



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: June 29, 2021
	REFERENCE: 463-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of:

Enhancing explosive ordnance risks prevention through delivery of direct risk education sessions in Donetsk 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) Tuesday, July 13, 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: **“463-2021-UNDP-UKR-RFP-RPP” and “Enhancing explosive ordnance risks prevention through delivery of direct risk education sessions in Donetsk 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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



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

June 29, 2021

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Description of Requirements

Context of the Requirement	“Enhancing explosive ordnance risks prevention through delivery of direct risk education sessions in Donetsk oblast”
Brief Description of the Required Services	The Project now seeks to recruit qualified and experienced Company / Organization specialized in Explosive Ordnance Risk Education (EORE) which will be able to mobilize and deploy necessary resources to conduct EORE direct sessions for different group of population in Donetsk oblasts on the government-controlled areas (GCA) as well as to ensure quality of EORE sessions delivery.
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1: Upon contract signing by both parties the contracting company/organization should prepare and submit working plan for approval, specifying: area of EORE activities for each team; operational and non-operational days; expected weekly outputs; who, when & where conduct quality checks; and relocation schedule from one settlement to other.</p> <p>Deliverable 2: Resource mobilization including hiring the personnel, renting offices and cars, purchasing operational equipment and materials. Carried out activities are summarized in an operational readiness report and submitted to UNDP Project team.</p> <p>Deliverable 3: Training of EORE operators, pass operational readiness of EORE teams, issuance of task orders for each survey teams, deployment of the teams to the areas of EORE task performance.</p> <p>Deliverable 4: EORE task implementation. The overall output achieved at least 800 (eight hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions</p> <p>Deliverable 5: EORE task implementation. The overall output achieved at least 1,600 (one thousand six hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.</p> <p>Deliverable 6: EORE task implementation. The overall output achieved at least 2,400 (two thousand four hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.</p> <p>Deliverable 7: EORE task implementation. The overall output achieved at least 3,200 (three thousand two hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.</p> <p>Deliverable 8: A one-week period is allocated for standing down processes from operational-ready status. All outstanding reports, including a final substantive report are finalized and submitted.</p>

Person to Supervise the Work/Performance of the Service Provider	Mine Action Specialist and EORE Consultant
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	July 2021
Target completion date	October 2021
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD). UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org or <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on Tuesday, July 06, 2021 at 11:00 (Kyiv time) via Skype. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 463-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	The payment will be arranged in stages according to the proposed payment schedule below and upon acceptance of the deliverables

	<p>based on quality control and recommendations of the UNDP Mine Action Specialist.</p> <p>The UNDP will pay the negotiated amount in 6 (six) tranches as per delivery of the outputs outlined above:</p> <ul style="list-style-type: none"> • 20% of the total payment upon completion of Deliverables №1, 2 & 3. • 15% of the total payment upon completion of Deliverables №4. • 15% of the total payment upon completion of Deliverables №5. • 15% of the total payment upon completion of Deliverables №6. • 15% of the total payment upon completion of Deliverables №7. • 20% of the total payment upon full completion of Deliverable №8. <p>The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Coordinator
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Experience of the company / organization submitting the proposal 42% <input checked="" type="checkbox"/> Proposed Concept and Work plan 29% <input checked="" type="checkbox"/> Staff relevance to the work assignment 29% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <ul style="list-style-type: none"> ✓ Respectively per each Lot. ✓ The general combination of the lowest prices for all lots, based on different combinations of award contracts. ✓ Regardless of the ability to execute work on more than one lot, UNDP can at its discretion to award a contract to other parties for the purpose of reduce the risk of work. ✓ If the bidder submits an offer more, than 1 lot, UNDP reserves the right to request additional information from the participant confirming the ability to deliver services on both Lots.

Contract General Terms and Conditions	<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) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Annexes to this RFP	<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)
Contact Person for Inquiries (Written inquiries only)¹	<i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp.org</i> 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.

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

<p>Documents to be submitted in proposal</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal). <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any). <input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company. <input checked="" type="checkbox"/> List all work performed within Mine Action and/or a similar nature and volume over the last three years (Project name and place of implementation; Name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD). Recommended structure of document to be submitted is in section I, Annex 3 of the Terms of Reference. <input checked="" type="checkbox"/> Understanding of the requirements for services, including assumptions, namely: the aim of this contract, expected results, area of operations, contract period, capacity should be involved. Recommended structure of document to be submitted is in section II, Annex 3 of the Terms of Reference. <input checked="" type="checkbox"/> Proposed operational approach/methodology that includes: organigramme indicating the line management structure, capacity description and general responsibilities of key staff, tasks and standard requirements, timelines, quality management, risk management and reporting. Recommended structure of document to be submitted is in section III, Annex 3 of the Terms of Reference. <input checked="" type="checkbox"/> Logistic and administration that includes: staff information, gender balance, working hours and operational days, staff insurance, accommodation and office, security, transport, equipment and materials, movement, security, safety and occupational health. Recommended structure of document to be submitted is in section IV, Annex 3 of the Terms of Reference. <input checked="" type="checkbox"/> Medical support including COVID countermeasures & Communication. Recommended structure of document to be submitted is in section V & VI, Annex 3 of the Terms of Reference. <input checked="" type="checkbox"/> CVs for all operational staff (EORE Manager/Area Coordinator, EORE Operator, EORE Operator/Driver) which indicate their education, qualification, work experience, language skills and residency, driving experience as well as confirmation of their availability if selected for this project. CV should not exceed two pages per a staff member. <input checked="" type="checkbox"/> At least 2 (two) recommendation letters from previous Customers / Partners relevant to the Terms of Reference implemented projects. <input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).
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Other Information Related to the RFP

Administrative Requirements

Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:

- ✓ Offers must be submitted within the stipulated deadline.
- ✓ Offers must meet required Offer Validity.
- ✓ Offers have been signed by the proper authority.
- ✓ Offers include requested company/organization documentation as mentioned above in «Documents to be submitted section”.
- ✓ Offers must comply with general administrative requirements.

