



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: June 4, 2021
	REFERENCE: 507-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Development of the dashboard to highlight Security and Justice studies”**

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) Friday, June 18, 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: **“507-2021-UNDP-UKR-RFP-RPP”** and **“Development of the dashboard to highlight Security and Justice studies”**

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/condunct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



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

June 04, 2021

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Description of Requirements

Context of the Requirement	“Development of the dashboard to highlight Security and Justice studies”
Brief Description of the Required Services	In order to facilitate the visual perception of survey data, as well as in order to draw attention to the issues related to security and justice in eastern Ukraine, the UN RPP seeks a highly qualified Contractor who will develop a Dashboard that will present in an interactive format the data from Security and Justice studies since 2017.
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1: Technical report is completed and approved by the UN RPP.</p> <p>Deliverable 2: The pilot version of the Dashboard is developed and approved by the UN RPP</p> <p>Deliverable 3: The final version of the Dashboard has been launched and accepted by the UN RPP, domain name / hosting accounts were procured for 3 (three) years and access to them has been given to the UN RPP.</p> <p>Deliverable 4: A training session has been conducted for the UN RPP staff, user manual prepared and accepted by the UN RPP.</p>
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Coordinator
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	June 2021
Target completion date	September 2021
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
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). UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH

Value Added Tax on Price Proposal	<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"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on Friday, June 11, 2021 at 11:00 (Kyiv time) via Skype.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit</p> <p>Subject: 507-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>Payments will be made upon full completion and acceptance of contractual obligations by signing the act of acceptance by the Component Coordinator. The negotiated amount will be paid in three (3) tranches as per the delivery of Deliverables outlined above and executed upon submission of required reports:</p> <p>After delivery of Output 1, 2 – 25% of the total payment. Delivery of Output 3 – 50% of the total payment. Delivery of Output 4 – 25% of the total payment.</p> <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>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Coordinator
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless</u>

	<u>of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience of Company / Organization submitting the proposal 33%</p> <p><input checked="" type="checkbox"/> Proposed Concept and Work plan 36%</p> <p><input checked="" type="checkbox"/> Personnel 31%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p> <ul style="list-style-type: none"> ✓ Respectively per each Lot. ✓ The general combination of the lowest prices for all lots, based on different combinations of award contracts. ✓ Regardless of the ability to execute work on more than one lot, UNDP can at its discretion to award a contract to other parties for the purpose of reduce the risk of work. ✓ If the bidder submits an offer more, than 1 lot, UNDP reserves the right to request additional information from the participant confirming the ability to deliver services on both Lots.
Contract General Terms and Conditions	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Description of Requirements (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3)</p> <p><input checked="" type="checkbox"/> Contract for professional services template (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)¹	<p><i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>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>

¹ 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.

Documents to be submitted in proposal	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal).<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).<input checked="" type="checkbox"/> Copies of other licenses or certificates (if any).<input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company.<input checked="" type="checkbox"/> Proposed Concept with a proposed workplan and timeline, proposed Dashboard structure, all relevant Dashboard blocks description and step-by-step implementation plan with relevant examples and visualisations.<input checked="" type="checkbox"/> Portfolio with at least 3 (three) examples of developed interactive dashboards and data visualization.<input checked="" type="checkbox"/> Personal CVs of the Project Team (Team Leader/Project Manager, Coder), including information about past experience in similar projects / assignments, as well as confirmation of their availability if selected for this project.<input checked="" type="checkbox"/> At least 2 (two) recommendation letters from a previous Customers/Partners, with whom the applicant collaborated on a project that is similar to the TOR assignment, including the collaboration results and the role of the applicant. <input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).
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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) and experience of at least 3 (three) years in software development and implementation.
- ✓ Proven experience in developing interactive dashboards and data visualization (at least 3 examples should be provided).
- ✓ Recommendation letters from a previous Customer/Partner, with whom the applicant collaborated on a project that is similar to the TOR requirements, including the collaboration results and the role of the applicant (at least 2 (two) letters).
- ✓ Proven experience in developing responsive and inclusive web designs (including for persons with disabilities) is an asset.
- ✓ The Contractor must have a team of at least 2 (two) experts with the following roles and required qualifications:

Team Leader/Project Manager:

- ✓ At least a Master's (or equivalent) degree in Mathematics, Computer Science, Engineering or another relevant field.
- ✓ Minimum 3 (three) years of professional experience in project management and/or team management.
- ✓ Minimum 3 (three) years of experience in software development and implementation
- ✓ Excellent knowledge of Ukrainian and Russian and working knowledge of English.

