



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: June 16, 2021
	REFERENCE: 284-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Development of interactive websites of the territorial communities (Sartana, Donetsk Oblast and Shchastia, Luhansk Oblast)”**

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) Wednesday, June 30, 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: **“284-2021-UNDP-UKR-RFP-RPP”** and **“Development of interactive websites of the territorial communities (Sartana, Donetsk Oblast and Shchastia, Luhansk Oblast)”**

Body of the message should include: **Name of the offeror**

Archive files should be marked as: **Technical proposal** and **Financial proposal**

Note: if the email letters or archive files are not marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



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

**June 16, 2021**

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## Description of Requirements

<b>Context of the Requirement</b>	<b>“Development of interactive websites of the territorial communities (Sartana, Donetsk Oblast and Shchastia, Luhansk Oblast)”</b>
<b>Brief Description of the Required Services</b>	The main goal of the assignment is the development of the official websites for 2 (two) territorial communities (Sartana, Donetsk Oblast and Shchastia, Luhansk Oblast, government-controlled areas (GCA)). The websites should provide tools for informing and involving citizens in online interaction (including e-information, e-consultation and e-cooperation) with local government. The Contractor commences to develop the websites in accordance with the requirements, described in this document and based on the prototype (will be provided by the UN RPP) and Software requirement specification (Annex 1) to these Terms of Reference.
<b>List and Description of Expected Outputs to be Delivered</b>	<p>Deliverable 1: Customers’ servers are configured, Backup system is configured deployment is set, CMS (content management system) is deployed and configured</p> <p>Report on stage 1 is prepared and accepted by UNDP, Service acceptance act is signed by UNDP.</p> <p>Deliverable 2: The developed software is presented on optical drive and deployed on beneficiaries’ servers.</p> <p>Report on stage 2 is prepared and accepted by UNDP, Service acceptance act is signed by UNDP</p> <p>Deliverable 3: Content preloading and automatic data migration from old websites are performed.</p> <p>Report on stage 3 is prepared and accepted by UNDP, Service acceptance act is signed by UNDP.</p> <p>Deliverable 4: General guidelines for installing, configuring, backing up data and restoring information are prepared. User manual and Administrator’s guide are prepared and training for beneficiaries is held.</p> <p>Reports, containing the User manual and Administrator's guide are prepared. Overall service results are accepted by UNDP</p>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Community Mobilization Officer
<b>Frequency of Reporting</b>	According to TOR attached
<b>Progress Reporting Requirements</b>	According to TOR attached
<b>Location of work</b>	According to TOR attached
<b>Expected duration of work</b>	According to the proposed timeframe specified in the attached TOR
<b>Target start date</b>	July 2021
<b>Target completion date</b>	December 2021
<b>Travels Expected</b>	According to TOR attached
<b>Special Security Requirements</b>	n/a

<b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
<b>Implementation Schedule indicating breakdown and timing of activities/sub-activities</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Currency of Proposal</b>	<input checked="" type="checkbox"/> United States Dollars (USD). UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
<b>Value Added Tax on Price Proposal</b>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on:</b>	<p>Pre-Bidding Conference will be held on <b>Wednesday, June 23, 2021 at 14:00 (Kyiv time)</b> via Skype.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p> <p>Attn: Procurement Unit</p> <p>Subject: <b>284-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
<b>Payment Terms</b>	<p>Payments to the Contractor to cover management and operational costs will be linked to deliverables and executed upon submission of Interim and Completion reports. The schedule is provided below:</p> <ul style="list-style-type: none"> <li>• 20% of total works shall be paid upon the completion of the server configuration phase, Output 1.</li> <li>• 40% of total works shall be paid upon the completion of software development phase, Output 2.</li> <li>• 20% of total works shall be paid upon the completion of Content migration phase, Output 3.</li> <li>• 20% of total works shall be paid upon the completion of Testing phase, Output 4.</li> </ul>

