



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 302-2021-UNDP-UKR-RFQ-RPP	Date: 30 June 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Representative survey of 2,100 respondents in Donetsk, Luhansk and Zaporizhzhia oblasts** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: **Ms. Agnes Kochan**

Title: **UNDP Operations Manager**

Date: **June 30, 2021**

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>NB. If after deadline the number of bids is not enough to proceed with evaluation process, the decision about deadline prolongation can be made. For security point of view It is recommended to 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. Herewith, absence of archives protected <u>does not lead</u> to rejection of bids.</p> <p>During evaluation process 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.</p>
Deadline for the Submission of Quotation	<p>23:59 (Kyiv time), July 14, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: 302-2021-UNDP-UKR-RFQ-RPP ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

Fraud, Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars</p> <p>or</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFQ; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to Project Card Registration № 4019-04]</p>
Language of quotation	<p>English or Ukrainian, or Russian</p> <p>All the reports should be in Ukrainian language.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate. <input checked="" type="checkbox"/> Extract from the Register of VAT payers or single taxpayers (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants, previous experience), indicating experience in implementing minimum 3 (three) quantitative household surveys in Ukraine at the regional level during the last 3 (three) years and Experience of working at regional level in both urban and rural settlements with at least 3 (three) surveys conducted in the region with (at least 1 (one) of them conducted in the rural areas). <input checked="" type="checkbox"/> CVs of the intended Team Leader and Supervisors which clearly indicate their experience, language skills and residency, as well as confirmation of their availability if selected for this project. <input checked="" type="checkbox"/> Matrix of the experience, language skills and residency of the proposed Enumerators. <input checked="" type="checkbox"/> A detailed description of COVID-19 prevention and mitigation measures that will be applied by the Contractor during the data collection phase. <input checked="" type="checkbox"/> At least 2 (two) recommendation letters from previous customers/partners on survey conducting.

Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted: The offers may be submitted to different Lots.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other: UNDP will pay the negotiated amount in 3 (three) tranches as per delivery of the outputs outlined above: <ul style="list-style-type: none"> • 15% of the total payment upon completion of Deliverable №1 • 35% of the total payment upon completion of Deliverables №2-3 • 50% of the total payment upon completion of Deliverables №4-6 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).
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Procurement Unit, UNDP Ukraine, procurement.rpp.ua@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated via direct sharing the responses to requester’s email as well as announcement on UNDP Procurement Notices by 13 July 2021 .
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<u>Administrative Requirements:</u> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers must meet required Offer Validity. <input checked="" type="checkbox"/> Offers have been signed by the proper authority. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section.

	<p><input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).</p> <p><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.</p> <p>Technical Requirements:</p> <p><input checked="" type="checkbox"/> Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government controlled area of Ukraine.</p> <p><input checked="" type="checkbox"/> Experience in implementing minimum 3 (three) quantitative household surveys in Ukraine at the regional level during the last 3 (three) years.</p> <p><input checked="" type="checkbox"/> At least 2 (two) recommendation letters from previous customers/partners on survey conducting.</p> <p><input checked="" type="checkbox"/> Availability of human resources that will ensure due quality and timely implementation of the contract:</p> <ul style="list-style-type: none"> • Team Leader: <ul style="list-style-type: none"> - Master's/Specialist degree or equivalent in statistics, research methods, social science or other relevant qualification. - Language Skills: Working level of English, fluent Russian and Ukrainian. - Proven experience overseeing or supervising prior at least 3 (three) household surveys of at least 1,000 respondents. • Supervisors (no more than 1 per 12 enumerators) <ul style="list-style-type: none"> - Have enumerated or supervised at least 3 (three) prior quantitative surveys. - Working level of Russian and Ukrainian languages. - At least 75% of candidates are residents of Donetsk or Luhansk, or Zaporizhzhia oblasts. • Enumerators (number to be determined by bidder, but a minimum of 48): <ul style="list-style-type: none"> - Have enumerated at least 3 (three) quantitative surveys. - Proficiency in Russian and Ukrainian languages. - At least 75% of candidates are residents of Donetsk or Luhansk, or Zaporizhzhia oblasts. <p><input checked="" type="checkbox"/> Assignment completion within 11 (eleven) weeks after start of assignment.</p> <p><input checked="" type="checkbox"/> Experience of conducting such surveys in Donetsk, Luhansk and/or Zaporizhzhia oblasts will be considered as a strong asset.</p> <p><input checked="" type="checkbox"/> Experience of working in the 20 km zone from the “contact line” (at least 1 survey conducted) will be considered as a strong asset.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</p> <p><input type="checkbox"/> Contract for Works</p> <p><input type="checkbox"/> Other Type/s of Contract [pls. specify]</p>
Expected date for contract award.	28 July 2021

Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000.00 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
Other	<p>Bid recommended structure:</p> <p>Folder 1: Copies of latest registration Certificates and other relevant registration documents of company/organization.</p> <p>Folder 2: Properly filled Annex 2 and Annex 3.</p> <p>Folder 3: Organization's profile.</p> <p>Folder 4: CVs of the intended Team Leader and Supervisors which clearly indicate their experience, language skills and residency, as well as confirmation of their availability if selected for this project.</p> <p>Folder 5: Matrix of the experience, language skills and residency of the proposed Enumerators.</p> <p>Folder 6: A detailed description of COVID-19 prevention and mitigation measures that will be applied by the Contractor during the data collection phase.</p> <p>Folder 7: Recommendation letters from previous customers/partners on survey conducting.</p> <p>Folder 8: Other related documents (if any).</p> <p>Documents should be named properly according to their content.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS



TERMS OF REFERENCE

Project Title: The United Nations Recovery and Peacebuilding Programme (UN RPP)

Description of the assignment: Representative survey of 2,100 respondents in Donetsk, Luhansk and Zaporizhzhia oblasts

Country/place of implementation: Ukraine, Government-controlled areas of Donetsk and Luhansk oblasts, Zaporizhzhia oblasts

Expected starting date of the assignment: July 2021

Duration of the assignment: 11 weeks

Direct supervisor: Social Cohesion Specialist

I. CONTEXT

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been 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 discussed above built on this earlier engagement, established partnerships, and started in 2015 through the United Nations **Recovery and Peacebuilding Programme (UN RPP)**. The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

The RPP was designed to respond to and mitigate the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNFP). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying interventions framework for 12 projects funded by 13 international partners (2019-2022).

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the European Union. The overall objective of the project is to restore effective governance and promote reconciliation in crisis-affected communities of Donetsk and Luhansk regions of Ukraine thereby enhancing the

credibility and legitimacy of local governments in the government-controlled areas of the regions. It will contribute to peacebuilding and the prevention of further conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

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

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by assisting to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

The Programme aims to strengthen and develop capacities of the youth at the local level in Donetsk, Luhansk and Zaporizhzhia oblasts. To deepen understanding of public needs, the UN RPP is seeking to conduct a regional youth survey to better understand the needs and attitude of the younger generation. As of January 2020, according to the existing age classification approved by Ukrainian legislation, there are 1.52 million people aged 14 to 35 who live in Donetsk and Luhansk oblasts, every 4th inhabitant of these oblasts is a young person.

In 2020, UN RPP conducted an in-depth analysis of the existing sociological surveys in Ukraine, including Zaporizhzhia oblast and government-controlled areas of Donetsk and Luhansk oblasts, and prepared methodology to specifically target the young generation of the region. The Programme is seeking a qualified contractor to conduct a representative survey of 2,100 persons in Donetsk, Luhansk and Zaporizhzhia oblasts according to the developed questionnaire and methodology (Annex 1).

II. MAIN GOALS AND OBJECTIVES

The Assessment will encompass a representative cross-section study of the youth of Donetsk, Luhansk and Zaporizhzhia oblasts, including both urban and rural communities, with a particular focus on women and girls, persons with disabilities, persons living in areas close to the “contact line”, minorities (religious, ethnic, or linguistic), IDPs, the LGBTIQ+ community, and other vulnerable population. Separate focus will be put on certain perceptions of people living in non-government controlled areas of Ukraine through the survey at checkpoints.

In order to achieve the above objectives Contractor will:

1. **Appoint a Team Leader** who will be responsible for coordinating the logistics of the survey, communicating with the UN RPP, and ensuring that all deliverables are completed on-time and are of the highest quality. The Team Leader should also participate in the survey pre-test (pilot), and attend the enumerator training.
2. **Provide a team of experienced Supervisors** (no more than 1 per 12 enumerators – at least half of supervisors should be women), who will:
 - a. Pilot the survey, which will include attending the enumerator training, pre-testing (piloting) the survey (at least 30 interviews), and providing feedback on the survey;
 - b. Participate and assist in the enumerator training, which will include classroom learning and field practice;
 - c. Travel to the field and supervise the team of enumerators which requires:
 - i. ensuring enumerators are in the precise locations identified by the Programme for conducting the survey each day;
 - ii. compliance with the methodology;
 - iii. the designated number of surveys are conducted as per plan with the highest standards of ethics and professionalism.
 - iv. conducting two spot-checks each day;
 - v. conducting two back-checks (the supervisor conducts the survey with the respondent after the enumerator finished to check for any problems with how the survey was coded) each day and recording the degree of accuracy. Back-checks should start not later than one week after the field work starts;
 - vi. answering questions asked by the enumerators, and direct questions to the UN RPP as appropriate;

- vii. notifying the Programme immediately if any changes to the agreed plan are necessary.
 - d. Provide regular updates on the progress to the Social Cohesion Specialist, including:
 - i. a weekly plan before the start of each week which clearly specifies for each day the specific area in which each supervisor/enumerator will be working and the routes that will be followed;
 - ii. a weekly summary of the number of surveys conducted per enumerator and per location, response rate, the accuracy of the back-checks, and any issues that were encountered;
 - iii. an end of survey report which consists of the number of surveys conducted per enumerator and per location, response rate, the accuracy of the back-checks, the enumerator maps, and any issues that were encountered.
- 3. Provide a team of experienced Enumerators** (exact number to be determined by bidder, but a minimum of 48)¹, at least half of whom are women, preferably, who are residents of the above-mentioned oblasts and who will:
 - a. Participate in the enumerator training, which will include classroom learning and field practice
 - b. Travel to the field and conduct the survey which requires:
 - i. Compliance with the methodology
 - ii. Conducting a total of 2,100 interviews² as per plan with the highest standards of ethics and professionalism
 - iii. Entering the responses accurately and legibly
 - iv. Collecting contact details of respondents for further verification
 - v. Following all instructions provided by the supervisor
- 4. Provide all necessary logistical support**, conducting survey using the tablet devices with GPS localization³, travel, and ensuring the necessary facilities for enumerator training.
- 5. Provide weekly updates** on the progress of the survey (including raw datasets in CSV and SPSS formats).
- 6. Provide final datasets** (in CSV and SPSS formats).
- 7. Provide a final fieldwork report.**
- 8. 1 (one) analytical report for 3 (three) oblasts with a separate description of each oblast and each booster.**

The UN RPP will provide necessary guidance throughout the assignment.

