



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: June 30, 2021
	REFERENCE: 342-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Development of recommendations for the creation of policy document on state provision of health care services for ATO/JFO veterans”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Wednesday, July 14, 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: **“342-2021-UNDP-UKR-RFP-RPP”** and **“Development of recommendations for the creation of policy document on state provision of health care services for ATO/JFO veterans.”**

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/unscclconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



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

**June 30, 2021**



## Description of Requirements

<b>Context of the Requirement</b>	<b>“Development of recommendations for the creation of policy document on state provision of health care services for ATO/JFO veterans.”</b>
<b>Brief Description of the Required Services</b>	The main goal of the assignment is to support to Ministry of Veterans Affairs of Ukraine in developing recommendations for the creation of policy document on state provision of health care services for ATO/JFO veterans, which would be a set of draft legal and financial documents that will regulate the provision of effective health care services for ATO/JFO veterans at the national level.
<b>List and Description of Expected Outputs to be Delivered</b>	<p>Deliverable 1. A desk study was carried out. A report was drawn up and approved by UNDP.</p> <p>Deliverable 2. The current state of healthcare services provided for ATO/JFO veterans is analyzed. In-depth interviews and a sociological survey are conducted. The Survey Report is prepared and approved by UNDP. The Survey Report is presented to the key stakeholders.</p> <p>Deliverable 3. Recommendations for policy document on state provision of health care services for ATO/JFO veterans is developed.</p> <p>Deliverable 4. Recommendations for a package of draft legal acts (orders, decrees, laws, etc.) to ensure the effective SP implementation is developed. At least 3 (three) public discussions of SP with ministries, the public, and international experts are held.</p>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Civil Society Engagement and Capacity Development Specialist
<b>Frequency of Reporting</b>	According to TOR attached
<b>Progress Reporting Requirements</b>	According to TOR attached
<b>Location of work</b>	According to TOR attached
<b>Expected duration of work</b>	According to the proposed timeframe specified in the attached TOR
<b>Target start date</b>	July 2021
<b>Target completion date</b>	November 2021
<b>Travels Expected</b>	According to TOR attached
<b>Special Security Requirements</b>	n/a
<b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
<b>Implementation Schedule indicating breakdown and</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

<b>timing of activities/sub-activities</b>	
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Currency of Proposal</b>	<input checked="" type="checkbox"/> United States Dollars (USD). UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> or <input checked="" type="checkbox"/> UAH
<b>Value Added Tax on Price Proposal</b>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>
<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days 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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on:</b>	Pre-Bidding Conference will be held on <b>Wednesday, July 7, 2021 at 11:00 (Kyiv time)</b> 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: <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a> Attn: Procurement Unit Subject: <b>342-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration
<b>Payment Terms</b>	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> <li>• Upon completion of Deliverable 1 – 25 % of the Contract amount.</li> <li>• Upon completion of Deliverable 2 – 25 % of the Contract amount.</li> <li>• Upon completion of Deliverable 3 – 25 % of the Contract amount.</li> <li>• Upon completion of Deliverable 4 – 25 % of the Contract amount.</li> </ul> <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>
<b>Person(s) to review/inspect/ approve outputs/completed</b>	Community Security and Social Cohesion Coordinator

<b>services and authorize the disbursement of payment</b>	
<b>Type of Contract to be Signed</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
<b>Criteria for Contract Award</b>	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
<b>Criteria for the Assessment of Proposal</b>	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed work plan, general methodology and approach 45% <input checked="" type="checkbox"/> Personnel 25% <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<b>UNDP will award the contract to:</b>	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
<b>Contract General Terms and Conditions</b>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p><b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b></p>
<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)