	The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	Community Security and Social Cohesion Coordinator
<b>Type of Contract to be Signed</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
<b>Criteria for Contract Award</b>	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
<b>Criteria for the Assessment of Proposal</b>	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Experience of Company / Organization submitting the proposal 33% <input checked="" type="checkbox"/> Proposed Concept and Work plan 33% <input checked="" type="checkbox"/> Personnel 34%  <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<b>UNDP will award the contract to:</b>	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers, depending on the following factors: ✓ 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.
<b>Contract General Terms and Conditions</b>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  <p>Applicable Terms and Conditions are available at:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p><b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b></p>

<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
<b>Contact Person for Inquiries (Written inquiries only)<sup>1</sup></b>	<p><i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

<p><b>Documents to be submitted in proposal</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal).</li> <li><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any).</li> <li><input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company.</li> <li><input checked="" type="checkbox"/> The company's portfolio of the previous projects which outlines previous experience in implementing similar projects and at least 2 (two) examples of developed online solution for e-democracy, non-governmental sector empowerment (education, fundraising, volunteering) or other related fields and at least 2 (two) examples proving experience in developing the interactive websites of similar complexity level to these Terms of Reference. An example of the developed official website for territorial units of similar complexity level to these Term of Reference that correspond to the requirements of official websites design would be an asset (links are acceptable).</li> <li><input checked="" type="checkbox"/> Concept note and the workflow description with clear indication the roles of Team members in the project.</li> </ul> <p>Description of the proposed works that meet or exceed the declared technical specifications or scope of work. The proposal should describe how the applicant plans to complete the work and describe an approach that will demonstrate the provision of timely and acceptable work. Concept note may contain information including but not limited to:</p> <ol style="list-style-type: none"> <li>1. General methodology of project implementation.</li> <li>2. The architecture and functional modules of the proposed website</li> <li>3. Stack of Technologies that the applicant plans to use.</li> <li>4. Work plan with the proposed work schedule indicating the persons responsible for each area of activity.</li> </ol> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Personal CVs of the Project Team (Project Manager, Web-Designer, Backend developer, Frontend developer, Technical writer), including information about past experience in similar projects / assignment and confirmation of his/her availability if selected for this project.</li> <li><input checked="" type="checkbox"/> At least 2 (two) recommendation letters from previous Partners / Customers as per related to these Terms of Reference field of assignment.</li> <li><input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b></li> </ul>
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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:***

- ✓ Officially registered Company / Organization with a valid registration at least 4 (four) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine.
- ✓ At least 4 (four) years of relevant experience in developing of following web products: web platforms, web portals, content management systems, intranets or relevant.
- ✓ At least 2 (two) examples of developed online solution for e-democracy, non-governmental sector empowerment (education, fundraising, volunteering) or other related fields.
- ✓ At least 2 (two) examples proving experience in developing the interactive websites of similar complexity level to these Terms of Reference.
- ✓ An example of the developed official website for territorial units of similar complexity level to these Term of Reference that correspond to the requirements of official websites design would be an asset.
- ✓ At least 2 (two) recommendation letters from previous Partners / Customers as per related to these Terms of Reference field of assignment.
- ✓ Availability of human resources that will ensure due quality and timely implementation of the contract; the team proposed for conducting of this assignment should include at least but not limited:

***Project Manager:***

- ✓ At least Master's degree or equivalent in computer science, management, social sciences, public administration or related field.
- ✓ At least two (2) years of experience in the IT projects management.
- ✓ Fluency in Ukrainian is required.

***Web-Designer:***

- ✓ At least Bachelor's degree in computer science, web-designing or related field.
- ✓ At least 2 (two) years of relevant to web-designing experience.
- ✓ Fluency in Ukrainian is required.

***Backend developer:***

- ✓ At least Bachelor's degree in computer science, web development or related field.
- ✓ Knowledge of PostgreSQL 12, PHP 7.2+, Laravel 5.5 is required.
- ✓ At least 2 (two) years of experience in programming.
- ✓ Fluency in Ukrainian is required.