Experience and Qualification Requirements

An organization submitting a proposal:

- ✓ Organization / Company with valid registration (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine) – at least 2 (two) years from the date of registration.
- ✓ Experience in Humanitarian Mine Action – at least 1 (one) year.
- ✓ Experience in implementation of EORE projects – at least 1 (one) project.
- ✓ Gender balance among staff members – minimum gender % ratio 30 by 70.
- ✓ Relevant Mine Action experience working in Donetsk and/or Luhansk oblasts.
- ✓ Experience of organization working in Donetsk and/or Luhansk oblasts within the 20 km zone from the “contact line” is considered as an asset.
- ✓ Presence of staff with minimum qualification requirements:

EORE Manager/Area Coordinator:

- ✓ Higher education – minimum Bachelor’s degree (or equivalent) preferably in project management, business administration education, pedagogy, psychology, social science, medical, social work, development or relevant.
- ✓ EORE Certification from internationally recognized Mine Action entity. Other Mine Action certificates obtained from internationally recognized entities is an asset.
- ✓ Fluency in both Ukrainian and Russian languages is required, working knowledge in English is an asset.
- ✓ Managerial experience within Mine Action – at least 1 (one) year.
- ✓ Experience to manage EORE Projects – at least 1 (one) project.
- ✓ Computer literacy with good knowledge of MS Office.

EORE Operator:

- ✓ Higher education – minimum Bachelor degree (or equivalent) preferably in education, pedagogy, psychology, social science, social work, development or relevant.
- ✓ Ability to conduct EORE sessions in Ukrainian language. Russian language is an asset.
- ✓ Have a residency in the respective AO is an asset.
- ✓ Work experience in humanitarian Mine Action at least 1 (one) year is an asset.

	<p><i>EORE Operator/Driver:</i></p> <ul style="list-style-type: none">✓ Higher education – minimum Bachelor degree (or equivalent) preferably in education, pedagogy, psychology, social science, social work, development or relevant.✓ Holder of driver license with minimum 3 (three) years of driving experience.✓ Ability to conduct EORE sessions in Ukrainian language. Russian language is an asset.✓ Have a residency in the respective AO is an asset.✓ Work experience in humanitarian Mine Action at least 1 (one) year is an asset. <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **463-2021-UNDP-UKR-RFP-RPP** dated **June 29, 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) List all work performed within Mine Action and/or a similar nature and volume over the last three years (Project name and place of implementation; Name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD). Recommended structure of document to be submitted is in section I, Annex 3 of the Terms of Reference.

e) At least 2 (two) recommendation letters from previous Customers / Partners relevant to the Terms of Reference implemented projects.

f) Brief Company Profile (table below).

BRIEF COMPANY PROFILE

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

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

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

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

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 Customers / Partners relevant to the Terms of Reference implemented projects as well as the contact details of respective Customer / Partners.
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

a) Understanding of the requirements for services, including assumptions, namely: the aim of this contract, expected results, area of operations, contract period, capacity should be involved. Recommended structure of document to be submitted is in section II, Annex 3 of the Terms of Reference.

b) Proposed operational approach/methodology that includes: organigramme indicating the line management structure, capacity description and general responsibilities of key staff, tasks and standard requirements, timelines, quality management, risk management and reporting. Recommended structure of document to be submitted is in section III, Annex 3 of the Terms of Reference.

c) Logistic and administration that includes: staff information, gender balance, working hours and operational days, staff insurance, accommodation and office, security, transport, equipment and materials, movement, security, safety and occupational health. Recommended structure of document to be submitted is in section IV, Annex 3 of the Terms of Reference.

d) Medical support including COVID countermeasures & Communication. Recommended structure of document to be submitted is in section V & VI, Annex 3 of the Terms of Reference.

C. Qualifications of Key Personnel

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

a) CVs for all operational staff (EORE Manager/Area Coordinator, EORE Operator, EORE Operator/Driver) which indicate their education, qualification, work experience, language skills and residency, driving experience. CV should not exceed two pages per a staff member.

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

Financial Proposal

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

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

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

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

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

A. Cost Breakdown per Deliverables*

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

No.	Deliverables	TOTAL without VAT, indicate currency	TOTAL VAT, indicate currency	TOTAL with VAT, indicate currency
1.	Deliverable 1, 2 & 3			
2.	Deliverable 4			
3.	Deliverable 5			
4.	Deliverable 6			
5.	Deliverable 7			
6.	Deliverable 8			
Total without VAT, indicate currency				
Total VAT, indicate currency				
Total with VAT, indicate currency				

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

B. Cost Breakdown by Cost Component:

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

Nº	Activities / Costs	Unit of measurement	Q-ty	Price per unit, without VAT, indicate currency	VAT, indicate currency	Price per unit, with VAT, indicate currency	Sum, with VAT, indicate currency
1. Human Resources							
1.1	EORE Manager AO2 /Area Coordinator (North Sector)	month					
1.2	Area Coordinator (South Sector)	month					
1.3	EORE Operator (... persons)	month					
1.4	EORE Operator/Driver (... persons)	month					
2. Administration costs (if necessary)							
2.1	Communication (Internet/Phone etc.)						
2.2	Office rent						
2.3	Other (if any – to define clearly)						
3. Operational related costs							
3.1	Travel costs						
3.2	Accommodation						
3.3	Per diems						
3.4	Transportation						
3.5	Other (if any – to define clearly)						
4. Other related costs (if any – to define clearly activities/costs)							
4.1							
4.2							
Total without VAT, indicate currency							
Total VAT, indicate currency							
Total with VAT, indicate currency							

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

[Designation]

[Date]



TERMS OF REFERENCE
Explosive Ordnance Risk Education (EORE) in Donetsk oblast

Project Name:	Capacity Development Support for Integrated Mine Action in Eastern Ukraine
Description of the assignment:	Enhancing explosive ordnance risks prevention through delivery of direct risk education sessions in Donetsk oblast
Primary Supervisor's Title	Mine Action Specialist
Secondary Supervisor's Title:	Community Security and Social Cohesion Coordinator
Place of implementation:	Government controlled areas of Donetsk oblast
Starting date of the assignment:	July 2021
Completion date of the assignment:	December 2021

1. BACKGROUND

The conflict in Eastern Ukraine has had widespread impacts upon the human security of civilian population. According to the data collected by OHCHR, 1,153 civilians were involved in accidents with EO in the period April 2014 to December 2020; casualties comprised 344 dead and 809 injured. Ukraine is one of the most contaminated countries in the world and became the most affected country by anti-vehicle mine accidents. The presence or suspicion of landmines, booby-traps, anti-vehicle mines, cluster munitions, or any number of other explosive remnants of war (ERWs) is adversely impacting on civilians' lives, restricting agriculture, inhibiting basic sustenance activities and disrupting essential infrastructure and services in many parts of Eastern Ukraine. The situation of IDPs continues to be a major humanitarian concern and it is estimated that over 1.4 million people have been displaced since 2014, women and children representing 63% of them.

The Government of Ukraine is undertaking a reform of its Mine Action response in line with the International Mine Action Standards that include gender dimensions and the National Action Plan to implement the UN Security Council Resolution 1325 "Women, Peace and Security" (2016-2020). A new legislation was passed in January 2019, which calls for the development of Mine Action National Standards and envisages the set-up of respective authorities. Established National Mine Action Authority and Mine Action Centers have to ensure coordination of measures for the management and regulation of all Mine Action activities in Ukraine.

UNDP Project "Capacity Development Support for Integrated Mine Action in Eastern Ukraine" is aimed at supporting the Government of Ukraine in establishing a comprehensive, coordinated and gender-responsive Mine Action. The project will provide strategic capacity development support for Mine Action to enhance integrated planning, coordination, and operational efficiencies amongst the different Mine Action stakeholders presently active at national level and regionally in eastern Ukraine (Donetsk and Luhansk oblasts).

A central part of the UNDP Mine Action project is to enhance mine risk prevention through an improved education framework. The Project now seeks to recruit qualified and experienced Company (-ies) / Organization (-s) specialized in Explosive Ordnance Risk Education (EORE) which will be able to mobilize and deploy necessary resources to conduct EORE direct sessions for different group of population in Donetsk oblast on the government-controlled areas (GCA) as well as to ensure quality of EORE sessions delivery.

2. MAIN OBJECTIVES

The main objective is to reduce the risk of injury from EO by raising awareness of women, girls, boys and men residing in GCA of Donetsk oblast in accordance with their different vulnerabilities, roles and needs, and promoting behavioral change.

Donetsk oblast is considered as Area of Operations #1 (AO1) where EORE tasks are to be conducted by two EORE teams in the north part of the oblast (Bakhmut, Kramatorsk and Pokrovsk raions) and by two EORE teams in the south part of the oblast (Volnovakha and Mariupol raions).

The expected output is at least 3,200 (three thousand two hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.

3. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK

The contracting Company / Organization (herewith – Contractor) will work under the overall supervision of Community Security and Social Cohesion Coordinator and direct supervision of Mine Action Specialist, and technical guidance of EORE Consultant. EORE tasks will mainly be directed to population residing in the settlements along the contact line where adjacent areas are highly contaminated by mines and explosive ordnance, and also where the accidents among civilians still occurs.

To achieve the objectives of the assignment, the contracting company/organization is expected to:

- Attract necessary resources in compliance with the state labor legislation and within specified timeframe according to a Job Description, provided by a EORE Consultant, engaged by UNDP. It should be ensured that women and men have equal access to the employment opportunities.
- Organize and train EORE operators following guidance of UNDP Mine Action Specialist and EORE Consultant. Three-day person-to-person training on EORE sessions delivery is to be organized in Kramatorsk, Donetsk Oblast.

The training arrangements, including: venue, travel expenses, accommodation, three meals a day and refreshments during the training will be covered by UNDP.

The training programme and materials is to cover the minimum topics as specified in the Annex 1 and to be approved by UNDP Mine Action Specialist before the training starts.

- Ensure operational readiness of EORE teams before starting tasks implementation that include:
 - All EORE Operators must pass the test successfully during the training. The test is to be approved by UNDP Mine Action Specialist before the training starts.
 - Submit report to UNDP Mine Action Specialist about operational readiness of EORE Tams.
 - Invite the UNDP Project team to inspect the readiness of vehicles, necessary equipment, EORE session plans both for children and adults, EORE presentation materials, the organization's relevant Standards of Operating Procedures (SOP) which are in line with International Mine Action Standards (IMAS), permissions from the local authorities to conduct such activities in the respective areas, developed operational plan for each team for the entire period of the contract, schedule of internal quality inspections, quality criteria and quality monitoring procedures.
- Deploy in a timely manner the EORE teams in the respective areas of activities. The recommended minimum team composition for AO1 is in Annex 2.1. The list of settlements, where EORE sessions should be delivered, are to be coordinated with the National Mine Action Authority and UNDP Project Team before deployment of the teams. Method of EORE sessions' delivery is to be conducted only in person adhering offline event policy as prescribed in the section below. With rare exceptions EORE

sessions can be organized online by prior agreement with Mine Action Specialist and EORE Consultant in case the area of operations falls into a restricted access due to COVID-19.