<b>Contact Person for Inquiries (Written inquiries only)<sup>1</sup></b>	<p><i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Documents to be submitted in proposal</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal).</li> <li><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any).</li> <li><input checked="" type="checkbox"/> A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.</li> <li><input checked="" type="checkbox"/> The company's portfolio of the previous projects, setting out at least 2 (two) examples of proven experience in conducting sociological surveys and at least 5 (five) examples of proven experience in conducting public presentations.</li> <li><input checked="" type="checkbox"/> Technical Proposal for the development of State Policy on the Provision of Health Care Services for ATO/JFO Veterans and workplan with indicators of the effectiveness of achieving the goal. Technical proposal should clearly state the roles of Project team members in the project.</li> <li><input checked="" type="checkbox"/> CVs of the project team members (Team Leader and Key Experts (Economist, Sociologist, Lawyer) including information about previous experience in similar projects / assignments and confirmation of his/her availability if selected for this project. CVs should clearly indicate who perform the roles of Team Leader and Key Experts.</li> <li><input checked="" type="checkbox"/> Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</li> <li><input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b></li> </ul>

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

**Other Information Related to the RFP**

**Administrative Requirements**

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

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

**Experience and Qualification Requirements**

***An organization submitting a proposal:***

- ✓ Officially registered Company / Organization with a valid registration at least 2 (two) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- ✓ At least 2 (two) years of proven experience in conducting sociological surveys at least on regional level with providing at least 2 (two) examples.
- ✓ Proven experience in conducting public presentations for a minimum of 20 participants (at least 5 examples).
- ✓ Provide letters of recommendation from previous Clients / Partners on similar to these Terms of Reference projects (at least 2 letters).
- ✓ Availability of human resources to ensure proper quality and timely execution of the contract. Project team shall include Team Leader and Key Experts (Economist, Sociologist, Lawyer):

***Team Leader:***

- ✓ At least a Bachelor’s degree in management/sociology/political sciences, or any related field.
- ✓ Proven experience in managing projects similar to these Terms of Reference with indicating names of respective projects and the dates of their implementation (at least 3 examples).
- ✓ Proven experience in developing regulations or introducing changes in regulations existed (at least 1 (one) example).
- ✓ Proven experience of research conducted and report prepared on respective research over the last 6 (six) years (at least 1 example of research and respective report).
- ✓ Experience in planning and conducting communication campaigns (at least 2 examples).
- ✓ Fluency in Ukrainian.

***Key Expert – Economist:***

- ✓ At least a Bachelor’s degree in economics/finance or relevant.
- ✓ At least 3 (three) years of experience at the position of “Economist” or related.
- ✓ Fluency in Ukrainian.



	<p><b>Key Expert – Sociologist:</b></p> <ul style="list-style-type: none"><li>✓ At least a Bachelor’s degree in sociology/political sciences or relevant.</li><li>✓ At least 3 (three) years of experience at the position of “Sociologist” or related.</li><li>✓ Proven experience of researches conducted and reports prepared on respective researches over the last 3 (three) years (at least 3 (three) examples of researches and respective reports).</li><li>✓ Proven experience in developing sociological research instruments and/or methodologies (at least 2 (two) examples).</li><li>✓ Fluency in Ukrainian.</li></ul> <p><b>Key Expert - Lawyer:</b></p> <ul style="list-style-type: none"><li>✓ At least a Bachelor’s degree in law/political sciences.</li><li>✓ At least 3 (three) years of experience at the position of “Lawyer” or related.</li><li>✓ Proven experience in developing regulations (at least 1 example).</li><li>✓ Fluency in Ukrainian.</li></ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **342-2021-UNDP-UKR-RFP-RPP** dated **June 30, 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/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.***

***d) The company's portfolio of the previous projects, setting out at least 2 (two) examples of proven experience in conducting sociological surveys and at least 5 (five) examples of proven experience in conducting public presentations.***

***e) Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.***

***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	

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

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

Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
References	Please attach Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners as well as contact details of referees.
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) Technical Proposal for the development of State Policy on the Provision of Health Care Services for ATO/JFO Veterans and workplan with indicators of the effectiveness of achieving the goal. Technical proposal should clearly state the roles of Project team members in the project.***

#### C. Qualifications of Key Personnel

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

***a) CVs of the project team members (Team Leader and Key Experts) including information about previous experience in similar projects / assignments and confirmation of his/her availability if selected for this project. CVs should clearly indicate who perform the roles of Team Leader and Key Experts.***

***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.

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

### A. Cost Breakdown per Deliverables\*

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

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT**, indicate currency
1.	Deliverable 1	25%	
2.	Deliverable 2	25%	
3.	Deliverable 3	25%	
4.	Deliverable 4	25%	
<b>Total all-inclusive cost without VAT**, indicate currency</b>		100%	

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

### B. Cost Breakdown by Cost Component:

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

<b>№</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Price per unit without VAT**, indicate currency</b>	<b>Cost without VAT**, indicate currency</b>
<b>1.</b>	<b>Staff</b>				
1.1	Team Leader	Month			
1.2	Key Expert – Economist	Month			
1.3	Key Expert – Sociologist	Month			
1.4	Key Expert - Lawyer	Month			
1.5	...				
1.6	....				
<b>2.</b>	<b>Cost of implementation</b>				
2.1	Desk study				
2.2	Sociological survey				
2.3	Prepare reports				
2.4	.....				
<b>3.</b>	<b>Administrative costs (if any)</b>				
3.1					
3.2					
<b>4.</b>	<b>Other costs (if any – to define activities/costs)</b>				
4.1					
<b>TOTAL without VAT**, indicate currency</b>					

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

*[Designation]*

*[Date]*

*\*\*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.*

**TERMS OF REFERENCES**

**Project Title:** United Nations Recovery and Peacebuilding Programme.

**Description of the assignment:** Development of recommendations for the creation of policy document on state provision of health care services for ATO/JFO veterans

**Country/ place of work:** Ukraine

**Duration of the assignment:** 5 months

**Direct supervisor:** Community Security and Social Cohesion Coordinator

### **I. Project description**

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

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

Four United Nations agencies are implementing the United Nations Recovery and Peacebuilding Programme (UN RPP): the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

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

The United Nations Recovery and Peacebuilding Programme is implemented to address and mitigate the causes and effects of the conflict. It is based on the results of the Assessment of Recovery and Peacebuilding and is consistent with the State Target Reconstruction and Peacebuilding Programme in the Eastern Regions of Ukraine, as well as with two regional development strategies until 2020. The United Nations Recovery and Peacebuilding Programme (UN RPP) provides for three main areas of activity: (i) supporting economic recovery in conflict-affected communities; (ii) promoting decentralisation and health care reform; (iii) strengthening public safety and social cohesion. The Programme is strongly consistent with the Framework Programme for Partnership between the Government of Ukraine and the United Nations. The Programme is closely associated with the Democratic Governance and Reform Programme which is implemented nationwide in all regions of

Ukraine and complies with the Sustainable Development Goals (SDGs), in particular, SDG 16 (Peace, Justice and Strong Institutions).

As a territorial programme designed specifically for conflict-affected areas in eastern Ukraine, the United Nations Recovery and Peacebuilding Programme is focused on the main priority needs for stabilisation, peace development, economy and governance in eastern Ukraine after the outbreak of the conflict. It takes into account the opportunities provided by the Minsk Protocol dated September 2014 and revival of its cease-fire provisions and is fully adapted to create a link between humanitarian and developmental needs.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure;

Component II: Local Governance and Decentralisation Reform;

Component III: Community Security and Social Cohesion.

One of the most important peacebuilding strategies in Ukraine is to address the needs of men and women ex-combatants of ATO / JFO (Anti-Terrorist Operation / Joint Forces Operation) as one of the largest vulnerable groups. As of today, there are 400,000 ATO/JFO veterans in Ukraine. All of them are entitled to receive high-quality reinsertion and reintegration services: medical, medicines, psychological, and social.

Even though reintegration support is a part of the general development of a country and national responsibility, the task of long-term reintegration often stays with receiving community, that is an integral part of positive reintegration of ex-combatants. In other words, there is a need of sustainable approach and national owned vision of how to reintegrate the demobilized, their families, and involve communities.

With the international community's support, Ukraine is starting to work on strategic ways to improve reintegration schemes and processes. Currently, at the national level, more than 33 committees in 20 ministries are overseeing the implementation of more than 30 reintegration policies. There are around 30 different hospitals, and more than 20 other medical or recreational facilities aimed to provide care to veterans. However, to develop robust reintegration and planning policies in Ukraine, it is critical to perform analysis of the veterans' needs and obtain verified data.

In 2015, the Government of Ukraine initiated transformative reforms of its health system to improve the health outcomes of the Ukrainian population and ensure financial protection. This strategy aimed to introduce in Ukraine the basic principles of Universal Health Coverage. Following the development and cabinet approval of the strategy, the new health financing law (Law on State Financial Guarantees of Health Care Services) was passed by the Parliament.

Veterans are active users of medical services, as they need access to mental health, rehabilitation, and various other types of healthcare assistance. A deep understanding of Veterans' preferences and needs is necessary to develop and implement evidence-based practices into routine care and improve veterans' access to medical services.

Therefore, UNDP is looking to contract a qualified Company / Organization/ Consortium of organizations (herewith – Contractor) to develop the recommendations for the creation of policy document on state provision of health care services for ATO/JFO veterans.

## II. Main Goals and Objectives

The **main goal of the assignment** is to support to Ministry of Veterans Affairs of Ukraine in developing recommendations for the creation of policy document on state provision of health care services for ATO/JFO veterans, which would be a set of draft legal and financial documents that will regulate the provision of effective health care services for ATO/JFO veterans at the national level.



### III. Scope of Work

The Contractor will be responsible for preparation and execution of the following activities:

#### 1. Analysis of the current state of health care services provided for ATO/JFO veterans in Ukraine:

##### a) Conducting a desk study:

- Analyze the current situation with access to healthcare and rehabilitation services provided for ATO/JFO veterans through formal requests to specialized national, regional, and local institutions;
- Analyze financial sections of existing national and regional healthcare support programmes for ATO/JFO veterans;
- Using data from the National Health Service of Ukraine (NHSU), the Center for Public Health (HPC), and the State Statistics Service, analyze the ratio of statistics on the socio-demographic distribution of ATO/JFO veterans in relation to the healthcare services provided to this group of population;
- Analyze the Ukrainian legal acts that regulate healthcare services provided to veterans, including, but not limited to the Law of Ukraine "On State Financial Guarantees of Health Care Services to the Population"; Health Care Guarantee Programme; the Law of Ukraine "On the Status of War Veterans and Guarantees of Their Social Protection" (<http://bit.ly/2MBLUXQ>); the Resolution of the Cabinet of Ministers of August 17, 1998, No. 1303 "On Ordering Free and Preferential Dispensing Drugs on Prescription for Outpatient Treatment of Certain Groups and Certain Categories of Diseases"; the Resolution of the Cabinet of Ministers of July 12, 2017, No. 497 "On Approval of the Procedure for the Use of Funds Provided in the State Budget for the Implementation of Measures for Psychological Rehabilitation of the Victims of the Revolution of Dignity, Participants of the Anti-Terrorist Operation and Persons Implementing National Security and Defense Activities, Repulse and Deterrence of Armed Aggression of the Russian Federation in Donetsk and Luhansk Oblasts" (<https://bit.ly/2YIKM7I>); the Resolution of the Cabinet of Ministers of Ukraine of December 27, 2017, No. 1057 (<http://bit.ly/36GJIFj>); the Resolution of the Cabinet of Ministers of Ukraine of December 5, 2018, No. 1021 "On Approval of the State Target Programme for Medical and Physical Rehabilitation and Psychosocial Reinsertion of Victims of the Revolution of Dignity, ATO Participants and Persons Participating in National Security and Defense, Repulse and Deterrence of Armed Aggression of the Russian Federation in Donetsk and Luhansk Oblasts for the Period up to 2023" (<http://bit.ly/2MRiZio>); regional programmes of healthcare and social support provided to veterans.
- Analyze international practices of effective policy interventions that encourage health facilities to provide quality healthcare to veterans over the past 5 (five) years, to hold a series of consultations with foreign experts, based on the analysis, develop an Analytical Review of the relevant international practices and the potential for their application in the Ukrainian context;
- Analyze the current State Package of Health Care Services of Ukraine and compare it with the needs of veterans;
- Analyze the legislation related to the provision of healthcare services in Ukraine; determine the missing and necessary parts for the provision of effective healthcare services to veterans.
- Analyze existing programmes and projects in Ukraine and reports on healthcare services provided for veterans.

##### b) Based on the information gathered during the desk study, prepare a detailed report and approve it with UNDP.

The report must be written in Ukrainian. The approximate size of the report is 100 (one hundred) A4 pages. Also, a summary of the Report (15-20 A4 pages) will be made in English.