	<p><b>Frontend developer:</b></p> <ul style="list-style-type: none"><li>✓ At least Bachelor's degree in computer science, web development or related field.</li><li>✓ Knowledge of JavaScript, HTML5, CSS3, Gulp, Webpack is required.</li><li>✓ At least 2 (two) years of experience in programming.</li></ul> <p>Fluency in Ukrainian is required.</p> <p><b>Technical writer:</b></p> <ul style="list-style-type: none"><li>✓ At least Bachelor's degree in computer science, web development, or related field.</li><li>✓ At least 2 (two) years of experience in technical writing in the IT field.</li><li>✓ Fluency in Ukrainian is required.</li></ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **284-2021-UNDP-UKR-RFP-RPP** dated **June 16, 2021**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

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

***a) Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).***

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

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

***d) The company's portfolio of the previous projects which outlines previous experience in implementing similar projects and at least 2 (two) examples of developed online solution for e-democracy, non-governmental sector empowerment (education, fundraising, volunteering) or other related fields and at least 2 (two) examples proving experience in developing the interactive websites of similar complexity level to these Terms of Reference. An example of the developed official website for territorial units of similar complexity level to these Term of Reference that correspond to the requirements of official websites design would be an asset (links are acceptable).***

***e) At least 2 (two) recommendation letters from previous Partners / Customers as per related to these Terms of Reference field of assignment.***

***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	

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

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

Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any).	Please indicate here
Business Licenses – Registration Papers, 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 previous Partners / Customers as per related to these Terms of Reference field of assignment.as well as the contact details of respective Partners / Customers.
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) Concept note and the workflow description with clear indication the roles of Team members in the project.***

***Description of the proposed works that meet or exceed the declared technical specifications or scope of work. The proposal should describe how the applicant plans to complete the work and describe an approach that will demonstrate the provision of timely and acceptable work. Concept note may contain information including but not limited to:***

***1. General methodology of project implementation.***

***2. The architecture and functional modules of the proposed website***

***3. Stack of Technologies that the applicant plans to use.***

***4. Work plan with the proposed work schedule indicating the persons responsible for each area of activity.***

**C. Qualifications of Key Personnel**

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

***a) Names and qualifications of the key personnel that will perform the services indicating who Project Manager, Web-Designer, Backend developer, Frontend developer and Technical writer is.***

***b) Personal CVs of the Project Team (Project Manager, Web-Designer, Backend developer, Frontend developer, Technical writer), including information about past experience in similar projects / assignment and confirmation of his/her availability if selected for this project.***

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

## Financial Proposal

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

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

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

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

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

### A. Cost Breakdown per Deliverables\*

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision.

No.	Activity	Percentage of Price (Weight for payment)	Price without VAT, <b>indicate currency</b>
1	Output 1	20%	
2	Output 2	40%	
3	Output 3	20%	
4	Output 4	20%	
<b>TOTAL without VAT, <b>indicate currency</b></b>		100%	

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

### B. Cost Breakdown by Cost Component:

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

<b>№</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Price per unit without VAT**, indicate currency</b>	<b>Cost without VAT**, indicate currency</b>
<b>1.</b>	<b>Staff</b>				
1.1	Project Manager	Month			
1.2	Web-Designer	Month			
1.3	Backend developer	Month			
1.4	Frontend developer	Month			
1.5	Technical writer	Month			
...					
<b>2.</b>	<b>Cost of implementation (if any)</b>				
2.1					
...					
<b>3.</b>	<b>Administrative costs (if any)</b>				
3.1	Communications (telephone/Internet)				
3.2					
...					
<b>4.</b>	<b>Other costs (if any – to define activities/costs)</b>				
4.1					
<b>TOTAL without VAT**, indicate currency</b>					

*\*\*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 REFERENCE

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

**Description of assignment:** Development of interactive websites of the territorial communities (Sartana, Donetsk Oblast and Shchastia, Luhansk Oblast)

**Starting date:** July, 2021

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

**Supervisor's functional post:** Community Security and Social Cohesion Component Lead, UN Recovery and Peace Building Programme.

### I. Project description

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. While accepting 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 assessed the recovery and peacebuilding later approved by the Cabinet of Ministers in mid-2015.

Before the conflict over the last decade, 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 program 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 & Switzerland.

The United Nations Recovery and Peacebuilding Programme 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 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 United Nations Recovery and Peacebuilding Programme (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 United Nations Recovery and Peacebuilding Programme is focused on the main priority needs for stabilization, 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.

UN RPP intends to enhance active participation of citizens and to support the collaboration between actors for policy-making purposes within the political processes of all stages of governance. In recent years, the United Nations Recovery and Peacebuilding Programme supported activities in Donetsk and Luhansk oblasts aimed at capacity development – including awareness raising and field study in e-participation at hromada and oblast level. The results of the study showed that the level of openness of local government websites to civic participation is extremely low. In order to implement e-participation practices in the system of interaction between government and citizens, the program plans to support the development of official websites of local amalgamated territorial communities that are interactive and have participation functions embedded.

**II. Main goal of the assignment**

The main goal of the assignment is the development of the official websites for 2 (two) territorial communities (Sartana, Donetsk Oblast and Shchastia, Luhansk Oblast, government-controlled areas (GCA)). The websites should provide tools for informing and involving citizens in online interaction (including e-information, e-consultation and e-cooperation) with local government. The Contractor commences to develop the websites in accordance with the requirements, described in this document and based on the prototype (will be provided by the UN RPP) and Software requirement specification (Annex 1).

**III. Scope of work and expected deliverables**

The Contractor will work with the local administrations as well as the UN RPP team to ensure that the website corresponds to the specified technical and design requirements. The websites should reflect the structure of newly created amalgamated territorial communities, systematically present the corresponding activities as well as the e-participation tools by combining modern website requirements and legislative requirements set for the sites representing official municipal authorities as per Annex 1. The general work stages are listed in the Table 1.

The website functions structure must be developed on the principle of the citizens participation, which states that the residents of administrative entity have the right to participate and influence the activities and decisions of their local government. To enable people to exercise such a right, the website must contain channels and tools to influence decision-making. It is proposed to create an eco-system of tools, depending on the form and objectives of involving citizens in the processes of democratic governance.

**Table 1. Work stages**

No.	The name of the stage and its description
1.	Customers' servers' settings:
1.1	<p>Customers' servers' settings:</p> <ul style="list-style-type: none"> <li>- Configure servers' equipment.</li> <li>- Deployment and configuration of basic software (content management system).</li> <li>- Installation of the necessary components for the operation of the web resource.</li> <li>- Configure backup software.</li> <li>- Configure software deployment according to CI / CD using gitlab runner.</li> <li>- Setting up a monitoring system.</li> <li>- Control and save program code in GitLab, which integrates with the development environment. The code is accompanied by comments and links to the corresponding task in the tracker.</li> </ul>
2.	Software Development:
2.1	<p>Software development according to these Terms of Reference:</p> <ul style="list-style-type: none"> <li>- Layout of frontend pages for interaction with the user.</li> <li>- Programming of functional components and their visual elements in the administrative part.</li> <li>- All necessary modules are configured for each territorial unit.</li> </ul>
3.	Content preloading and automatic data migration from old sites:
3.1	<p>Content pre-filling:</p> <ul style="list-style-type: none"> <li>- Automatic transfer of information from existing websites.</li> <li>- Manual transfer of information from existing websites.</li> </ul>
4.	Testing:
4.1	<p>Testing:</p> <ul style="list-style-type: none"> <li>- Carrying out test operation.</li> <li>- Finalization and correction of deficiencies identified during test operation.</li> <li>- Conducting online training of selected specialists of the Beneficiaries.</li> <li>- Preparation of project documentation.</li> <li>- A series of automatic penetration tests using a vulnerability scanner "Acunetix Web Vulnerability Scanner"</li> </ul>

**Table 2. Expected outputs**

Deliverables	Period of completion
<p>Deliverable 1. Customers' servers are configured, Backup system is configured deployment is set, CMS (content management system) is deployed and configured</p> <p>Report on stage 1 is prepared and accepted by UNDP, Service acceptance act is signed by UNDP.</p>	3 weeks month from the start of the assignment
<p>Deliverable 2. The developed software is presented on optical drive and deployed on beneficiaries' servers.</p> <p>Report on stage 2 is prepared and accepted by UNDP, Service acceptance act is signed by UNDP</p>	12 weeks from the start of the assignment
<p>Deliverable 3. Content preloading and automatic data migration from old websites are performed.</p> <p>Report on stage 3 is prepared and accepted by UNDP, Service acceptance act</p>	16 weeks from the start of the assignment

is signed by UNDP.	
<p>Deliverable 4. General guidelines for installing, configuring, backing up data and restoring information are prepared. User manual and Administrator's guide are prepared and training for beneficiaries is held.</p> <p>Reports, containing the User manual and Administrator's guide are prepared. Overall service results are accepted by UNDP</p>	18 weeks from the start of the assignment

