



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: July 6, 2021
	REFERENCE: 465-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for selection **Enhancing explosive ordnance risks prevention through online training method for EORE training of trainers (TOT)**.

Please be guided by the form attached hereto as Annex 3, in preparing your Proposal.

Proposals may be submitted on or before **23:59, Tuesday, July 20, 2021** and via email, courier mail or fax to the address below:

United Nations Development Programme
tenders.ua@undp.org
Procurement Unit

Offers must be submitted in **English** (preferred), **Ukrainian or Russian**. In case of submission in Ukrainian or Russian languages, bidders may be requested for provision of English translation for separate parts of the bid or bid as a whole. Other documentation including registration documents, instructions and policy can be in Russian or Ukrainian (additionally in English if present).

Your Proposal must be 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 8 MB in size**. Offers larger than 8 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 8 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: **"465-2021-UNDP-UKR-RFP-RPP"** and : **" Enhancing explosive ordnance risks prevention through online training method for EORE training of trainers (TOT)"**.

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.

A two-stage procedure is utilized in evaluating 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 technical proposals.

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 attached hereto. 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:

<http://www.undp.org/content/undp/en/home/operations/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/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine*

July 5, 2021



Annex 1

Description of Requirements

Context of the Requirement	Enhancing explosive ordnance risks prevention through online training method for EORE training of trainers (TOT).
Brief Description of the Required Services	UNDP seeks to recruit qualified and experienced company/organization which is able to organize EORE training of trainers (TOT) via online platform (existing or to be developed) to ensure a wide dissemination of EORE messages to children through school curriculum as well as to adults through safety and occupational health system at the organizations/enterprises /companies which are located within the territories contaminated by mines and explosive ordnance in Luhansk and Donetsk oblasts on the government-controlled areas (GCA)..
List and Description of Expected Outputs to be Delivered	<p>The main objectives are to:</p> <ul style="list-style-type: none"> • Launch a sustainable and effective EORE online TOT system; • Build the interest, skills and knowledge of trainers around the explosive ordnance issue and its impact on communities residing in GCA of Donetsk and Luhansk oblasts; • Develop teaching methods to ensure that a participatory approach is used to teaching vulnerable communities about landmine and explosive ordnance (EO) problems, and that trainers have the capacity to assess the knowledge, attitudes and behavior of women, girls, boys and men in relation to the landmine problem; • Help trainers find out more about the landmine problem, particularly in their area of work.
Person to Supervise the Work/Performance of the Service Provider	Component II Lead, UN RPP
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 TOR attached
Target start date	August 2021
Latest completion date	November 2021
Travels Expected	According to TOR attached
Special Security Requirements	N/A
	According to TOR attached

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	
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) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. Payment for goods/services shall be made in local currency in accordance with UNORE exchange rate (http://treasury.un.org) on the date of payment, through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties <input type="checkbox"/> Euro <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 <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"/> 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 12-th of July 2021 at 11-00 Kyiv time via Skype Conference. 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 (for bidders willing to participating via Skype Conference) at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit

	Subject: 465-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	<p>The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.</p> <p>Delivery of outputs of Stage 1 and submission of the inception report on the work completed - 20% of the total payment</p> <p>Delivery of outputs Stage 2 and submission of the interim report on the work completed - 20% of the total payment</p> <p>Delivery of outputs Stage 3 and submission of the interim report on the work completed - 20% of the total payment</p> <p>Delivery of outputs of Stage 4 and 5 and submission of the final report on the work completed – 40% of the total payment.</p> <p>The UN RPP shall pay the negotiated contract fees for the services within 30 days after delivering and agreed by the UN RPP. The payments will be processed upon the full completion and acceptance of contractual obligations, which point to the Component Lead signs acceptance certification</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Component II Lead, UN RPP
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). 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.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 28,5%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 43%</p> <p><input checked="" type="checkbox"/> Personnel and invited experts/consultants 28,5%</p> <p><u>Financial Proposal (30%)</u></p>

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
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"/> Technical Requirements (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3) <input checked="" type="checkbox"/> Model Contract for Goods and/or Services (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org, 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.