- Ensure that all affected women, girls, boys and men have equal access to appropriate forms of EORE.
- Conduct supervision of daily EORE activities in compliance with internal set up technical procedures and approved plan. Internal technical procedures should be presented for review of Mine Action Specialist and EORE Consultant. EORE sessions' delivery are to be organized in coordination with Mine Action Specialist and EORE Consultant.
- Mentor, supervise and monitor the EORE operators ensuring that they carry out their duties in a responsible manner. All issues related to violation of procedures, discipline, established daily routine are to be reported at the same day to Mine Action Specialist and EORE Consultant.
- Ensure on a daily basis that EORE teams before each departure to respective areas for task performance are equipped with all necessary and serviceable transport, necessary equipment, EORE materials and presentations.
- Conduct internal quality inspection of EORE sessions, providing corrective action where necessary. All identified critical non-conformities should be reported at the same day to Mine Action Specialist and EORE Consultant.
- Monitor a daily work progress and analyze productivity and the relevant daily reports are to be verified and properly archived on a daily basis. If work progress is not on schedule, Mine Action Specialist and EORE Consultant are to be informed immediately with recommendations for improvement.
- Submit weekly and interim progress reports to Mine Action Specialist having previously coordinated with EORE Consultant and make sure all reports are archived and registered in a timely manner.
- Maintain stable communication in all levels between team members, managers and UNDP office - Mine Action Specialist and EORE Consultant.
- Arrange sustainable medical support of EORE teams including providing with first aid kits, countermeasure kits to COVID-19 and medical evacuation plan, which is to be developed for each area of EORE task performance.
- Identify, analyze and manage all risks within areas of EORE activities and keep updated Mine Action Specialist and EORE Consultant in timely manner with providing the necessary recommendations.
- Control on a routine basis serviceability, completeness, proper storage and use of the transport, equipment and other materials.
- Conduct demobilization of resources both human and equipment within specified time.
- Submit a final work report on completed activities in the format as it should be agreed before capacity deployment.

A. Offline event policy about the coronavirus disease (COVID-19)

All the offline trainings, EORE sessions deliver and other events within this assignment should be organized and conducted with the observance of sanitary-hygienic and sanitary-anti-epidemic rules and norms stipulated by the World health organization about the coronavirus disease (COVID-19) advice for the public WHO Covid (https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?utm_source%3dutm_source%3dba-notification&utm_campaign=ogfx-314-ru&utm_medium=desktop):

- Ensure policies and procedures related to COVID-19 are posted, available, and communicated to all participants. Put up COVID-19 posters in the facility and classroom to communicate key messages such as physical distancing of 2 meters, hand hygiene, and how to screen for symptoms.

- Ensure participants have positioned a minimum of 2 meters from one another and remain at a safe distance at all times.
- Provide the participants with a necessary number of fabric medical masks.
- Ensure personal hygiene can be maintained through access to running water and soap, or hand sanitizer with at least 60% alcohol.
- Ensure instructors and participants can wash or sanitize their hands frequently, especially when they arrive, before and after touching commonly-touched surfaces, and before leaving;
- Ensure all surfaces in the training room (tables, chairs, countertops, doorknobs, light switches, etc.) are disinfected before and after the training using appropriate cleaning products.
- Ensure any training equipment, tools or props are cleaned and sanitized before and after use.

B. Timeline:

The output deliverables by the Consultant will follow the six stages of the survey process as outlined below:

- **Stage 1:** Contract signature by both parties, EORE plan development and approval.
- **Stage 2:** Resource mobilization.
- **Stage 3:** Training and operational deployment.
- **Stage 4:** Implementation of EORE sessions delivery in the respective Area of Operation.
- **Stage 5:** Resource demobilization & contract closure.

C. Deliverables

Deliverable #	Task description	Deadline
1	Upon contract signing by both parties the contracting company/organization should prepare and submit working plan for approval, specifying: area of EORE activities for each team; operational and non-operational days; expected weekly outputs; who, when & where conduct quality checks; and relocation schedule from one settlement to other.	1 week after the start of the assignment.
2	Resource mobilization including hiring the personnel, renting offices and cars, purchasing operational equipment and materials. Carried out activities are summarized in an operational readiness report and submitted to UNDP Project team.	2 weeks after the start of the assignment.
3	Training of EORE operators, pass operational readiness of EORE teams, issuance of task orders for each survey teams, deployment of the teams to the areas of EORE task performance.	3 weeks after the start of the assignment.
4	EORE task implementation. The overall output achieved at least 800 (eight hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.	7 weeks after the start of the assignment.
5	EORE task implementation. The overall output achieved at least 1,600 (one thousand six hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.	11 weeks after the start of the assignment.
6	EORE task implementation. The overall output achieved at least 2,400 (two thousand four hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.	15 weeks after the start of the assignment.
7	EORE task implementation. The overall output achieved at least 3,200 (three thousand two hundred) of civilians residing in GCA of Donetsk Oblast are benefited from EORE direct sessions.	19 weeks after the start of the assignment.

8	A one-week period is allocated for standing down processes from operational-ready status. All outstanding reports, including a final substantive report are finalized and submitted. UNDP must accept the deliverables and agreed that they were delivered as promised in the contract. Upon service acceptance UNDP completes financial obligations on its end.	20 weeks after the start of the assignment.
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D. Monitoring and reporting requirements

The contractor will report to the Mine Action Specialist and EORE Consultant. In particular, the following reports shall be submitted:

- A daily report from each survey teams shall be submitted to EORE Consultant on the daily basis by 17:30 starting from assignment.
- A weekly progress reports shall be summarized and coordinated with EORE Consultant, and submitted to Mine Action Specialist at the end of working week, on Friday by 18:00.
- An operational readiness report shall be submitted before starting EORE tasks implementation.
- The respective interim progress reports summarize the key progress results and shall be submitted via EORE Consultant to Mine Action Specialist upon the completion of the deliverables respectively # 4, 5, 6 and 7.
- A final report after the data collection process shall be submitted within 20 weeks after the start of the assignment

The contractor shall comply with the system of monitoring, evaluation and quality control, implemented by the UNDP RPP, and provide the necessary information, reports and statistics according to a preliminary determined schedule. Reports should be provided in Word/Excel and PDF (if necessary) format in both Ukrainian and English languages.

4. PROPOSED PAYMENT SCHEDULE

The payment will be arranged in stages according to the proposed payment schedule below and upon acceptance of the deliverables based on quality control and recommendations of the UNDP Mine Action Specialist.

The UNDP will pay the negotiated amount in 6 (six) tranches as per delivery of the outputs outlined above:

- 20% of the total payment upon completion of Deliverables №1, №2 & 3
- 15% of the total payment upon completion of Deliverables №4
- 15% of the total payment upon completion of Deliverables №5
- 15% of the total payment upon completion of Deliverables №6
- 15% of the total payment upon completion of Deliverables №7
- 20% of the total payment upon full completion of Deliverable №8

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).

5. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

- Organization / Company with valid registration (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine) – at least 2 (two) years from the date of registration.
- Experience in Humanitarian Mine Action – at least 1 (one) year.
- Experience in implementation of EORE projects – at least 1 (one) project.
- Gender balance among staff members – minimum gender % ratio 30 by 70.
- Relevant Mine Action experience working in Donetsk and/or Luhansk oblasts.
- Experience of organization working in Donetsk and/or Luhansk oblasts within the 20 km zone from the “contact line” is considered as an asset.
- Presence of staff with minimum qualification requirements:
 - EORE Manager/Area Coordinator
 - Higher education – minimum Bachelor’s degree (or equivalent) preferably in project management, business administration education, pedagogy, psychology, social science, medical, social work, development or relevant.
 - EORE Certification from internationally recognized Mine Action entity. Other Mine Action certificates obtained from internationally recognized entities is an asset.
 - Fluency in both Ukrainian and Russian languages is required, working knowledge in English is an asset.
 - Managerial experience within Mine Action – at least 1 (one) year.
 - Experience to manage EORE Projects – at least 1 (one) project.
 - Computer literacy with good knowledge of MS Office.
 - EORE Operator
 - Higher education – minimum Bachelor degree (or equivalent) preferably in education, pedagogy, psychology, social science, social work, development or relevant.
 - Ability to conduct EORE sessions in Ukrainian language. Russian language is an asset.
 - Have a residency in the respective AO is an asset.
 - Work experience in humanitarian Mine Action at least 1 (one) year is an asset.
 - EORE Operator/Driver
 - Higher education – minimum Bachelor degree (or equivalent) preferably in education, pedagogy, psychology, social science, social work, development or relevant.
 - Holder of driver license with minimum 3 (three) years of driving experience.
 - Ability to conduct EORE sessions in Ukrainian language. Russian language is an asset.
 - Have a residency in the respective AO is an asset.
 - Work experience in humanitarian Mine Action at least 1 (one) year is an asset.

6. INFORMATION AND DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Required	
<input checked="" type="checkbox"/>	Registration documents of the company / organization, a copy of the certificate of registration of tax payers.
<input checked="" type="checkbox"/>	A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	List all work performed within Mine Action and/or a similar nature and volume over the last three years (Project name and place of implementation; Name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD). Recommended structure of document to be submitted is in section I, Annex 3.
<input checked="" type="checkbox"/>	Understanding of the requirements for services, including assumptions, namely: the aim of this contract, expected results, area of operations, contract period, capacity should be involved. Recommended structure of document to be submitted is in section II, Annex 3.
<input checked="" type="checkbox"/>	Proposed operational approach/methodology that includes: organigramme indicating the line management structure, capacity description and general responsibilities of key staff, tasks and standard requirements, timelines, quality management, risk management and reporting. Recommended structure of document to be submitted is in section III, Annex 3.
<input checked="" type="checkbox"/>	Logistic and administration that includes: staff information, gender balance, working hours and operational days, staff insurance, accommodation and office, security, transport, equipment and materials, movement, security, safety and occupational health. Recommended structure of document to be submitted is in section IV, Annex 3.
<input checked="" type="checkbox"/>	Medical support including COVID countermeasures & Communication. Recommended structure of document to be submitted is in section V & VI, Annex 3.
<input checked="" type="checkbox"/>	CVs for all operational staff (EORE Manager/Area Coordinator, EORE Operator, EORE Operator/Driver) which indicate their education, qualification, work experience, language skills and residency, driving experience as well as confirmation of their availability if selected for this project. CV should not exceed two pages per a staff member.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the work plan.
<input checked="" type="checkbox"/>	At least 2 (two) recommendation letters from previous Customers / Partners relevant to these Terms of Reference implemented projects.

7. EVALUATION CRITERIA

A. 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 on the basis of 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, who:

- compliant with all the minimum evaluation criteria;
- 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. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 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.

B. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1	Experience of the company / organization submitting the proposal	42%	300
2	Proposed Concept and Work plan	29%	200
3	Staff relevance to the work assignment	29%	200
Total Score		100%	700

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

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

Form 2. Proposed work plan, logistic and administration, medical support and communication

Form 3. Staff relevance to the work assignment

Technical Evaluation Criteria

Evaluation of the Technical Proposal Form 1		Maximum score	Company/organization		
			A	B	C
Experience of the company / organization submitting the proposal					
1.1	Organization/company is officially registered: - 2 year – 42 points; - 3 years – 50 points; - 4 years and more – 60 points.	60			
1.2	Experience in Humanitarian Mine Action: - 1 year – 42 points; - 2 years – 50 points; - 3 years & more – 60 points.	60			
1.3	Experience in implementation of EORE projects: - 1 project – 42 points; - 2 projects – 50 points; - 3 projects and more – 60 points.	60			
1.4	Gender balance: - Gender % ratio 30 to 70 – 42 points; - Gender % ratio 40 to 60 – 50 points; - Gender % ratio 50 by 50 – 60 points.	60			
1.5	Relevant Mine Action experience working in Donetsk and/or Luhansk oblasts:	50			

	<ul style="list-style-type: none"> - Experience working in one of Donetsk or Luhansk oblasts – 42 points; - Experience working in both Donetsk and Luhansk oblasts – 50 points. 				
1.6	Work experience in Donetsk and/or Luhansk within the 20 km zone from the “contact line”: <ul style="list-style-type: none"> - Yes – 10 points; - No – 0 points. 	10			
The total score for Form 1		300			

Evaluation of the Technical Proposal Form 2		Maximum score	Company/ organization		
			A	B	C
Proposed Concept and Work plan					
2.1	Proposed operational approach: - The proposed operational approach clearly explains details, is logical and fully responds to the assignment – 50 points; - The proposed operational approach generally explains and responds to the assignment but missing some non-critical points – 35 points.	50			
2.2	Logistics and administration: - The proposal clearly explains and in details the logistic and administrative requirements – 50 points; - The proposal explains in general the logistic and administrative requirements but missing some non-critical points – 35 points.	50			
2.3	Medical support: - The proposal fully meets the medical support requirements including COVID countermeasures – 50 points; - The proposal meets the medical support requirements including COVID countermeasures in general but missing some non-critical points – 35 points.	50			
2.4	Communication: - The proposal displays clearly and correct communication system to be organized within capacity – 50 points; - The proposal displays communication system to be organized within capacity in general but missing some non-critical points – 35 points.	50			
The total score for Form 2		200			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/organization		
			A	B	C
Staff relevance to the work assignment					
EORE Manager AO1 / Area Coordinator (North Sector)					
3.1	Education: - Master's degree or equivalent and higher in the preferable	10			

	fields – 10 points; - Bachelor's degree or equivalent in the preferable fields – 8 points; - Bachelor's degree or equivalent education level in non-preferable fields – 7 points.				
3.2	Certifications in EORE and the other Mine Action fields: - EORE certificate from the internationally recognized entity – 7 points; - 1 point is added for the each additional certificate within Mine Action obtained from the internationally recognized entity. <i>*The total score per section should not exceed 10 points even if a number of certificates is more.</i>	10			
3.3	Language skills (fluency in writing and oral): - Fluency both Russian and Ukrainian, and working-level in English – 10 points; - Fluency in both Ukrainian and Russian languages – 7 points.	10			
3.4	Managerial experience within Mine Action: - 1 year – 7 points; - 1 point is added for each additional year of experience within Mine Action. <i>*The total score per section should not exceed 10 points even if the relevant work experience exceeds.</i>	10			
3.5	Experience to manage EORE projects: - 3 projects and more – 10 points; - 2 projects – 8 points; - 1 project – 7 points.	10			
Interim score 3.1 – 3.5		50			
Area Coordinator (South Sector)					
3.6	Education: - Master's degree or equivalent and higher in the preferable fields – 10 points; - Bachelor's degree or equivalent in the preferable fields – 8 points; - Bachelor's degree or equivalent education level in non-preferable fields – 7 points.	10			
3.7	Certifications in EORE and the other Mine Action fields: - EORE certificate from the internationally recognized entity – 7 points; - 1 point is added for the each additional certificate within Mine Action obtained from the internationally recognized entity. <i>*The total score per section should not exceed 10 points even if a number of certificates is more.</i>	10			
3.8	Language skills (fluency in writing and oral): - Fluency both Russian and Ukrainian, and working-level in English – 10 points; - Fluency in both Ukrainian and Russian languages – 7 points.	10			