#### **IV. Monitoring/Reporting requirements/Quality assurance measures**

The intermediate and final results will be accepted by the Community Security and Social Cohesion Component Lead. Final decision with regards to services acceptance belongs to UNDP.

The payment shall be made within 30 days upon acceptance of services provided based on quality control and recommendations. UNDP will be the ultimate authorities to control the quality of work results and assess the Contractor's performance during the assignment. The Contractor shall comply with the quality assurance system of UNDP, and provide the necessary information, reports (in Ukrainian, docx and pdf formats) and statistics according to a preliminary determined schedule or as soon as possible (within a reasonable period of time).

UNDP will apply Quality Assurance measures to ensure that end-users get a functional user interface and the best user experience when using the website. UNDP may involve the local authorities and related specialists to examine the websites to try and uncover any flaws that might have been overlooked during design and development. Particularly, Quality Assurance will involve: requirement testing, design evaluation and functionality testing.

#### **V. Experience and Qualification Requirements**

##### **The minimum Contractor requirements:**

- Officially registered Company / Organization with a valid registration at least 4 (four) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- At least 4 (four) years of relevant experience in developing of following web products: web platforms, web portals, content management systems, intranets or relevant.
- At least 2 (two) examples of developed online solution for e-democracy, non-governmental sector empowerment (education, fundraising, volunteering) or other related fields.
- At least 2 (two) examples proving experience in developing the interactive websites of similar complexity level to these Terms of Reference.
- An example of the developed official website for territorial units of similar complexity level to these Term of Reference that correspond to the requirements of official websites design would be an asset.
- At least 2 (two) recommendation letters from previous Partners / Customers as per related to these Terms of Reference field of assignment.
- Availability of human resources that will ensure due quality and timely implementation of the contract; the team proposed for conducting of this assignment should include at least but not limited:

- Project Manager.
  - At least Master's degree or equivalent in computer science, management, social sciences, public administration or related field.
  - At least two (2) years of experience in the IT projects management.
  - Fluency in Ukrainian is required.
- Web-Designer:
  - At least Bachelor's degree in computer science, web-designing or related field.
  - At least 2 (two) years of relevant to web-designing experience.
  - Fluency in Ukrainian is required.
- Backend developer:
  - At least Bachelor's degree in computer science, web development or related field.
  - Knowledge of PostgreSQL 12, PHP 7.2+, Laravel 5.5 is required.
  - At least 2 (two) years of experience in programming.
  - Fluency in Ukrainian is required.
- Frontend developer:
  - At least Bachelor's degree in computer science, web development or related field.
  - Knowledge of JavaScript, HTML5, CSS3, Gulp, Webpack is required.
  - At least 2 (two) years of experience in programming.
  - Fluency in Ukrainian is required.
- Technical writer:
  - At least Bachelor's degree in computer science, web development, or related field.
  - At least 2 (two) years of experience in technical writing in the IT field.
  - Fluency in Ukrainian is required.

## **VI. Documents to be submitted in 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 the competitive advantages of the applicant company.
- ☒ The company's portfolio of the previous projects which outlines previous experience in implementing similar projects and at least 2 (two) examples of developed online solution for e-democracy, non-governmental sector empowerment (education, fundraising, volunteering) or other related fields and at least 2 (two) examples proving experience in developing the interactive websites of similar complexity level to these Terms of Reference. An example of the developed official website for territorial units of similar complexity level to these Term of Reference that correspond to the requirements of official websites design would be an asset (links are acceptable).

- ☒ Concept note and the workflow description with clear indication the roles of Team members in the project.