Documents to be submitted in proposal	<p><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 3);</p> <p><input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;</p> <p><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</p> <p><input checked="" type="checkbox"/> List all work performed within a similar nature and volume over the last three years (project name and experience of working in the AOs; name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD).;</p> <p><input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity;</p> <p><input checked="" type="checkbox"/> A brief description of the methodology for performing the assignment with an indicative approach to the implementation of each stage;</p> <p><input checked="" type="checkbox"/> The proposed concept note that provides a clear vision and examples/options of EORE TOT online platform</p> <p><input checked="" type="checkbox"/> EORE sessions delivery materials and methods of teaching are adapted for:</p> <ul style="list-style-type: none"> - children of primarily school, ages 6-12 and secondary school, ages 13-17, and - adults in age 18+. <p><input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about experience in similar projects / assignments;</p> <p><input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;</p> <p><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).</p>
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<p>Other Information <i>[pls. specify]</i></p>	<p>Administrative Requirements: Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> ✓ 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, including documentation regarding the company/organization’s legal status and registration ✓ Availability of EORE TOT certification from internationally recognized mine action entity for the EORE TOT online platform manager/EORE Trainer of Trainers ✓ Offers must comply with general administrative requirements. <p><u>Experience and Qualification Requirements</u> <i>The requirements for the organization submitting the proposal:</i></p> <ul style="list-style-type: none"> • Officially registered company or organization (commercial or non-profit) for at least 2 years.; • Proven experience in administering TOT online platform (at least 50 specialists have already been certified from this platform); • Experience in Humanitarian Mine Action is an asset; • Experience in implementation of similar EORE projects is an asset; • Availability of qualified personnel in accordance with TOR requirements. <p>Other information is available on http://procurement-notice.undp.org ; For the information, please contact procurement.rpp.ua@undp.org</p>

Annex 2

**TERMS OF REFERENCE**

enhancing explosive ordnance risks prevention in eastern Ukraine through online training method for EORE training of trainers (TOT)

Contractor:	Company or NGO
Description of the assignment:	Enhancing explosive ordnance risks prevention through online training method for EORE training of trainers (TOT)
Primary Supervisor's Title	Mine Action Specialist
Secondary Supervisor's Title:	Community Security and Social Cohesion Coordinator
Place of implementation:	Government controlled areas of Luhansk and Donetsk oblasts
Starting date of the assignment:	August 2021
Completion date of the assignment:	November-December 2021
Reporting to:	Community Security and Social Cohesion Coordinator

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". A new legislation was passed in December 2020, 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 provides 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. At the same time, the COVID-19 pandemic has become a global health issue and has had a major impact on education. Despite this challenge, risk education around explosive ordnance could be adapted to the new learning methods of full distance learning and the majorities of educational institutions worldwide agreed blended learning that combined classroom and distance learning can be implemented henceforth. This current COVID-19 pandemic, changes not only the utilization of technology in education but the pedagogy strategies in the future.

The Project now seeks to recruit qualified and experienced company/organization which is able to organize EORE training of trainers (TOT) via online platform (existing or to be developed) to ensure a wide dissemination of EORE messages to children through school curriculum as well as to adults through safety and occupational health system at the organizations/enterprises /companies which are located within the territories contaminated by mines and explosive ordnance in Luhansk and Donetsk oblasts on the government-controlled areas (GCA).

2. MAIN OBJECTIVES

The main objectives are to:

- Launch a sustainable and effective EORE online TOT system;
- Build the interest, skills and knowledge of trainers around the explosive ordnance issue and its impact on communities residing in GCA of Donetsk and Luhansk oblasts;
- Develop teaching methods to ensure that a participatory approach is used to teaching vulnerable communities about landmine and explosive ordnance (EO) problems, and that trainers have the capacity to assess the knowledge, attitudes and behavior of women, girls, boys and men in relation to the landmine problem;
- Help trainers find out more about the landmine problem, particularly in their area of work.

3. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK

The contracting company/organization 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 TOT should 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:

- Develop detailed work plan and approach to the effective EORE online TOT system that is to be agreed with EORE Consultant and approved by Mine Action Specialist.
- Develop/update online platform taking into consideration the following minimum requirements:
 - The platform is simple for a wide audience.
 - The platform allows uninterrupted operation with more than 500 simultaneous users.
 - Security:
 - authorization through the cloud service gcloud authorization.
 - access to the database only for authorized users based on the user's role in the system.
 - automatic copy of the database.
 - all functions are protected by token authorization.
 - The certificate issuance to the trainees upon successfully passing the final test.
 - The platform generates online report with dates of course completion for each trainee.
- Bring content of EORE TOT online platform in compliance with International Mine Action Standards (IMAS 12.10) taking into account the findings and recommendations of a recent

Knowledge, Attitude, Practice (KAP) Survey* conducted by UNDP in Eastern Ukraine. The content of EORE TOT is to be approved by Community Security and Social Cohesion Coordinator and Mine Action Specialist before it will be put into operation. EORE content minimum requirements:

- The content of the training covers the minimum topics of study with the subsequent assessments:
 - Topic 1. The impact of mines and EO.
 - Topic 2. An overview of mine action.
 - Topic 3. Overview on mines and other types of explosive hazards.
 - Topic 4. Dangerous areas and marking system
 - Topic 5. Rules of safe behaviour around mines and explosive ordnance.
 - Topic 6. Risk-taking categories and behavior change.
 - Topic 7. Methods of EORE session delivery for children of different school grades and adults.
- Every topic ends with an assessment (test).
- TOT course ends with a final assessment (a final test) in all topics of study.
- