.	Designing a training programme for the key stakeholders, approval of training programme by UNDP. Carrying out training(s) for key stakeholders.	By the end of the 12 th week after the start of the assignment.
3.	Development of interagency coordination mechanism for multi – risk assessment.	By the end of the 18 th week after the start of the assignment.

4.	Carrying out of risk and threat assessment in the selected community and development of information and recommendations for preparation of risk passport of the community. Approval of results and recommendations by UNDP.	By the end of the 22 nd week after the start of the assignment.
5.	Integration of chapters related to developed interagency mechanism for multi-risk assessment and recommendations on risk passport preparation to the training course. Approval of final version of the training course by UNDP.	By the end of the 25 th week after the start of the assignment.

V. REQUIREMENTS FOR MONITORING / REPORTING

The company will work in close cooperation with International Consultant and under overall guidance of the Community Security and Social Cohesion Component Lead, who accepts and approves the above listed deliverables. The Company will discuss the progress reached in performance of assignment with Rule of Law and Community Security Specialist. Detailed workplan for ensuring achievement of expected results will be discussed with Company in advance before start of assignment fulfilment.

The Company is obliged to adhere to the monitoring, evaluation and quality control system implemented by UNDP (all details of the systems will be introduced to selected vendor on the first meeting with Rule of Law and Community Security Specialist) and to provide the necessary information, reports and tools in accordance with the approved schedule or as soon as possible (within a reasonable time).

All reports shall be submitted to UNDP electronically (formats: * .docx, * .xlsx, * .pptx, * .pdf). Reports shall be written in Ukrainian and/or English as specified above.

VI. PROPOSED PAYMENT SCHEDULE

UNDP will pay the negotiated amount in 5 tranches as per delivery of tasks outlined above according to the following payment schedule:

Upon completion of Deliverable 1– 10% of the total payment

Upon completion of Deliverable 2 – 25% of the total payment

Upon completion of Deliverable 3 – 25% of the total payment

Upon completion of Deliverable 4 – 25% of the total payment

Upon completion of Deliverable 5 – 15% of the total payment

UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and approved in parts according with the above payments schedule. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.

UNDP covers the cost of organization of training (s) on risk management for stakeholders (rent of conference room, stationery, coffee breaks etc.), but UNDP should be notified about the scale of these events at least three weeks before the event (number of participants, duration of events, etc.).

VII. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Officially registered organization (commercial or non-profit) or individual entrepreneur in Ukraine or other countries (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine).
- Confirmed experience of work in the field of community security, disaster risk reduction, risk management or other related field (at least 3 years).
- Confirmed experience in preparation of training courses or other educational materials in the field of community security (at least 2 projects); experience of preparation of training courses in the field of risk management is desired.
- Confirmed experience in the field of organization of coordination and dialogue platforms/joint events with representatives of local government, law enforcement agencies or other related field (at least 2 events/platforms);
- Provision of 2 references from previous clients regarding performance of similar tasks. At least one product, prepared by the Applicant on assignment of client, providing reference, during last two years (2019-2020), should be attached to recommendation letter or link to such product should be included in reference letter.

Availability of human resources that will ensure the proper quality and timely performance of the contract:

- Team Leader:
 - ✓ University degree (Master's or higher) in sociology, law, political science other related field;
 - ✓ Education/passed trainings and/or experience of work in field of risk management, inter-agency coordination or other related field;
 - ✓ Confirmed experience in the field of organization of coordination and dialogue platforms/joint events with representatives of local government, law enforcement agencies or other related field (at least 2 events/platforms);
 - ✓ Development/preparation/carrying out of at least 3 methodologies/ assessments or authorship or co-authorship of at least 3 analytical/scientific researches;
 - ✓ Fluency in Ukrainian and English;
 - ✓ Previous experience of work in projects, implemented by UN or international organisations - will be an asset.
- Experts:
 - ✓ Educational and qualification level - Bachelor's degree (or higher) in the fields: sociology, law, political science other related field.
 - ✓ At least 3 years of experience in teaching, development of training courses, organization and delivery of trainings or practical work in the field of risk management and reduction.
 - ✓ Engagement in preparation at 3 methodologies/guidelines/assessments or other analytical products;
 - ✓ Fluency in Ukrainian and Russian.
 - ✓ Previous experience of work in eastern Ukraine in the field of community security, risks and hazards, disaster risk prevention, inter-agency coordination will be an asset.

VIII. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Applicants shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	A letter of interest/offer, which describes company's profile and outlines previous experience in implementing similar projects and competitive advantages of the applicant company.

<input checked="" type="checkbox"/>	Brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule and timeframe.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the workplace
<input checked="" type="checkbox"/>	Three examples of previous experience in preparation training courses or other educational materials (full text of training courses/educational materials or link to the courses should be provided)
<input checked="" type="checkbox"/>	CVs of all project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	Minimum 2 recommendation letters on similar projects from previous customers.

IX. EVALUATION CRITERIA

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that 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 of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 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.

Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum score	Company / Organization			
1	Experience of the firm / organization submitting the proposal	30%	210				
2	Proposed work plan, methodology and approach ³	35%	245				
3	Personnel	35%	245				
	Total Score	100%	700				
	Notes						

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

Technical Evaluation Forms:

Form 1. Experience of the firm / organization submitting the proposal

Form 2. Proposed work plan, methodology and approach

³ The proposal has a proposed methodology and work plan, which can be further modified as required by UNDP.

Form 3. Personnel

Evaluation of the Technical Proposal Form 1		Maximum score	Company/other organization		
			A	B	C
The experience of the company / organization submitting the proposal					
1.1	Confirmed experience in field of community security, disaster risk reduction, risk management or other related field (70 points – more than 5 years, 60 points – 3-5 years, 50 points – 3 years)	70			
1.2	Confirmed experience in preparation of training courses or other educational materials in the field of community security (70 points– 3-4courses, at least one of which is related to risk management; 60 points -3-4courses, 50 points –2 courses)	70			
1.3	Confirmed experience in the field of organization of coordination and dialogue platforms/joint events with representatives of local government, law enforcement agencies or other related field (70 points – company organised 5 and more events/platforms, 60 points – 3-4 events/platforms, 50 points – 2 events/platforms).	70			
	Total score on Form 1	210			

Evaluation of the Technical Proposal Form 2		Maximum score	Company/other 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 - 55 points; The Technical Proposal corresponds well to the task, but workload overstated / understated – 70 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 80 points	80			
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 – 81 points; The methodology includes thorough criteria that demonstrate its feasibility – 95 points	95			
2.3	How well developed and reliable is the approach to the organization of services to create requested product? The developed approach contains separate inconsistencies - 50 points; Good approach, but low reliability on realism - 60 points; The organization has shown perfect approach which fully complies with reality - 70 points	70			
	Total score on Form 2	245			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team leader				
3.1	Educational background in sociology, law, political science other related field (30 points – Master’s degree, 33 points – PhD)	33			
3.2	University degree/passed trainings and/or experience of work in field of risk management (20 points – at least one training on risk management passed; 30 points – university degree on risk management; 33 points – at least 1 year experience in field of risk management).	33			
3.3	Confirmed experience in the field of organization coordination and dialogue platforms/joint events with representatives of local government, law enforcement agencies or other related field (25 points – 2 events/platforms; 31 points– 3-4 events/platforms; 37 points – more than 4 events/platforms).	37			
3.4	Fluency in Ukrainian and Russian; working level of English (15 points – Fluency in English, Ukrainian and Russian; 11 - Fluency in Ukrainian and Russian; working level of English)	15			
3.5.	Previous experience of work in projects, implemented by or with UN or international organisations (0 point – no such an experience; 7 points – availability of the experience)	7			
	Interim score by criteria 3.1-3.4	125			
	Experts				
3.5	Education level - All the experts have university qualification (30 points – All the engaged experts have Master’s degree or higher; 27 points – At least 50% of the engaged experts have Master’s degree or higher, up to 50% of experts have Bachelor’s Degree; 25 points – more than 50% of experts have Bachelor’s Degree, less than 50% of experts have Master’s Degree or higher)	30			
3.6	At least 3 years of experience in teaching, development of training courses, organization and delivery of trainings or practical work in the field of risk management and reduction (33 points – at least 50% of experts have more than 5 years of the experience; 30 points – more than 50% of experts have 4-5 years of the experience; 25 points – more than 50% of experts have 3 years of the experience)	33			
3.7	Engagement in preparation methodologies/guidelines/assessments or other analytical products (35 points - more than 50% of experts were engaged in preparation of 6 or more projects; 30 points– more than 50% of experts were engaged in preparation of 4-5 projects; 24 points – any less number than mentioned above, but at least 3 projects per expert)	35			

3.8	Fluency in Ukrainian and Russian (15 points – 100% of the engaged experts are fluent in Ukrainian and Russian and have working level of English or higher; 10 points – anything less than mentioned above, however the fluency in Ukrainian and Russian is required)	15			
3.9.	Previous experience of work in eastern Ukraine in the field of community security, risks and hazards, disaster risk prevention, inter-agency coordination (7 points – At least 50% of the engaged experts have the mentioned experience, 0 points – anything less)	7			
	Interim score by criteria 3.5 – 3.8	120			
	Total score on Form 3	245			

X. FINANCIAL PROPOSAL

Bidders should submit their proposals in the following format. All costs associated with the implementation of services should be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.).

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

No.	Deliverables' short description	Percentage of Total Price (Weight for payment)	Price, currency, excl. VAT
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
4	Deliverable 4		
5	Deliverable 5		
Total (please indicate currency)		100%	

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.

<i>No</i>	<i>Activity/Costs</i>	<i>Unit</i>	<i>Number</i>	<i>Cost per unit, currency</i>	<i>Amount, currency excl. VAT</i>
1	Personnel				
1.1	Team Leader				
1.2	Expert 1				
1.3	Expert 2				

1.4	Other staff (as required)				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs				
3.2	Accommodation				
3.3	Daily Allowance				
5	Other costs (if any - to define clearly activities/costs)				
5.1	...				
5.2	...				
	Total (please indicate currency)				

Annex 4

Model Contract

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

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:	