III. SCOPE OF WORK AND EXPECTED OUTCOMES

The output deliverables by the contractor will follow the 4 (four) stages of the survey process as outlined below:

- **Stage 1:** Pre-test (pilot) to be conducted by the Team Leader and survey supervisors; feedback of the pilot provided to the UN RPP.
- **Stage 2:** Collection of data in the government-controlled areas of Donetsk and Luhansk oblasts, Zaporizhzhia oblasts, as well as conducting 200 (100 per each Donetsk and Luhansk oblasts) face-to-face interviews at the checkpoints in Donetsk and Luhansk oblasts. Security measures should be coordinated with UN DSS.
- **Stage 3:** Prepare and submit final datasets (in CSV and SPSS formats) and the fieldwork report.
- **Stage 4:** Analytical report for 3 oblasts with a separate description of each oblast and each booster.

Based on the outlined stages, the Contractor will perform the following tasks under the ToR:

1. Provide a team of supervisors to test the questionnaire in the field and provide feedback.
2. All enumerators and supervisors have relevant qualification, are acknowledged with the purpose of the research,

¹ UN RPP reserves the right to remove any enumerator who, in its opinion, does not meet Programme's standards for integrity and professionalism, including but not limited to, failing to follow the methodology or professional/ethical standards. UN RPP also reserves the right to send its own monitors to supervise the enumeration process.

² The contractor will still be expected to complete the agreed number of surveys: any non-response must be replaced with another respondent according to the research methodology. The contractor can assume a survey will take no more than 35 minutes when preparing its timeline.

³ The contractor should be able to enumerate the survey via tablets and should have the capacity to upload the data at least on a daily basis. Software that is used by the offeror must have the capability to record grid-type responses (in contrast to single questions per tablet page).

understand how to conduct the survey according to the methodology (Annex 1) and international ethical standards. All needed equipment and software should be available by the beginning of the survey.

3. Complete a total of 2,100 interviews among youth aged 14-35 according to the following sampling:
 - a. 400 interviews in Luhansk Oblast, government-controlled areas⁴;
 - b. 650 interviews in Donetsk Oblast, government-controlled areas;
 - c. 350 interviews in Zaporizhzhia Oblast, including a representative sample of population in the selected districts along the Sea of Azov coastline;
 - d. 300 booster interviews in 3 oblasts;
 - e. 100 interviews in areas along the contact line (0-20 km zone) in Luhansk Oblast;
 - f. 100 interviews in areas along the contact line (0-20 km zone) in Donetsk Oblast;
 - g. 200 interviews at the checkpoints in Donetsk and Luhansk oblasts.
4. Provide final datasets (in CSV and SPSS formats).
5. Provide the fieldwork report following a template agreed with the UN RPP (Ukrainian language, not more than 20 pages) - a summary of the fieldwork phase, detailing the number of surveys conducted per data collector and per location (planned and realized), survey design and methodology, pilot and quality control results, response rate, basic descriptive statistics, as well as any issues that were encountered during the data collection phase.
6. Provide the analytical report for three oblasts with interpretation of the data and recommendations for further research. The analytical report shall contain interpreted information of the survey results with disaggregation by location and demographics, notable differences between the boosters and general sample, correlations between the answers of the responders and their demographics or locality, notable trends observed, and recommendations on which topics could be further researched.

Given the above, the Contractor shall submit the Deliverables in accordance with the following schedule:

No.	Deliverable description	Anticipated Date of Completion
1.	Pilot survey and collect relevant feedback (oral and one-page written summary of feedback shall be provided to the UN RPP).	1 week after the start of the assignment
2.	Organize training sessions for enumerators and supervisors to make sure they are acquainted with the questionnaire, purpose of the research and company standards.	2 weeks after the start of the assignment
3.	Provide an interim progress report and four weekly progress reports.	5 weeks after the start of the assignment
4.	Conduct the survey and provide work status updates with raw data in CSV and SPSS formats on the weekly basis to the UN RPP.	8 weeks after the start of the assignment
5.	Submit the final fieldwork report and final datasets in CSV and SPSS formats to the UN RPP, including frequency tables of all questions cross-tabulated by age, gender, and oblast.	9 weeks after the start of the assignment
6.	Analytical report is prepared, submitted and approved by UN RPP.	11 weeks after the start of the assignment

IV. PAYMENT SCHEDULE

UNDP will pay the negotiated amount in 3 (three) tranches as per delivery of the outputs outlined above:

- 15% of the total payment upon completion of Deliverable №1
- 35% of the total payment upon completion of Deliverables №2-3
- 50% of the total payment upon completion of Deliverables №4-6

The payments will be processed upon the full completion and acceptance of deliverables in accordance with certificate of payments provided by the Social Cohesion Specialist.

⁴ UN RPP will provide a full list of locations in Donetsk, Luhansk and Zaporizhzhia oblasts where it operates.

V. REQUIREMENTS FOR MONITORING/REPORTING/QUALITY ASSURANCE

The contractor will report directly to the Social Cohesion Specialist and work in close coordination with Data Analysis and Research Specialist. The payment will be arranged in stages according to the proposed payment schedule above and upon acceptance of the deliverables based on quality control and recommendations of the Social Cohesion Specialist.

The contractor shall comply with the system of monitoring, evaluation and quality control, implemented by the UN RPP, and provide the necessary information, reports and statistics according to a preliminary determined schedule.