##### c) Conducting in-depth interviews:

- Develop a questionnaire and sample/schedule for in-depth interviews on the provision of healthcare services for ATO/JFO veterans. The selection of respondents should be based on the diversity of socio-demographic characteristics, place of residence, living conditions (income, housing, etc.), healthcare needs, etc. The questionnaire and sample/schedule should be agreed with UNDP.
- Conduct in-depth interviews (offline) with veterans and their families (at least 14), healthcare professionals (at least 14), NGO members, local authorities and representatives of the local community (at least 12). In total, it is necessary to conduct at least 40 (forty) in-depth interviews;
- Conduct in-depth interviews (offline) (min. 15 interviews) with key stakeholders (Ministry of Health, Ministry of Veterans Affairs, military hospitals, oblast state administrations, and, if necessary, other institutions);

*d) Conducting a sociological survey among veterans and health workers:*

- Develop a questionnaire and agree it with UNDP.
- Conduct a survey (offline) of veterans and health workers in the Territorial Communities in 3 regions (Kharkiv, Khmelnytskyi, and Mykolaiv oblasts, with at least 100 respondents in each oblast). The total number of respondents should be at least 300 (200 – veterans and 100 – health workers). The main components of the study should be as follows: a socio-demographic part; basic assessment of current healthcare conditions (both physical and mental) of veterans and their families; assessment of the current level of services in the healthcare system, including the main barriers; assessment of the level of understanding of current state programmes for various types of healthcare services related to veterans (access to medicines, dental services, health resort treatment, psychological rehabilitation, etc.); assessment of the level of trust of veterans to various stakeholders, i.e. to national and local authorities, health workers, etc.; assessment of current and future needs of veterans and related groups; mental, neurological and substance use conditions humanitarian emergencies, drug and alcohol use; complex chronic diseases, rehabilitation, etc. Include in the group of studied veterans persons with disabilities of various origins and persons with brain injury, concussion in of sound and penetrating origin in order to better understand their health needs.
- Prepare a Survey Report, which should include a detailed analysis of each component of the study mentioned above. The report must be written in Ukrainian. The approximate size of the report is 80 A4 pages. Also, a summary of the Report (15-20 A4 pages) should be made in English.

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

All the offline in-depth interviews , survey 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](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.
- e) Conducting an online presentation of the Survey Report for key stakeholders: UNDP, Ministry of Health, Ministry of Veterans Affairs, Ministry of Internal Affairs, Ministry of Defense, etc.

## **2. Development of recommendations for the creation of a policy document on state provision of health care services for ATO/JFO veterans.**

### *a) Development of recommendations for the creation of a policy document on state Provision of Health Care Services for ATO/JFO Veterans.*

Taking into account the results of desk study and those of the sociological survey, develop recommendations for the creation of a policy document on state Provision of Health Care Services for ATO/JFO Veterans (hereinafter – SP) (Ukrainian language). These recommendations will consist of the following parts:

1. Recommendations for the specific regulations, requirements, or budget modifications that the policy is creating (based on analysis of the current legal documents, identified the missing and necessary parts for introducing the upcoming intervention, conducted budget costing of the proposed interventions). For this the Contractor needs to analyze the necessary budget expenditures for the SP implementation (for each SP item). The analysis should be divided into (but not limited to) sections:

- the required amount for the implementation of the policy with a statement of rationale of such an amount;
- from what level of the budget this activity will be financed (local, regional, state) and arguments, why exactly from this level of the budget;
- who and how should monitor the use of finance.

2. Recommendations for a Technical Note describing the key changes that need to be made to various legislative acts of Ukraine for effective SP implementation.

### *b) Recommendations for a package of draft legal acts (orders, decrees, laws, etc.) to ensure effective SP implementation.*

*c) Hold at least 3 (three) public discussions of SP with ministries, the public, and international experts. Discussions should take place online, on a zoom platform. The contractor should draw up a list of participants for each of the three discussions and agree with UNDP. Each discussion must have at least 25 participants. Based on the results of each discussion, the Contractor shall write a report (with conclusions and recommendations).*

### **General recommendations at service provision:**

- The Contractor will ensure the mainstreaming of gender equality considerations in all aspects of the assignment, promote a safe and enabling environment free of any kind of discrimination and abusive behavior, respect differences and accord equal spaces and dignity regardless of personnel's sex, ethnicity, sexual preference, gender identity, (dis)ability or other markers of identity, and use the principles of gender-responsive communications in line with the UNDP corporate standards.
- The Contractor is responsible for ensuring proper security and academic integrity of project team members.
- Ensuring the reference to United Nations Recovery and Peacebuilding Programme, European Union and the Government of the Kingdom of the Netherlands.