3.9	<p>Managerial experience within Mine Action:</p> <ul style="list-style-type: none"> - 1 year – 7 points; - 1 point is added for each additional year of experience within Mine Action. <p><i>*The total score per section should not exceed 10 points even if the relevant work experience exceeds.</i></p>	10			
3.10	<p>Experience to manage EORE projects:</p> <ul style="list-style-type: none"> - 3 projects and more – 10 points; - 2 projects – 8 points; - 1 project – 7 points. 	10			
Interim score 3.6 – 3.10		50			
EORE Operator					
3.11	<p>Education:</p> <ul style="list-style-type: none"> - All operators have a Bachelor degree or equivalent – 18 points; - 0,5 point is added for each candidate who has a Bachelor degree in the preferable fields; - 1 point is added for each candidate, who has a Master degree or equivalent and higher in the preferable fields. <p><i>*The highest level of education is taken for consideration during evaluation.</i></p> <p><i>**The total score per section should not exceed 21 points even if a number of candidates with higher education is more.</i></p>	21			
3.12	<p>Language skills:</p> <ul style="list-style-type: none"> - All EORE Operators are able to conduct EORE sessions in Ukrainian language – 17 points; - 1 point is added for each candidate who can conduct EORE sessions in both Ukrainian and Russian languages. <p><i>*The total score per section should not exceed 21 points even if a number of candidates with knowledge is more.</i></p>	21			
3.13	<p>A residency in the respective AO:</p> <ul style="list-style-type: none"> - 1 point is appointed for each candidate who has residency in the respective AO. <p><i>*The total score per section should not exceed 4 points even if a number of candidates with residency is more."</i></p>	4			
3.14	<p>Work experience in the humanitarian Mine Action:</p> <ul style="list-style-type: none"> - 1 point is appointed for each candidate who had/has at least 1 year experience in humanitarian Mine Action. <p><i>*The total score per section should not exceed 4 points even if a number of candidates with experience is more."</i></p>	4			
Interim score 3.11 – 3.14		50			
EORE Operator/Driver					
3.15	<p>Education:</p> <ul style="list-style-type: none"> - All operators have a Bachelor degree or equivalent – 11 points; - 0,5 point is added for each candidate who has a Bachelor degree or equivalent in the preferable fields; 	14			

	<p>- 1 point is added for each candidate who has a Master degree or equivalent and higher in the preferable fields.</p> <p><i>*The highest level of education is taken for consideration during evaluation.</i></p> <p><i>**The total score per section should not exceed 14 points even if a number of candidates with higher education is more."</i></p>				
3.16	<p>Driving experience:</p> <p>- All EORE Operators/Drivers have at least 3 years of driving experience – 12 points;</p> <p>- 0,5 point is added for each candidate who has 4 years and more driving experience.</p> <p><i>*The total score per section should not exceed 14 points even if a number of candidates with experience is more."</i></p>	14			
3.17	<p>Language skills:</p> <p>- All EORE Operators are able to conduct EORE sessions in Ukrainian language – 12 points;</p> <p>- 0,5 point is added for each candidate who can conduct EORE sessions in both Ukrainian and Russian languages.</p> <p><i>*The total score per section should not exceed 14 points even if a number of candidates with knowledge is more."</i></p>	14			
3.18	<p>A residency in the respective AO:</p> <p>- 1 point is appointed for each candidate who has residency in the respective AO.</p> <p><i>*The total score per section should not exceed 4 points even if a number of candidates with residency is more."</i></p>	4			
3.19	<p>Work experience in the humanitarian Mine Action:</p> <p>- 1 point is appointed for each candidate who had/has at least 1 year experience in the humanitarian Mine Action.</p> <p><i>*The total score per section should not exceed 4 points even if a number of candidates with experience is more."</i></p>	4			
Interim score 3.15 – 3.19		50			
The total score for Form 3		200			

8. 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.

A. Cost breakdown per deliverables

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

No.	Deliverables	TOTAL without VAT, indicate currency	TOTAL VAT, indicate currency	TOTAL with VAT, indicate currency
1.	Deliverable 1, 2 & 3			
2.	Deliverable 4			
3.	Deliverable 5			
4.	Deliverable 6			
5.	Deliverable 7			
6.	Deliverable 8			
Total without VAT, indicate currency				
Total VAT, indicate currency				
Total with VAT, indicate currency				

B. Cost Breakdown by Cost Component:

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

No	Activities / Costs	Unit of measur ement	Q-ty	Price per unit, without VAT, indicate currency	VAT, indicate currency	Price per unit, with VAT, indicate currency	Sum, with VAT, indicate currency
1. Human Resources							
1.1	EORE Manager AO1 /Area Coordinator (North Sector)	month					
1.2	Area Coordinator (South Sector)	month					
1.3	EORE Operator (... persons)	month					
1.4	EORE Operator/Driver (... persons)	month					
2. Administration costs (if necessary)							
2.1	Communication (Internet/Phone etc.)						
2.2	Office rent						
2.3	Other (if any – to define clearly)						
3. Operational related costs							
3.1	Travel costs						
3.2	Accommodation						
3.3	Per diems						

3.4	Transportation						
3.5	Other (if any – to define clearly)						
4. Other related costs (if any – to define clearly activities/costs)							
4.1							
4.2							
Total without VAT, indicate currency							
Total VAT, indicate currency							
Total with VAT, indicate currency							

Annex 1 to the Terms of Reference. Requirements to EORE training programme

Duration: 3 days

Language delivery: Ukrainian and/or Russian

Topics:

Topic #1. The impacts of landmine and explosive ordnance

Learning objectives:

- To understand the nature of the threat from mines and explosive ordnance and how they affect people's lives and wellbeing.

Topic #2. Overview on landmines and explosive ordnance, indicators and safety guidance

Learning objectives:

- To understand the nature of the threat from landmines, unexploded ordnance, improvised explosive devices, booby-traps and abandoned ordnance.
- To know safety patterns on mine and explosive ordnance injury
- To know how to recognize dangerous areas.
- To know safety measures.

Topic #3. An overview of humanitarian mine action

Learning objectives:

- To understand the core components of mine action.

Topic #4. Introduction to IMAS 12.10 EORE

Learning objectives.

- To understand how IMAS 12.10 establishes principles and provides guidance for the effective assessment, planning, implementation, management, monitoring and evaluation EORE.

Topic # 5. Behavior change and targeting

Learning objectives:

- To understand challenges in promoting safe behaviour in target populations, and especially the need for multiple target audiences if risk education is to lead to successful behavioural change.