In particular, the contractor shall prepare and submit the following reports to the UN RPP:

- Weekly progress reports during the data collection, which includes the number of surveys conducted per enumerator and per location, response rate, the accuracy of the back checks, and any issues that were encountered.
- An interim progress report that will summarize the key progress results over the period of 4 weeks after the start of the assignment.
- A final fieldwork report after the data collection process is finished which includes the number of surveys conducted per enumerator and per location, response rate, the accuracy of the back-checks, the enumerator maps, and any issues that were encountered.
- The final datasets (both raw and clean) in CSV and SPSS formats.
- An analytical report of the research is prepared which contains interpreted information of the survey results with disaggregation by location and demographics, notable differences between the boosters and general sample, correlations between the answers of the responders and their demographics or locality, notable trends observed, and recommendations on which topics could be further researched.

In case the fieldwork is hindered by COVID-19 restrictions, other formats of surveys will be considered following the consultations with Social Cohesion Specialist.

Quality assurance measures will include daily spot checks and back checks by the supervisors. Spot checks are site visits to the enumerators who conduct the survey to make sure the quality of their work is acceptable. Back checks are in-person inquiries of the respondents by supervisors after the survey to make sure that the interviewers asked the right questions and correctly entered the data.

All reports should be in Ukrainian, Times New Roman 12 font, in .docx, .xlsx and .pdf formats. Each deliverable and the reports will be evaluated by the UN RPP team.

VI. EXPERIENCE AND QUALIFICATION REQUIREMENTS

An organization submitting a proposal:

- 1) Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government controlled area of Ukraine.
- 2) Experience in implementing minimum 3 (three) quantitative household surveys in Ukraine at the regional level during the last 3 (three) years.
- 3) Experience of working at regional level in both urban and rural settlements with at least 3 (three) surveys conducted (at least 1 (one) of them conducted in the rural areas). Experience of conducting such surveys in Donetsk, Luhansk and/or Zaporizhzhia oblasts will be considered as a strong asset.
- 4) At least 2 (two) recommendation letters from previous customers/partners on survey conducting.
- 5) Experience of working in the 20 km zone from the “contact line” (at least 1 survey conducted) will be considered as a strong asset.
- 6) Availability of human resources that will ensure due quality and timely implementation of the contract; the Survey team proposed for conducting of this assignment should include at least but not limited:

- Team Leader
 1. Master's/Specialist degree or equivalent in statistics, research methods, social science or other relevant qualification.
 2. Language Skills: Working level of English, fluent Russian and Ukrainian.
 3. Proven experience overseeing or supervising prior at least 3 (three) household surveys of at least 1,000 respondents.
- Supervisors (no more than 1 per 12 enumerators)
 1. Have enumerated or supervised at least 3 (three) prior quantitative surveys.
 2. Working level of Russian and Ukrainian languages.
 3. At least 75% of candidates are residents of Donetsk or Luhansk, or Zaporizhzhia oblasts.
- Enumerators (number to be determined by bidder, but a minimum of 48):
 1. Have enumerated at least 3 (three) quantitative surveys.
 2. Proficiency in Russian and Ukrainian languages.
 3. At least 75% of candidates are residents of Donetsk or Luhansk, or Zaporizhzhia oblasts.

Documents to be included when submitting the Quotation:

<input checked="" type="checkbox"/>	Copy of registration documents.
<input checked="" type="checkbox"/>	Organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants, previous experience), indicating experience in implementing minimum 3 (three) quantitative household surveys in Ukraine at the regional level during the last 3 (three) years and Experience of working at regional level in both urban and rural settlements with at least 3 (three) surveys conducted in the region with (at least 1 (one) of them conducted in the rural areas).
<input checked="" type="checkbox"/>	CVs of the intended Team Leader and Supervisors which clearly indicate their experience, language skills and residency, as well as confirmation of their availability if selected for this project.
<input checked="" type="checkbox"/>	Matrix of the experience, language skills and residency of the proposed Enumerators.
<input checked="" type="checkbox"/>	A detailed description of COVID-19 prevention and mitigation measures that will be applied by the Contractor during the data collection phase.
<input checked="" type="checkbox"/>	At least 2 (two) recommendation letters from previous customers/partners on survey conducting.

VII. EVALUATION METHOD / EVALUATION CRITERIA

☒ Lowest price and technically compliant offer

Contract award shall be made to the Contractors whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, fully meeting qualification criteria below

- 1) Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government controlled area of Ukraine – **Pass/Fail**.
- 2) Experience in implementing minimum 3 (three) quantitative household surveys in Ukraine at the regional level during the last 3 (three) years – **Pass/Fail**.
- 3) Experience of working at regional level in both urban and rural settlements with at least 3 (three) surveys conducted in the region with (at least 1 (one) of them conducted in the rural areas) – **Pass/Fail**.
- 4) At least 2 (two) recommendation letters from previous customers/partners on survey conducting – **Pass/Fail**.
- 5) Availability of human resources that will ensure due quality and timely implementation of the contract – **Pass/Fail**.

➤ Offering the lowest price.

VIII. FINANCIAL PROPOSAL

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

Bidders shall include all costs associated with the execution of works in their price offer (such as transportation, staff salary, production costs, catering, etc.).

Taking into account that purchase of services will be carried out within the project of international technical assistance, the 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.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT, indicate currency
1.	upon completion of Deliverable №1	15%	
2.	upon completion of Deliverables №2-3	35%	
3.	upon completion of Deliverables №4-5	50%	
Total all-inclusive cost without VAT, indicate currency		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.	Brief description of the output expected	Cost without VAT, indicate currency
1.	Pilot survey conducting and collecting of relevant feedback (oral and one-page written summary of feedback shall be provided to the UN RPP).	