#### IV. Deliverables

No.	Description of deliverable	Expected end date
1.	A desk study was carried out. A report was drawn up and approved by UNDP.	6 weeks after the start of the Contract
2.	The current state of healthcare services provided for ATO/JFO veterans is analyzed. In-depth interviews and a sociological survey are conducted. The Survey Report is prepared and approved by UNDP. The Survey Report is presented to the key stakeholders.	12 weeks after the start of the Contract
3.	Recommendations for policy document on state provision of health care services for ATO/JFO veterans are developed.	18 weeks after the start of the Contract signing
4.	Recommendations for a package of draft legal acts (orders, decrees, laws, etc.) to ensure the effective SP implementation is developed. At least 3 (three) public discussions of SP with ministries, the public, and international experts are held.	24 weeks after the start of the Contract

#### V. Proposed Payment Schedule

UNDP will pay the negotiated amount in 4 (four) tranches as per delivery of tasks outlined above.

Upon completion of Deliverable 1 – 25 % of the Contract amount.

Upon completion of Deliverable 2 – 25 % of the Contract amount.

Upon completion of Deliverable 3 – 25 % of the Contract amount.

Upon completion of Deliverable 4 – 25 % of the Contract amount.

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).

#### VI. Requirements for Monitoring / Reporting / Quality Assurance measures

The Contractor reports to the Community Security and Social Cohesion Coordinator and works in close coordination with the Civil Society Engagement and Capacity Development Specialist of the United Nations Recovery and Peacebuilding Programme, who accepts and approves the above deliverables. Detailed workplan for ensuring achievement of results will be discussed with Contractor in advance before start of assignment execution.

The Contractor is obliged to adhere to the monitoring, evaluation and quality control system implemented by UNDP and to provide the necessary information, reports and tools in accordance with the approved schedule or as soon as possible (within a reasonable time).

Quality management of conducted activities and final products will be as follows:

1. Civil Society Engagement and Capacity Development Specialist will be presented at all events held within the frameworks of these Terms of Reference.
2. UNPD will also approve the lists of all participants of events to be held within the frameworks of these Terms of Reference.
3. Final products, such as reports, and normative acts drafts will agreed with the Monitoring Specialist and the Community Security and Social Cohesion Coordinator.
4. Each tranche pay-out is a subject to approving by the Community Security and Social Cohesion Coordinator.
5. Drafts of normative acts developed within this Task should also be discussed with the Ministry of Veterans Affairs. In case the Ministry has comments on the quality of products the tranche will not be paid-out until their settlement.
6. UNDP Specialist will monitor the performance of the tasks on monthly basis in order to avoid the situations of poor performance of the Technical Task.

All reports shall be submitted to UNDP electronically (formats: \* .docx, \* .xlsx, \* .pptx, \* .pdf) on electronic media or in electronic communication form.

## **VII. Experience and Qualification Requirements**

- Officially registered Company / Organization with a valid registration at least 2 (two) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- At least 2 (two) years of proven experience in conducting sociological surveys at least on regional level with providing at least 2 (two) examples.
- Proven experience in conducting public presentations for a minimum of 20 participants (at least 5 examples).
- Provide letters of recommendation from previous Clients / Partners on similar to these Terms of Reference projects (at least 2 letters).
- Availability of human resources to ensure proper quality and timely execution of the contract. Project team shall include Team Leader and Key Experts (Economist, Sociologist, Lawyer):
  - Team Leader:
    - ✓ At least a Bachelor's degree in management/sociology/political sciences, or any related field.
    - ✓ Proven experience in managing projects similar to these Terms of Reference with indicating names of respective projects and the dates of their implementation (at least 3 examples).
    - ✓ Proven experience in developing regulations or introducing changes in regulations existed (at least 1 (one) example).
    - ✓ Proven experience of research conducted and report prepared on respective research over the last 6 (six) years (at least 1 example of research and respective report).
    - ✓ Experience in planning and conducting communication campaigns (at least 2 examples).
    - ✓ Fluency in Ukrainian.

- Key Expert – Economist:
  - ✓ At least a Bachelor’s degree in economics/finance or relevant.
  - ✓ At least 3 (three) years of experience at the position of “Economist” or related.
  - ✓ Fluency in Ukrainian.
  
- Key Expert – Sociologist:
  - ✓ At least a Bachelor’s degree in sociology/political sciences or relevant.
  - ✓ At least 3 (three) years of experience at the position of “Sociologist” or related.
  - ✓ Proven experience of researches conducted and reports prepared on respective researches over the last 3 (three) years (at least 3 (three) examples of researches and respective reports).
  - ✓ Proven experience in developing sociological research instruments and/or methodologies (at least 2 (two) examples).
  - ✓ Fluency in Ukrainian.
  
- Key Expert - Lawyer:
  - ✓ At least a Bachelor’s degree in law/political sciences.
  - ✓ At least 3 (three) years of experience at the position of “Lawyer” or related.
  - ✓ Proven experience in developing regulations (at least 1 example).
  - ✓ Fluency in Ukrainian.

#### **VIII. Documents to be included when submitting the Proposal**

Applicants shall submit the following documents:

1.	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).
2.	A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.
3.	The company’s portfolio of the previous projects, setting out at least 2 (two) examples of proven experience in conducting sociological surveys and at least 5 (five) examples of proven experience in conducting public presentations.
4.	Technical Proposal for the development of State Policy on the Provision of Health Care Services for ATO/JFO Veterans and workplan with indicators of the effectiveness of achieving the goal. Technical proposal should clearly state the roles of Project team members in the project.
5.	CVs of the project team members (Team Leader and Key Experts) including information about previous experience in similar projects / assignments and confirmation of his/her availability if selected for this project. CVs should clearly indicate who perform the roles of Team Leader and Key Experts.
6.	Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
7.	Financial proposal with the description of activities within the work plan.

## IX. Evaluation Criteria

### Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that:

- compliant with all the minimum evaluation criteria;
- passed the minimum technical score of 70 % (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria. In the Second Stage, the price proposals of all offerors, who have attained minimum 70 % score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70 % and 30 % of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 points x lowest price / quoted price.

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

### Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Score
1.	Experience of the company/organization submitting the proposal	30 %	210
2.	Proposed work plan, general methodology and approach	45 %	315
3.	Personnel	25 %	175
	Total Score	100 %	700

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

#### Technical Evaluation Forms:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel

Technical Evaluation Form 1		Maximum Score	Company/Organization		
			A	B	C
Experience of the company/organization submitting the proposal					
1.1.	Letters of recommendation from previous Clients / Partners on similar to these Terms of Reference projects:  65 points – more than 2 letters, 39 points – 2 letters.	65			
1.2.	At least 2 (two) years of proven experience in conducting sociological surveys at least on regional level:  75 points – more than 3 examples, 55 points – 3 examples, 45 points – 2 examples.	75			
1.3.	Proven experience in conducting public presentations for a minimum of 20 participants: 70 points – more than 8 examples, 55 points – 6 - 8 examples, 45 points – 5 examples	70			
Total score on Form 1		210			

Technical Evaluation Form 2		Maximum Score	Company/Organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted Technical Proposal meet the objective and scope of work?  (The Technical Proposal generally meets the objectives and scope of work – 106 points; The Technical Proposal corresponds well to the task, but workload overstated/understated – 115 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 125 points)	125			
2.2	How well developed, reasonable and reliable is the methodology of implementation of services?  (The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 90 points; The methodology logically describes a sequence of works	110			



	– 100 points; The methodology includes thorough criteria that demonstrate its feasibility –110 points)				
2.3	How well developed and reliable is the task schedule? (The proposed task schedule contains some discrepancies – 70 points; the organization provided a balanced and realistic task schedule – 80 points)	80			
	Total score on Form 2	<b>315</b>			

Technical Evaluation Form 3		Maximum Score	Company/Organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Educational background in management, sociology, political sciences, or any related field:  (15 points – Master's/Specialist degree or higher; 8 points – Bachelor's degree)	15			
3.2	Proven experience in managing projects similar to these Terms of Reference with indicating names of respective projects and the dates of their implementation:  15 points – 5 projects and more, 10 points – 4 projects, 8 points – 3 projects.	15			
3.3.	Proven experience in developing regulations or introducing changes in regulations existed:  15 points – 2 and more similar examples; 8 points – 1 similar example.	15			
3.4.	Proven experience of research conducted and report prepared on respective research over the last 6 (six) years:  15 points – more than 3 similar examples, 10 points – 2-3 similar examples, 5 points – 1 similar example.	15			
3.5.	Experience in planning and implementing communication campaigns:  10 points – 3 or more examples of such an experience, 5 points – 2 examples of such an experience.	10			

3.6.	Language knowledge: Fluency in Ukrainian language – 5 points.	5			
	Internal score by criteria 3.1 – 3.6	75			
	Key Expert – Economist				
3.7	Educational background in economics/finance or any related field: 5 points – Master’s/Specialist degree or higher, 3 points – Bachelors’ degree.	5			
3.8	Experience at the position of “Economist” or related: 10 points – 4 and more years, 5 points – 3 years.	10			
3.9	Language knowledge: Fluency in Ukrainian language – 5 points	5			
	Internal score by criteria 3.7 – 3.9	20			
	Key Expert – Sociologist				
3.10	Educational background in sociology/political sciences or any related field: 10 points – Master’s/Specialist degree or higher, 5 points – Bachelors’ degree.	10			
3.11	Experience at the position of “Sociologist” or related: 10 points – 4 and more years, 5 points – 3 years.	10			
3.12	Proven experience of researches conducted and reports prepared on respective researches over the last 3 (three) years: 50 points – 6 and more examples, 8 points – 4-5 examples, 5 points – 3 examples.	15			
3.13	Proven experience in developing sociological research instruments and/or methodologies: 10 points – more than 5 examples, 8 points – 4-5 examples, 5 points – 3 examples.	10			
3.14	Language knowledge: Fluency in Ukrainian language – 5 points	5			
	Internal score by criteria 3.10 – 3.14	50			
	Key Expert - Lawyer				
3.15	Educational background in law/political sciences, or any related field: 10 points – Master’s/Specialist degree or higher, 5 points – Bachelors’ degree.	10			
3.16	Experience at the position of “Lawyer” or related: 5 points - 4 and more years, 3 points – 3 years.	5			
3.17	Experience in developing regulations:	10			

	(10 points – more than 3 examples, 10 points –2-3 examples, 5 points – 1 example)				
3.18	Language knowledge: Fluency in Ukrainian language – 5 points	5			
	Internal score by criteria 3.15 – 3.18	30			
	Total score on Form 3	175			

## X. Financial Proposal

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

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

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

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

## A. Cost Breakdown per Deliverables

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



No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	25%	
2.	Deliverable 2	25%	
3.	Deliverable 3	25%	
4.	Deliverable 4	25%	
<b>Total all-inclusive cost without VAT, indicate currency</b>		100%	

## B. Cost breakdown by components

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 if both parties have agreed to add new deliverables to the scope of Services.

<b>№</b>	<b>Activity/Costs</b>	<b>Unit</b>	<b>Number</b>	<b>Price per unit without VAT, indicate currency</b>	<b>Cost without VAT, indicate currency</b>
<b>1.</b>	<b>Staff</b>				
1.1	Team Leader	Month			
1.2	Key Expert – Economist	Month			
1.3	Key Expert – Sociologist	Month			
1.4	Key Expert - Lawyer	Month			
1.5	...				
1.6	....				
<b>2.</b>	<b>Cost of implementation</b>				
2.1	Desk study				
2.2	Sociological survey				
2.3	Prepare reports				
2.4	.....				
<b>3.</b>	<b>Administrative costs (if any)</b>				
3.1					
3.2					
<b>4.</b>	<b>Other costs (if any – to define activities/costs)</b>				
4.1					
<b>TOTAL without VAT, indicate currency</b>					

## Model Contract

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

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