Description of the proposed works that meet or exceed the declared technical specifications or scope of work. The proposal should describe how the applicant plans to complete the work and describe an approach that will demonstrate the provision of timely and acceptable work. Concept note may contain information including but not limited to:

1. General methodology of project implementation
2. The architecture and functional modules of the proposed website
3. Stack of Technologies that the applicant plans to use
4. Work plan with the proposed work schedule indicating the persons responsible for each area of activity

- ☒ Personal CVs of the Project Team (Project Manager, Web-Designer, Backend developer, Frontend developer, Technical writer), including information about past experience in similar projects / assignment and confirmation of his/her availability if selected for this project.

- ☒ At least 2 (two) recommendation letters from previous Partners / Customers as per related to these Terms of Reference field of assignment.

- ☒ Financial proposal with the description of activities within the work plan.

## **VII. Proposed payment schedule**

The contract value shall remain fixed for the duration of the contract.

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

- 20% of total works shall be paid upon the completion of the server configuration phase, Output 1.
- 40% of total works shall be paid upon the completion of software development phase, Output 2.
- 20% of total works shall be paid upon the completion of Content migration phase, Output 3.
- 20% of total works shall be paid upon the completion of Testing phase, Output 4.

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

## **VIII. Evaluation criteria**

Evaluation and comparison of proposals

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

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

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

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

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

#### Technical criteria

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Experience of Company / Organization submitting the proposal	33%	230
Proposed Concept and workplan	33%	230
Personnel	34%	240
<b>Total</b>	<b>100%</b>	<b>700</b>

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

Evaluation of technical proposal  Form 1		Maximum score	Company / Other organization		
			A	B	C
Experience of Company / Organization submitting the proposal					
1.1	Experience in developing of following web products: web platforms, web portals, content management systems, intranets or relevant:  - 4 years – 45 points, - 5 years – 60 points, - 7 years and more – 70 points.	70			
1.2	Experience in developing online solutions for e-democracy, non-governmental sector empowerment (education, fundraising, volunteering) or other related fields:  - 2 examples – 40 points; - 3 examples – 50 points; - 4 or more examples – 55 points.	55			

1.3	Experience in development of interactive websites of similar complexity level to these Terms of Reference:  - 2 examples – 34 points; - 3 examples – 40 points; - 4 or more examples – 45 points.	45			
1.4	Experience in developing the interactive websites for territorial units of similar complexity level to these Terms of Reference that correspond to the requirements of official websites design:  - at least 1 example – 20 points; - no experience – 0 points.	20			
1.5	Recommendation letters from the previous Customer/Partner as per related to these Terms of Reference assignment:  - 2 letters – 26 points; - 3 letters – 35 points; - 4 and more letters – 40 points.	40			
Overall score on Form 1		<b>230</b>			

Evaluation of technical proposal		Maximum score	Company / Other organization		
Form 2			A	B	C
Proposed Concept and workplan					
2.1	<p>How well-elaborated is the Concept note?</p> <p>- The proposed Concept note provides a clear vision of the general methodology of project implementation, the architecture and functional modules of the proposed websites and describes the stack of technologies that the applicant plans to use – 93 points;</p> <p>- The proposed Concept note provides a clear vision of the general methodology of project implementation, the architecture and functional modules of the proposed websites and describes the stack of technologies that the applicant plans to use. Concept also includes the home page visualization – 120 points;</p> <p>- The proposed Concept note provides a clear vision of the general methodology of project implementation, the</p>	140			



	architecture and functional modules of the proposed websites and describes the stack of technologies that the applicant plans to use. Concept note includes the home page visualization and the applicant's approach to interaction with the customer – 140 points.				
2.2	How well-elaborated is the proposed plan of work and suggested timeline?  Work plan includes main components required as per Terms of Reference, but the lack of details demonstrates overall approach – 68; Work plan is detailed and includes necessary stages required to meet all goals and fulfill the tasks as per Terms of Reference – 90.	90			
Overall score on Form 2		<b>230</b>			