2.	Organizing 2 (two) one-day training sessions for enumerators and supervisors.	
3.	An interim progress report and four weekly progress reports.	
4.	Conducting representative survey of 2,100 respondents in Donetsk, Luhansk and Zaporizhzhia oblasts according to provided methodology	
5.	Final fieldwork report, Final datasets in CSV and SPSS formats including frequency tables of all questions cross-tabulated by age, gender, and oblast.	
6.	Analytical report.	
Total without VAT, indicate currency		

Annex 1. Survey Methodology

1. Методологія Комплексного дослідження «Як живе молодь східних обласей України»

Географія дослідження: Донецька, Луганська, Запорізька область з кластерним розподілом відповідно сформованих ОТГ.

Внутрішньо кластерний географічний розподіл за віддаленістю від центру ОТГ:

- найвіддаленіший;
- середньо віддалений;
- наближений до центру.

В цілому вибірка має репрезентувати вікову групу “молодь” 14-35 років з розподілом даної вікової групи на 3 підгрупи:

- 14-17 років - діти;
- 18-24 років - студентська молодь;
- 25-35 років - молоді люди.

Тип побудови вибірки є триступеневий, комбінований - ймовірність на шаблі населених пунктів, початкових адрес для маршрутів опитування, квотним скринінгом на етапі відбору респондентів у домогосподарствах, статтю, віковою категорією, типом населеного пункту в якому постійно проживає респондент (місто, смт, село).

Вибірка має бути пропорційною, ратифікованою за ознакою “тип населеного пункту (сільське/міське)”. Генеральна сукупність вибірки становить 1,52 млн осіб вікової класифікації України “молодь”, репрезентативна відповідно області та кластеру. Обсяг вибіркової сукупності має розраховуватись відповідно даних держсоцстату на момент старту дослідження.

Метод проведення:

1. Фейс ту фейс, інтерв'ю вдома у респондента, з дотриманням медично-санітарних обмежень у зв'язку з пандемією COVID-19.
2. Онлайн-опитування з залученням ресурсу U-report;
3. Онлайн-дослідження з залученням ключових гравців в сфері “Молодь та молодіжна політика в Україні”, база ГО додається.

Категорія дослідження - соціально-політичне.

Мова опитування - українська та російська, на вибір респондента.

Структура дослідження

1.1 “Молодь сходу України”, яка вона?

Скринінг - відповідно демографічних показників:

- вік (повних років);
- стать (чоловіча/жіноча);
- населений пункт та його тип (місто/смт/село).

1.1.1. Відповідно тематичного блоку “економічне благополуччя”:

-статус зайнятості молоді:

працюю повний робочий день; працюю неповний робочий день; безробітний, шукаю роботу; безробітний, не шукаю роботу; домогосподар/ка; в декретній відпустці; не працюю за станом здоров'я; маю групу інвалідності; учень; студент; фрілансер; приватний підприємець; допомагаю у сімейному бізнесі.

-рівень особистого доходу: низький, нижче середнього, середній, вище середнього, високий.

-дозвілля (як ви звикли проводити вільний час?): переважно вдома; на вільному просторі; у розважальних закладах; у закладах культури; спортивні секції; хаби/громадські простори;

1.1.2. Відповідно тематичного блоку “цінності та орієнтації”:

-ідентичність (ким ви себе вважаєте в першу та другу чергу): мешканець України в цілому; мешканець своєї області; мешканець своєї громади (ОТГ); мешканець свого населеного пункту; європеєць; мешканець Землі в цілому; інше.

-сімейний стан: незаміжня/неодружений; розлучена/ий; у шлюбі; живемо разом без реєстрації/громадянський шлюб; шлюб розпався, але ролучення не оформлене офіційно; удова/удівець; не у відносинах.

-мовна приналежність (якою мовою ви, як правило, спілкуєтесь?): в сім'ї (українська, російська, українською та російською, інша мова); з друзями (українська, російська, українською та російською, інша мова); на роботі/навчанні (українська, російська, українською та російською, інша мова).

-релігійна приналежність: віруючий (мусульманин, православний, буддист, католик, іудей, інше, важко відповісти); невіруючий; переконаний атеїст; агностик; важко відповісти.

1.1.3. Відповідно тематичного блоку “інформаційно-комунікаційні технології, ЗМІ”

-З яких джерел ви отримуєте інформацію про політичні, економічні події в Україні та світі?: з газет; телебачення; інтернет сайти (які?); соціальні мережі (які); радіо; месенджери (які?).

Відповідно тематичного блоку “безпечне життєве середовище”

-наявність дискримінації в суспільстві (чи були ви жертвами або свідками дискримінації за віком, статтю, освітою, матеріальним статком, станом здоров'я, сексуальної орієнтації, віросповідання): так, був/ла жертвою (вказати вид); так, був/ла свідком (вказати вид); ні, ніколи не стикався з дискримінацією.

-загальне відчуття безпеки.

1.1.4. Відповідно тематичного блоку “мобільність та міграційні настанови”

-бажання мігрувати (наскільки часто ви думаєте про переїзд назавжди зі своєї громади до іншої громади у вашій області/іншої громади у іншій області/іншої країни?):ніколи про це не думав; інколи думаю про це; часто думаю про це; маю плани щодо переїзду.

1.1.5. Відповідно тематичного блоку “громадянська активність”

-волонтерство (чи займались ви коли-небудь волонтерською діяльністю?): так вже давно займаюсь; раніше займався, але припинив; ніколи не займався, та не мав бажання; хотів би займатися, проте не знаю як; ніколи не чув про волонтерство.

-Чи берети ви участь у заходах громадянської активності у вашій громаді? так; брав раніше; ні, маю бажання, проте не знаю, як це зробити; ні, мені це нецікаво.

-участь у ГО, МКДО (чи є ви членом ГО/МКДО?): так; був раніше; ні, маю бажання, проте не знаю, як це зробити; ні, мені це нецікаво.

1.1.6. Відповідно тематичного блоку “Освіта наука”

-рівень освіти (який найвищий рівень освіти ви маєте?): неповна середня; середня; середня професійна; вища (бакалавр); вища (магістр); вища (аспірантура); доктор наук.

1.1.7. Відповідно тематичного блоку "здоров'я"

-стан здоров'я (як ви оцінюєте свій стан здоров'я?): добре, не пам'ятаю коли останній раз хворів; скоріше добре, ніж погано - хворію, але рідко; скоріше погано, ніж добре - часто хворію; погано - часто хворію, маю хронічні захворювання.

1.2. Як живе "Молодь сходу України"?

1.2.1. Відповідно тематичного блоку "економічне благополуччя"

- рівень доходу домогосподарства: низький (нам не вистачає грошей на оплату комунальних послуг та харчування); нижче середнього (нам вистачає грошей на оплату комунальних послуг та харчування, але не вистачає на одяг та взуття); середній (у нас достатньо грошей на харчування, одяг та взуття, але недостатньо для придбання довготривалих речей(телевізор, меблі); вище середнього (можемо собі дозволити купляти дорогі речі, але не настільки, як квартира чи автомобіль); високий (ми можемо дозволити собі купляти все, що потрібно для гідного рівня життя); важко відповісти/немає відповіді;

-відчуття фінансової сталості (як ви відчуваєте свій фінансовий статус у своїй громаді?): низьке; нижче середнього; середнє; вище середнього; високий;

-наскільки доступні для вас авто, житло, подорожі? (можу собі дозволити в будь-який час; можу собі дозволити, за умови накопичування; планую, проте наразі не маю можливості; не планую/не маю можливості);

-дозвілля (які місця проведення дозвілля доступні для молоді вашої громади?): молодіжні простори; хаби/громадські простори; бібліотеки; будинки культури; розважальні заклади; спортивні секції; місця дозвілля не доступні; інше (вказати).

1.2.2. Відповідно тематичного блоку "цінності та орієнтації"

-оцінка можливостей для власного розвитку (чи надається молоді вашої громади можливість участі в тренінгах, семінарах, лекціях для саморозвитку та самореалізації?): так, така можливість є для всіх; така можливість доступна для певного кола; не чув про таку можливість; ні, такої можливості немає;

-наскільки молодь громади має можливість виражати свою патріотичну свідомість, національну самоідентифікацію?: така можливість є; така можливість скоріше доступна; існують певні обмеження; такої можливості немає;

-наскільки молодь вашої громади може відкрито виражати свою сексуальну орієнтацію?: така можливість є; така можливість скоріше доступна; існують певні обмеження; такої можливості немає;

1.2.3. Відповідно тематичного блоку "громадянська активність"

-наявність у селі/сміт/місті/громаді МКДО (чи створені у вашій громаді МКДО при органах влади?): так, МКДО створене; не знаю/не цікавлюся; ні, МКДО не створене;

-наявність ГО, що займаються питаннями молоді: так, в громаді є такі ГО; не знаю/не цікавлюся; ні, таких ГО немає;

-обізнаність щодо діяльності міжнародних організацій/донорів в громаді (з діяльністю якого з донорів ви знайомі?): UNDP; UNICEF; USAID; UNFPA; WHO, тощо (питання з візуальним позначенням).

-Які з представлених програм підтримки молоді вам знайомі?: надати перелік актуальних програм з коротким поясненням;

-оцінка ефективності співпраці МКДО з органами місцевої влади за 5 бальною шкалою;

-Які громадські простори є у вашій громаді?: хаб; бібліотека; коворкінг; креативні простори; гуртки; секції; інше

-Які місця культурного дозвілля наявні у вашій громаді?: клуб; будинок культури; театри; кінотеатри; музеї; мистецькі галереї; інше

1.2.4. Відповідно тематичного блоку “освіта та наука”

-Оцініть рівень якості надання освіти у вашій громаді? (від 1 до 5, де 1 - низький рівень, 5 - високий рівень):

Середня освіта	
Середня професійна освіта	
Вища освіта	

1.2.5. Відповідно тематичного блоку “інформаційно-комунікаційні технології, ЗМІ”.

Оцініть, рівень доступності наступних джерел інформації для вас особисто у вашій громаді: мережа інтернет/ телебачення/ радіо/ друковані ЗМІ:

- ☐ вільний доступ;
☐ існують обмеження доступу (швидкість, відключення);
☐ відсутній доступ;
☐ не використовую (не зацікавлен використовувати) дане джерело.

Оцініть, рівень доступності наступних ЗМІ для вас особисто у вашій громаді: Українське загальнонаціональне телебачення/Українське місцеве телебачення/Російське телебачення/Міжнародне/європейське телебачення/Телебачення невідконтрольованих уряду України територій

- ☐ вільний доступ;
☐ існують обмеження доступу (швидкість, відключення);
☐ відсутній доступ;
☐ не використовую (не зацікавлен використовувати) дане джерело.

1.2.6. Відповідно тематичного блоку “безпечне життєве середовище”

-Оцініть доступність вказаних послуг для наступних категорій населення вашої громади (за шкалою від 1 до 5, де 1 взагалі недоступні, а 5 - повністю доступні):

	Медичні послуги	Адміністративні	Освітні	Громадські простори	Юридичні
Люди з інвалідністю					
Жінки					
ВПО					
Молодь					

-Оцініть наскільки безпечно почувають себе різні категорії населення вашої громади: (від 1 до 5, де 1 - небезпечно, 5 - повністю безпечно)

	У повсякденному житті в громаді	У повсякденному житті в громаді в темний час доби	У випадках комунікації з органами влади	У випадках комунікації з правоохоронними органами	У випадках відкритого прояву громадянської позиції

Люди з інвалідністю					
Жінки					
ВПО					
Молодь					

-Оцініть рівень екологічного становища вашої громади (від 1 до 5, де 1 - дуже погано, 5 - дуже добре):

1.2.7. Відповідно тематичного блоку “Мобільність та міграційні настанови”

-Чи доводилось Вам виїжджати за межі свого населеного пункту?: Був/ла в інш(ому/их) населен(ому/их) пункт(і/ах) тієї ж області; Був/ла в інш(ому/их) населен(ому/их) пункт(і/ах) інших областей України; Був/ла в іншій країні; Не виїжджав зі свого населеного пункту;

-Чи маєте ви досвід освітньої/трудової міграції?: Був/ла в інш(ому/их) населен(ому/их) пункт(і/ах) тієї ж області; Був/ла в інш(ому/их) населен(ому/их) пункт(і/ах) інших областей України; Був/ла в іншій країні; Не виїжджав зі свого населеного пункту;

1.2.8. Відповідно тематичного блоку “державні інституції та молодь”

- Оцініть ефективність наступних реформ (від 1 до 5, де 1 - зовсім неефективна, 5 - дуже ефективна):

	Реформа децентралізації	Медична реформа	Реформа освіти
На національному рівні			
На місцевому рівні			

- Оцініть ефективність роботи органів влади (від 1 до 5, де 1 - зовсім неефективна, 5 - дуже ефективна):

На національному рівні	
На місцевому рівні	

1.3. Про що мріє та яким бачить своє майбутнє “Молодь сходу України”?

1.3.1. Відповідно тематичного блоку “Громадянська активність”

-У яких з представлених програм підтримки молоді ви б хотіли приймати участь?: надати перелік актуальних програм з коротким поясненням;

-Які громадські простори ви хотіли б мати у вашій громаді?: хаб; бібліотека; коворкінг; креативні простори; гуртки; секції;

-Які заклади проведення культурного дозвілля ви хотіли б мати у вашій громаді?: клуб; будинок культури; театри; кінотеатри; музеї; мистецькі галереї; інше.

-Де саме ці заклади мають бути розташовані (вказати місце)

-Яким ви бачите розвиток МКДО у вашій громаді?: карманні (формально існуючі) МКДО; дієві на місцевому рівні; дієві на загальнонаціональному рівні; трансформація до ГО та співпраця з міжнародними організаціями/донорами .

1.3.2. Відповідно тематичного блоку “цінності та орієнтації”

-У яких тренінгах, семінарах, лекціях для саморозвитку та самореалізації (неформальна освіта) ви хотіли б брати участь?: підприємництва/бізнес-орієнтації; неконфліктне спілкування; громадська участь; волонтерство; безпечне життєве середовище; вузькоспеціалізованих/наукових; саморозвитку; вивчення іноземних мов; не зацікавлений брати участь;

-Чого найбільше ви хотіли б досягти в житті? (до 3 варіантів відповіді): Сімейного щастя; Зробити кар'єру; Бути вільним і незалежним у своїх рішеннях та вчинках; Багатства; Мати можливість реалізувати свій талант і здібності; Стати кваліфікованим спеціалістом; Принести користь своїй країні; Спокою та можливості ні в що не втручатися; Влади; Слави; Важко відповісти; Нічого; Інше.

-Яким Ви бачите своє майбутнє у плані сімейного стану?: У шлюбі з дітьми; У шлюбі, але без дітей; Стосунки без офіційного шлюбу, але з дітьми; Стосунки без офіційного шлюбу і без дітей; Самотній/ня без дітей; Батько-одинак/мати-одиначка; Таким ж самим, як і зараз; Важко відповісти; Інше.

-Яким Ви бачите становище молоді у вашій громаді через 10 років?: Краще ніж зараз; Так само, як зараз; Гірше, ніж зараз.

-Яким Ви бачите майбутнє суспільства в Україні загалом?: Краще ніж зараз; Так само, як зараз; Гірше, ніж зараз.

-Чи хотіли б Ви, щоб Україна вступила в ЄС/НАТО/Євразійський економічний союз (Білорусь, Казахстан, Росія)? : Так; Скоріше так, ніж ні; Скоріше ні, ніж так; Ні; Важко відповісти.