Coder:

- ✓ At least Bachelor's (or higher) degree in degree in Mathematics, Computer Science, Engineering or another relevant field.
- ✓ Minimum of 2 (two) years of experience in software development and implementation
- ✓ Minimum 2 (two) years of experience in developing interactive dashboards and data visualization
- ✓ Excellent knowledge of Ukrainian and Russian. Working knowledge of English would be considered an asset.

Other information is available on

<http://procurement-notice.undp.org>;

For the information, please contact procurement.rpp.ua@undp.org

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[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 **507-2021-UNDP-UKR-RFP-RPP** dated **June 4, 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) Portfolio with at least 3 (three) examples of developed interactive dashboards and data visualization.

e) At least 2 (two) recommendation letters from a previous Customers/Partners, with whom the applicant collaborated on a project that is similar to the TOR assignment, including the collaboration results and the role of the applicant.

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	
Actual address	

² This serves as a guide to the Service Provider in preparing the Proposal.

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

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, Extract from the Register of VAT payers or single tax payers, etc.	EDRPOU, ID tax number. Copies of State registration and Extract from the Register of VAT payers or single tax payers 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 a previous Customers/Partners, with whom the applicant collaborated on a project that is similar to the TOR assignment, including the collaboration results and the role of the applicant as well as the contact details of respective Customers / Partners.
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) Proposed Concept with a proposed workplan and timeline, proposed Dashboard structure, all relevant Dashboard blocks description and step-by-step implementation plan with relevant examples and visualisations.

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, Coder), including information about past experience in similar projects / assignments.

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.

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	25%	
2	Deliverable 2		
3	Deliverable 3	50%	
4	Deliverable 4	25%	
Total all-inclusive cost without VAT, indicate currency		100%	

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

B. Cost Breakdown by Cost Component:

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

No	Activity/Costs	Unit	Number	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
1.	Personnel				
1.1	Team Leader / Project manager	month			
1.2	Coder	month			
2.	Technical support service for 6 months period	month			
3.	Administration Costs (if necessary)				
3.1	Communication (Internet/Phone/etc.)				
3.2	Other (if any - to define clearly activities/costs)				
3.3	The Dashboard hosting/subscription for 3 (three) years, starting with the release date				
4.	Other costs (if any - to define clearly activities/costs)				
4.1					
4.2	...				
TOTAL without VAT**, indicate currency					

***Dear Partners!*

The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.

Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.

The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.

In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*

- *Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*

- *in column 2 of section B – supplier's (seller's) services nomenclature;*
- *in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*

- *in columns 4 and 5 - unit of services measurement;*
- *in column 6 - quantity (volume) of services delivery;*
- *in column 7 - the price of the service unit supply, excluding VAT;*
- *in column 8 - VAT rate code 903;*
- *in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*

- *in column 10 - supply volume, excluding VAT (prepayment amount).*

Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."

Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.

Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.

Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.

Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.

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

[Designation]

[Date]

Terms of References
for Development of the dashboard to highlight Security and Justice studies

TERMS OF REFERENCE

Project title: The United Nations Recovery and Peacebuilding Programme

Description of the assignment: Development of the dashboard to highlight Security and Justice studies

Duty Station: home-based

Possible business trips: no business trips foreseen

Starting date of the assignment: June 2021

Duration of assignment: 16 weeks (with 6 months of technical support)

Primary supervisor: Darina Solodova, Data Analysis and Research Specialist

Secondary supervisor: Roman Khashchenkov, Community Security and Social Cohesion Coordinator

I. Context

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). UN RPP is a multi-donor funded framework Programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA). UN RPP was designed to respond to, and mitigate, the causes and effects of the conflict in the east of Ukraine. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF).

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

Component III of UN RPP “Community Security and Social Cohesion” aims to reach some of its goals through small grants and mini-initiatives fund establishment. This includes implementation support of the projects strengthening community security and social cohesion through testing innovative legal aid, access to justice, conflict resolution and peacebuilding mechanisms at local level. In doing so, the Component seeks to ensure that human rights and the rule of law are enjoyed at the community level.

The first Security and Justice Survey has been presented in 2017 and since that moment it is updated

annually. The Survey also seeks to explore and measure the needs and experiences of Ukrainians in obtaining security and accessing justice. It also aims to measure the changes that occurred since 2017 and to identify trends in this regard. The survey, conducted in 2020 focuses on six crucial aspects of security and justice in the three oblasts in Ukraine where the UN RPP is active: government-controlled areas of Donetsk and Luhansk oblasts, and Zaporizhzhia Oblast. The reports are available on UNDP Ukraine's website. The next wave of the survey will take place in Donetsk, Luhansk, Zaporizhzhia and Kherson oblasts and the fieldwork will be conducted in April – June 2021.

In order to facilitate the visual perception of survey data, as well as in order to draw attention to the issues related to security and justice in eastern Ukraine, the UN RPP seeks a highly qualified Contractor who will develop a Dashboard that will present in an interactive format the data from Security and Justice studies since 2017.

II. Scope of Work and Objective of the Assignment

The overarching goal of this assignment is to develop and provide the UN RPP with an interactive Dashboard to improve and simplify the perception and understanding of data from Security and Justice surveys.

In order to achieve these goals, the Contractor must provide the following services:

- Review the available Security and Justice reports and datasets:
2017:
https://www.ua.undp.org/content/ukraine/en/home/library/democratic_governance/security_justice_perspectiv.html
2018:
<https://www.ua.undp.org/content/ukraine/en/home/library/recovery-and-peacebuilding/security-and-justice-in-Ukraine-2018.html>
2019-2020:
<https://www.ua.undp.org/content/ukraine/en/home/library/recovery-and-peacebuilding/security-and-justice-Ukraine-perspectives-from-three-oblasts.html>

and suggest the optimal technical solution and specifications for a Dashboard.

- Elaborate the overall architecture, structure and data input logic of the Dashboard.
- Develop the design and data visualization instruments of the Dashboard.
- Create the Dashboard in accordance with the format and structure approved by the UN RPP.
- Provide training to the respective UN RPP staff acting as admins of the Dashboard, as well as to develop a dedicated user manual.

The Contractor is obliged to provide software implementation services in the following stages:

Stage 1. Survey Dashboard set-up

The Contractor shall prepare a Technical description of the Dashboard, which includes the following:

- Description of the platform where the Dashboard will be hosted, including justification of

sustainability and the actions that might be necessary to ensure the Dashboard's operability in the long-run (e.g., domain address costs, hosting/subscription).

Contractor should pay for the Dashboard hosting/subscription for 3 (three) years, starting with the release date. Contractor should include these costs into the Financial proposal.

- Analyse the available datasets and annual research reports and based on that – to develop a corresponding structure of the Dashboard (i.e., the number of questions, filters, graphs in the Dashboard)
- To develop an aesthetics and UI design of the Dashboard (presented in illustration form)
- To suggest the types and formats of data that will be required to update the Dashboard

The Technical report should take into consideration the Technical Specification from Annex 1 and shall be approved by the UN RPP.

Stage 2. Dashboard development

The contractor may proceed to the second stage only after the Technical report has been approved by the UN RPP.

The second stage includes:

- Development of a prototype of the Dashboard which includes 2-3 questions and 1 filter
- Dashboard development

The Dashboard shall follow the specifications from the Technical report and needs to implement the corrections and comments received from the UN RPP.

At the final stage the Dashboard should:

- include the volume of data as listed in the Technical report
- conduct additional data transformation and cleaning if required
- have a desktop and mobile versions
- include different types of graphs and data visualization instruments
- have interface in three languages (UA, RU and ENG)
- include all available annual survey reports in pdf format

Stage 3. Guide and technical training for users, post-release support

At this stage the contractor is expected to:

- Provide online technical training for the responsible staff of the UN RPP who will be editing and updating the Dashboard. The main goal of the training is to educate employees on how to load and update data in a dashboard and what potential problems can arise while working with a dashboard.
- Develop illustrated User Guide in English (.pdf format, up to 10 pages)
- Support the Survey Dashboard for 6 (six) months after the release. The Contractor undertakes to provide guarantees of the quality of services rendered in the form of warranty (technical) support within 6 (six) months from the date of signing of the final act of acceptance, which includes technical support, elimination of errors and consulting support. The warranty technical support does not imply additional expenditures for the UNDP and the Beneficiary.

III. Deliverables

The following deliverables will be provided by the Contractor:

No.	Deliverables description	Anticipated date of completion
1.	Technical report is completed and approved by the UN RPP	3 weeks after the start of the assignment
2.	The pilot version of the Dashboard is developed and approved by the UN RPP	4 weeks after the start of the assignment
3.	The final version of the Dashboard has been launched and accepted by the UN RPP, domain name / hosting accounts were procured for 3 years and access to them has been given to the UN RPP.	14 weeks after the start of the assignment
4.	A training session has been conducted for the UN RPP staff, user manual prepared and accepted by the UN RPP.	16 weeks after the start of the assignment

IV. Price offer and payment schedule

Payments will be made upon full completion and acceptance of contractual obligations by signing the act of acceptance by the Component Coordinator. The negotiated amount will be paid in three (3) tranches as per the delivery of Deliverables outlined above and executed upon submission of required reports:

After delivery of Output 1, 2 – 25% of the total payment.

Delivery of Output 3 – 50% of the total payment.

Delivery of Output 4 – 25% of the total payment.

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).

V. Monitoring, Reporting Requirements and Quality Assurance Measures

The Contractor will report to the Community Security and Social Cohesion Coordinator of the UN RPP who accepts and approves deliverables specified above. During this assignment the Contractor will coordinate his/her activities and work closely with representatives of the UN RPP, especially with M&E and Innovation Specialist and Data Analysis and Research Specialist.

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

All reports to the UN RPP shall be submitted electronically (format of .docx or .pdf) on electronic source or in the form of electronic communication with the attached final product. The reports should be prepared in English.

The Contractor must prepare all necessary work considering the quality assurance measures from UN RPP. At the end of the assignment Community Security and Social Cohesion Coordinator will check that the

Dashboard meets the following quality assurance measures:

- The Dashboard works quickly and does not freeze while changing the data configurations (i.e., data filters),
- The Dashboard is available on all browsers (Safari, Firefox, Opera, Chrome and other) and on mobile phones,
- The Dashboard is constructed according to the Technical report specifications.

VI. Experience and Qualifications Requirements

- Organization / Company with valid registration (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine) and experience of at least 3 (three) years in software development and implementation.
- Proven experience in developing interactive dashboards and data visualization (at least 3 examples should be provided).
- Recommendation letters from a previous Customers/Partners, with whom the applicant collaborated on a project that is similar to the TOR requirements, including the collaboration results and the role of the applicant (at least 2 (two) letters).
- Proven experience in developing responsive and inclusive web designs (including for persons with disabilities) is an asset.
- The Contractor must have a team of at least 2 (two) experts with the following roles and required qualifications:

Team Leader/Project Manager:

- At least a Master's (or equivalent) degree in Mathematics, Computer Science, Engineering or another relevant field.
- Minimum 3 (three) years of professional experience in project management and/or team management.
- Minimum 3 (three) years of experience in software development and implementation
- Excellent knowledge of Ukrainian and Russian and working knowledge of English.

Coder:

- At least Bachelor's (or higher) degree in degree in Mathematics, Computer Science, Engineering or another relevant field.
- Minimum of 2 (two) years of experience in software development and implementation
- Minimum 2 (two) years of experience in developing interactive dashboards and data visualization
- Excellent knowledge of Ukrainian and Russian. Working knowledge of English would be considered an asset.

VII. Documents to be included when submitting a Technical Proposal

- ☒ 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).
- ☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.