Evaluation of technical proposal		Maximum score	Company / Other organization		
Form 3			A	B	C
Personnel					
	Project Manager				
3.1	Higher education in computer science, management, social sciences, public administration or related field:  - Master's/Specialist's degree or equivalent – 20 points .	20			
3.2	Experience in the IT projects management:  - 2 years – 24 points; - 3 years or more – 34 points.	34			
3.3	Language knowledge:  Fluency in Ukrainian – 6 points.	6			
Interim score according to criteria 3.1–3.3		60			
	Web-Designer				
3.4	Higher education in computer science, web-designing or related field:	18			

	- Bachelor's degree or equivalent – 11 points; - Master's degree or equivalent and higher – 18 points.				
3.5	Relevant to web-designing experience: 2 years – 16 points; 3 years and more – 24 points.	24			
3.6	Language knowledge: Fluency in Ukrainian – 6 points.	6			
	Interim score according to criteria 3.4–3.6	48			
	<b>Backend developer</b>				
3.7	Higher education in computer science, web development or related field: - Bachelor's degree or equivalent – 10 points; - Master's degree or equivalent and higher – 14 points.	14			
3.8	Experience in programming: 2 years – 9 points; 3 years – 12 points; 4 years or more – 14 points.	14			
3.9	Knowledge of development tools: PostgreSQL 12, PHP 7.2+, Laravel 5.5 - 10 points.	10			
3.10	Language knowledge: Fluency in Ukrainian – 6 points.	6			
	Interim score according to criteria 3.7–3.10	44			
	<b>Frontend developer</b>				
3.11	Higher education in computer science, web development or related field: Bachelor's degree or equivalent – 10 points; Master's degree or equivalent and higher – 14 points.	14			
3.12	Experience in programming: 2 years – 9 points; 3 years – 12 points; 4 years or more – 14 points.	14			

3.13	Knowledge of development tools: JavaScript, HTML5, CSS3, Gulp, Webpack – 10 points.	10			
3.14	Language knowledge: Fluency in Ukrainian – 6 points.	6			
	Interim score according to criteria 3.11–3.14	44			
	<b>Technical writer</b>				
3.15	Higher education in computer science, web development or related field: Bachelor's degree or equivalent – 10 points; Master's degree or equivalent and higher – 14 points.	14			
3.16	Experience in technical writing in the IT field: 2 years – 15 points; 3 years – 21 points; 4 years or more – 24 points).	24			
3.17	Language knowledge: Fluency in Ukrainian – 6 points.	6			
	Interim score according to criteria 3.15–3.17	44			
Overall score on Form 3		<b>240</b>			

## IX. Financial Proposal

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

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

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

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

#### A. Cost Breakdown per Deliverables

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 to offer the customer the preferred percentage of the total proposed value of the agreement

The bidders shall submit their proposals according to the template given below. All costs associated with the implementation of services shall be included in the financial proposal (e.g., travel costs, staff salaries, accommodation, etc.). The applicants will submit their financial proposals according to the following template:

No.	Activity	Percentage of Price (Weight for payment)	Price without VAT, indicate currency
1	Output 1	20%	
2	Output 2	40%	
3	Output 3	20%	
4	Output 4	20%	
<b>TOTAL without VAT, indicate currency</b>		100%	

#### B. Cost Breakdown by Cost Component

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

No	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Staff				
1.1	Project Manager	Month			
1.2	Web-Designer	Month			
1.3	Backend developer	Month			
1.4	Frontend developer	Month			
1.5	Technical writer	Month			



...					
2.	Cost of implementation (if any)				
2.1					
...					
3.	Administrative costs (if any)				
3.1	Communications (telephone/Internet)				
3.2					
...					
4.	Other costs (if any – to define activities/costs)				
4.1					
<b>TOTAL without VAT, indicate currency</b>					

### Annex 1. Software requirements specification

Software requirements specification is at the link:

[https://drive.google.com/file/d/1zcIXKOY8R2O11\\_fMmtOCfjt62gAzf5-2/view?usp=sharing](https://drive.google.com/file/d/1zcIXKOY8R2O11_fMmtOCfjt62gAzf5-2/view?usp=sharing)

**Annex 4.****Model Contract**

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

12. Назва(Ім'я) Підрядника:	12. Contractor's Name:
13. Ім'я контактної особи Підрядника:  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 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
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.</li> <li>5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.</li> </ol> <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО</b>, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF</b>, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
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:	