1.3.3. Відповідно тематичного блоку “Політичне середовище та молодь”

-Оцініть важливість підтримки наступних напрямків реалізації молодіжної політики в майбутньому (від 1 до 5, де 1 - зовсім не важливо, 5 - дуже важливо):

	Для вашої громади	На національному рівні
Талановитої молоді		
Здорового способу життя		
Програм забезпечення житла для молоді		
Програм зайнятості, самозайнятості, підприємництва молоді		
Програм формування національно-патріотичної свідомості		
Молоді, яка перебуває у складних життєвих обставинах		
Молодіжної інфраструктури (молодіжних центрів, просторів, хабів, тощо)		
Молодих ВПО (внутрішньо переміщені особи)		
Програм щодо літнього оздоровлення дітей та молоді		

Волонтерських програм		
Заходів спортивного напрямлення		
Заходів культурного напрямлення		
Неформальних молодіжних рухів		
Програм залучення молоді до громадського життя		
Програм залучення молоді до політичного життя		

1.3.4. Відповідно тематичного блоку “Мобільність та міграційні настанови”

-Чи хотіли б ви переїхати зі свого населеного пункту?: Хотів би до в інш(ого/их) населен(ого/их) пункт(у/ів) тієї ж області; Хотів би до інш (ого/их) населен(ого/их) пункт(у/ів) інших областей України; Хотів би до іншої країни; Не хочу переїжджати;

-Чи маєте ви бажання щодо освітньої/трудової міграції?: Хотів би до в інш(ого/их) населен(ого/их) пункт(у/ів) тієї ж області; Хотів би до інш (ого/их) населен(ого/их) пункт(у/ів) інших областей України; Хотів би до іншої країни; Не хочу виїжджати;

1.3.5. Відповідно тематичного блоку “освіта та наука”

-Оцініть важливість отримання наступних рівнів освіти для вас особисто (від 1 до 5, де 1 - зовсім не важливо, 5 - дуже важливо):

Базова середня освіти	
Середня професійно-технічна освіта	
Вища освіта (бакалавр)	
Вища освіта (магістр)	
Аспірантура	
Докторський ступінь	

2. Підсумок

Дана методологія базується на принципах різнопланового аналізу відповідно до потреб ключових гравців, що зацікавлені в дослідженні теми “Молодь та молодіжна політика в Україні”.

Базове аналітичне напрацювання буде містити 3 ключові аспекти дослідження питання “Молодь та молодіжна політика в Україні”, а саме: “Молодь сходу України”, яка вона?; Як живе “Молодь сходу України”; Про що мріє та яким бачить своє майбутнє “Молодь сходу України”.

Тематичні блоки “цінності та орієнтації”; “громадянська активність”; “інформаційні та комунікативні технології, ЗМІ”; “економічне благополуччя молоді”; “мобільність та міграційні настрої”; “безпечне життєве середовище”; “політичне середовище та молодь”; “державні інституції та молодь”; “освіта та наука”; “здоров’я” можуть бути проаналізовані окремо та нададуть специфіку динамічних змін, можливість прогнозування поведінкових та ціннісних тенденцій, що надасть міжнародним партнерам, органам влади та громадськості можливість дослідити думку молоді у відповідності за окремою віковою категорією, відповідно віковій класифікації визначеної методологією даного дослідження та зробити кореляцію та прогнозування майбутніх змін у поведінкових та сталих міркуваннях та прагненнях щодо відповідної ключової теми, що підіймається.

Базовий аналіз є багатоступеневим, передбачає закриті та відкриті запитання, оціночні шкали та доповнення респондентами у першій хвилі дослідження з можливістю зміни ключових тем, інструментів вимірювання, після отримання першої хвилі, що буде базовою для оцінки змін у майбутньому. Дослідження базується на принципах безсторонності, об’єктивності, анонімності та результати мають бути оприлюднені та персонально надіслані кожному респонденту, учаснику дослідження, що може змінити рівень світогляду та розширити потенціал для саморозвитку у власній громаді.

Дослідження має на меті не лише вивчення громадської думки, щодо певних питань, які цікавлять дослідників а також елементи інформаційного поля, щодо питань які цікавлять замовника дослідження. Передбачена методологія дозволяє розширити перелік базових запитань базуючись на відповідних тематичних блоках, перелік ключових тематичних блоків можна знайти в базі національних та регіональних досліджень щодо питання “Молодь та молодіжна політика в Україні”.

Зацікавлені сторони можуть приєднатись до реалізації запланованого дослідження розширивши базу ключових програм у сфері “Молодь та молодіжна політика в Україні”, що наразі реалізуються в географічному просторі сходу України. Залучені експерти та ключові гравці в сфері “Молодь та молодіжна політика в Україні” можуть надавати додаткові питання, що наразі не відображені в шаблонному інструментарії лише відповідно ключових тематичних блоків дослідження.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
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.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
References	Please provide At least 2 (two) recommendation letters from previous customers/partners on survey conducting contact details of respective customers/partners.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Table 1. Cost Breakdown per Deliverables*

No.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT*, indicate currency
1.	upon completion of Deliverable №1	15%	
2.	upon completion of Deliverables №2-3	35%	
3.	upon completion of Deliverables №4-5	50%	
Total all-inclusive cost without VAT, indicate currency		100%	

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

Table 2. Cost Breakdown by Cost Component

No.	Brief description of the output expected	Cost without VAT*, indicate currency
1.	Pilot survey conducting and collecting of relevant feedback (oral and one-page written summary of feedback shall be provided to the UN RPP).	
2.	Organizing 2 (two) one-day training sessions for enumerators and supervisors.	
3.	An interim progress report and four weekly progress reports.	
4.	Conducting representative survey of 2,100 respondents in Donetsk, Luhansk and Zaporizhzhia oblasts according to provided methodology	
5.	Final fieldwork report, Final datasets in CSV and SPSS formats including frequency tables of all questions cross-tabulated by age, gender, and oblast.	
6.	Analytical report.	
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.

Table 3. Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Conducting a representative survey of 2,100 persons in Donetsk, Luhansk and Zaporizhzhia oblasts according to the developed questionnaire and methodology as per Annex 1 to the Terms of Reference.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Assignment completion within 11 (eleven) weeks after start of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.