- ☒ Proposed Concept with a proposed workplan and timeline, proposed Dashboard structure, all relevant Dashboard blocks description and step-by-step implementation plan with relevant examples and visualisations.
- ☒ Portfolio with at least 3 (three) examples of developed interactive dashboards and data visualization.
- ☒ Personal CVs of the Project Team (Team Leader/Project Manager, Coder), including information about past experience in similar projects / assignments, as well as confirmation of their availability if selected for this project.
- ☒ At least 2 (two) recommendation letters from a previous Customers/Partners, with whom the applicant collaborated on a project that is similar to the TOR assignment, including the collaboration results and the role of the applicant.
- ☒ Financial proposal with the description of activities within the workplan.

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	36%	250
Personnel	31%	220
Total	100%	700

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
Experience of Company / Organization submitting the proposal					
1.1	Relevant professional experience in software development and implementation: - At least 3 years – 50 points; - 4-5 years – 60 points; - More than 6 years – 80 points. -	80			
1.2	Experience in developing interactive dashboards and data visualization: - 3 examples – 60 points; - 4-5 examples – 70 points; More than 5 examples – 80 points.	80			
1.3	Recommendation letters from a previous Customer/Partner, with whom the applicant collaborated on a project that is similar to the TOR requirements, including the collaboration results and the role of the applicant: - 2 letters – 40 points; - 3 letters – 45 points; - 4 and more letters – 50 points. -	50			
1.4	Experience in developing responsive and inclusive web designs: - No relevant projects – 0 points - 1-2 relevant projects products submitted for review – 15 points; - More than 2 relevant projects – 20 points.	20			
Overall score on Form 1		230			

Evaluation of technical proposal Form 2		Maximum score	Company / Other organization		
			A	B	C
Proposed Concept and workplan					
2.1	How well-elaborated is the Concept note? - The proposed Concept provides a clear vision but without relevant examples and visualisations – 110 points - The proposed Concept provides a clear vision based on relevant examples – 130 points; - The proposed Concept provides a clear vision based on relevant examples and contains visualizations – 150 points.	150			
2.2	How well-elaborated is the proposed plan of work and suggested timeline? - General elaboration of a work plan (without specific time-slots) – 70 points; - Monthly detailed elaboration of a work plan – 80 points; - Weekly detailed elaboration of a work plan – 100 points.	100			
Overall score on Form 2		250			

Evaluation of technical proposal Form 3		Maximum score	Company / Other organization		
			A	B	C
Personnel					
	Team Leader/Project Manager				
3.1	Higher education in Mathematics, Computer Science, Engineering or another relevant field: - Master's degree or equivalent – 15 points; - PhD degree – 20 points.	20			
3.2	Experience in project management and/or team management:	40			

	- 3 years – 30 points; - 4 years or more – 40 points.				
3.3	Experience in software development and implementation: - 3 years – 30 points; - 4 years and more – 40 points.	40			
3.4	Language knowledge: - Excellent knowledge of Ukrainian, Russian and working knowledge of English – 15 points; - Excellent knowledge of Ukrainian, Russian and English – 20 points.	20			
Interim score according to criteria 3.1–3.4		120			
	Coder				
3.5	Education in Mathematics, Computer Science, Engineering or another relevant field: - Bachelor's degree or equivalent – 5 points; - Master's degree or equivalent or higher – 10 points.	10			
3.6	Experience in software development and implementation: 2 years – 30 points, 3 years and more – 40 points.	40			
3.7	Professional experience in developing interactive dashboards and data visualization: 2 years – 30 points, 3 years or more – 40 points.	40			
3.8	Language knowledge: - Excellent knowledge of Ukrainian and Russian – 5 points; - Excellent knowledge of Ukrainian, Russian and working English – 10 points.	10			
Interim score according to criteria 3.5–3.8		100			
Overall score on Form 3		220			

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 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. Breakdown by 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	25%	
2	Deliverable 2		
3	Deliverable 3	50%	
4	Deliverable 4	25%	
Total all-inclusive cost without VAT, indicate currency		100%	

B. Cost Breakdown by Cost Component:

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

No	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Personnel				
1.1	Team Leader / Project manager	month			
1.2	Coder	month			