Topic # 6. How to conduct MRE for children

Learning objectives:

- To be familiar with general age groups corresponding to different grades of schooling.
- To understand core messages that are appropriate for each age group.
- To know methods of teaching and learning activities for each age group.

Topic # 7. How to conduct MRE for adults

Learning objectives:

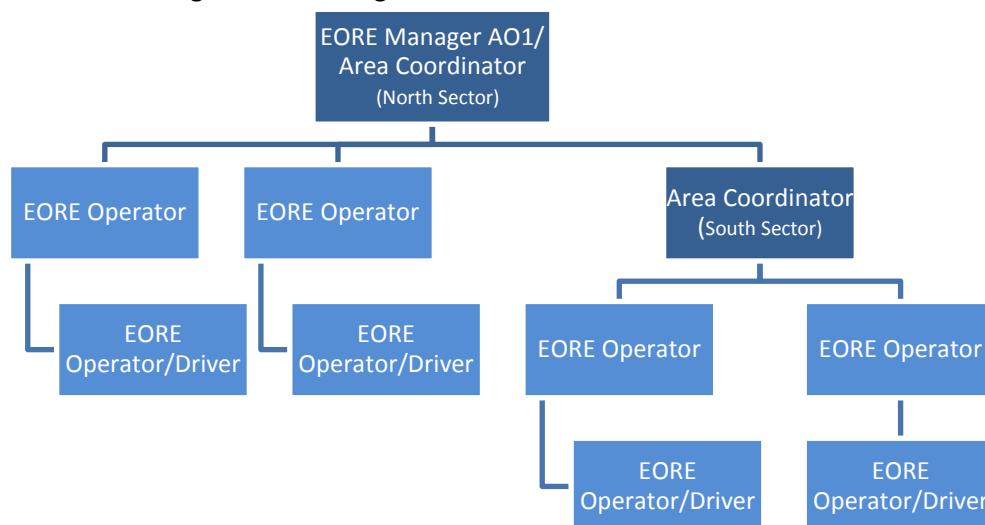
- To be familiar with general age groups corresponding to adults.
- To understand core messages that are appropriate for different vulnerable group.
- To know methods of teaching and learning activities for adults.

Assessment:

- Pre-test assessment is a non-graded assessment tool to be applied at beginning of the training to establish a subject knowledge baseline and then related to an end of the training to look at knowledge added.
- Assessment tool and methodology is a grade assessment tool to be applied to test each topic of learning.
- Final assessment is a grade assessment tool to be applied at the end of the training.

Training materials:

- A plan for each lesson and training activity
- A visual presentation for each lesson and training activity

Annex 2.1 to the Terms of Reference. The recommended team composition for AO1**1. Organigramme indicating the line management structure****2. List of positions**

№	Position name	Q-ty		
		In all	North Sector	South Sector
1	EORE Manager AO1 / Area Coordinator (North Sector)	1	1	
2	Area Coordinator (South Sector)	1	0	1
3	EORE Operator	4	2	2
4	EORE Operator/Driver	4	2	2
All staff		10	5	5

Annex 3 to the Terms of Reference. Recommended Technical Proposal form**I. Company relevant experience and safety record**

1. List all mine action works performed over the last 3 (three) years.

Project name and place of implementation	Name of client, address and contact person	Type and Description of work performed and year of completion	Value of contract/ grant

II. Understanding of the requirements for services, including assumptions *(Narrative per section is max 1 page (Calibri, 11))*

1. The aim of this contract
2. Expected results
3. Area of Operations
4. Contract period
5. Capacity should be involved
6. Other

III. Proposed operational approach/methodology *(Narrative per section is max 4 pages (Calibri, 11))*

1. Organigramme indicating the line management structure both EORE capacity and supportive components
2. Capacity description and general responsibilities of key staff
 - 2.1. EORE Manager AO 1 / Area Coordinator (North Sector)
 - 2.2. Area Coordinator (South Sector)
 - 2.3. EORE Operator
 - 2.4. EORE Operator/Driver
3. Tasks and standard requirements
 - 4.1 Relevant Standard Operating Procedure (SOP)

4.2 Training

4.3 Tasking process

4.4 Expected daily outputs

4. Timelines

Stage 1: Contract signature by both parties, survey plan development and approval.

Stage 2: Resource mobilization.

Stage 3: Training and operational deployment.

Stage 4: EORE tasks implementation.

Stage 5: Resource demobilization & contract closure

5. Quality Management

6. Risk Management

7. Reporting

7.1 Daily report

7.2 Weekly progress report

7.3 Interim report

7.4 Accident/Incident report

IV. Logistics and administration *(Narrative per section is max 4 pages (Calibri, 11))*

1. Staff distribution

Name	DOB	Residence	Language	Gender	Education & relevant qualifications	Driver license
Management						
EORE team № ...						
EORE team № ...						
EORE team № ...						
EORE team № ...						

- I. Personal Data
 - a. Name
 - b. DOB
 - c. Place of residence
 - d. Marital status
 - e. Contact details
- II. Education
- III. Relevant qualifications including languages knowledge and driving experience
- IV. Work experience
 - a. Period
 - b. Company name and place
 - c. Position
 - d. Brief description of duties

3. Gender balance

4. Working hours and operational days

5. Staff insurance

6. Accommodation and office

7. Transport, equipment and materials

Below is a minimum list of equipment possessed / rented

No	Item	Q-ty	Remarks
Offices			
1			
2			
...			
...			
Teams			
...			
...			
...			

8. Movement

9. Security



10. Safety & Occupational Health

V. Medical support *(Narrative per section is max 1 page (Calibri, 11))*

VI. Communication *(Narrative per section is max 1 page (Calibri, 11))*

Annex 4.

Model Contract

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

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