2.	Technical support service for 6 months period	month			
3.	Administration Costs (if necessary)				
3.1	Communication (Internet/Phone/etc.)				
3.2	Other (if any - to define clearly activities/costs)				
3.3	The Dashboard hosting/subscription for 3 (three) years, starting with the release date				
4.	Other costs (if any - to define clearly activities/costs)				
4.1					
4.2	...				
TOTAL without VAT, indicate currency					

Annex 1 to the Terms of Reference. Technical Specification

General requirements of Dashboard:

- The main body of the website has to be developed in the form of a Dashboard
- The Dashboard must be developed as an interactive scrolling web application that will allow the visitor to choose between variety of data from the Security and Justice studies; see trends and changes in chosen indicators
- The Dashboard shall have a navigation section (preferably as a left sidebar with sections of the study), and a main (central) section that will be filled with main information (infographics, text etc.)
- After the visitor makes a click on information selected, detailed information from a specific survey/indicator has to be provided
- The Dashboard should run optimally (page load up to 5 sec) on a PC connected to a network with minimum bandwidth of 10 Mbps
- Users should have an option to export relevant Dashboard data into .csv and .xlsx formats
- The sections on the Dashboard have to correspond to the existing structure of the Security and Justice reports. All visual elements and general style of the website has to be approved by the UN RPP Communications Unit.
- Dashboard statistics should be available for responsible staff members of the UN RPP who will be editing and updating the Dashboard (i.e., total web-page views).
- Contractor should pay for the Dashboard hosting/subscription for 3 (three) years, starting with the release date. Contractor should include these costs into the Financial proposal.

Specific features of Dashboard:

- navigation through the sections of the Dashboard
- receiving information contained in the report in text, numbers and infographics
- selecting necessary indicator/year/Oblast/other values and comparing them with by year/Oblast/other criteria
- filtering the information on graphs and visuals by categories
- visualizing different types of data on maps
- containing an internal search function to simplify access to its indicators and filters
- having a capacity to grow in terms of additional data, users, indicators and geographies
- downloading of the pdf version of the reports
- obtaining information about the UN RPP
- receiving information about the methodology of the study

Key design requirements for the Dashboard:

- User-friendly adaptive design (including persons with disabilities)
- Mobile-friendly design



Dashboard structure requirements:

All the names of the sections, indicators etc. on the Dashboard have to correspond to respective existing values as set out in the Security and Justice reports. However, upon request of the UN RPP, exact names of the sections and pages may change. The Contractor has to modify the names of the pages upon request of the UN RPP.

Requirements on Dashboard filling and support:

As part of the work on this assignment, the Contractor ensures the filling of the Dashboard with the information chosen and provided by the UN RPP. The Contractor shall ensure that illustrations and infographics are in line with technical requirements and agreed design before the Dashboard/website goes. Supporting the Dashboard after its launch has to be performed by the Contractor for 6 months after the final release.

Model Contract

Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та 		Contract for Goods and/or Services Between the United Nations Development Programme and 	
1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна		1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine	
2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:		2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Посилання на номер договору (напр., номер присудження договору):		3. Contract Reference (e.g. Contract Award Number):	
4. Довгострокова угода: Ні		4. Long Term Agreement: No	
5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги		5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services	
6. Тип Послуг:		6. Type of Services:	
7. Дата початку Договору:	8. Дата завершення Договору:	7. Contract Starting Date:	8. Contract Ending Date:
9. Загальна сума Договору: 9а. Передплата: Не застосовується		9. Total Contract Amount: 9а. Advance Payment: Not applicable	
10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів		10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат		11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Назва(ім'я) Підприємця:		12. Contractor's Name:	
13. Ім'я контактної особи Підприємця: Посада: керівник Адреса: Номер телефону: Факс: Email:		13. Contractor's Contact Person's Name: Title Address: Telephone number: Fax: Email:	
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: Email:		14. UNDP Contact Person's Name: Title: Address: Telephone number Email:	
15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ		15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU	

<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 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. <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>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 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"> 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. <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>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>
<p>Від імені Підрядника / For the Contractor</p>	<p>Від імені ПРООН / For UNDP</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>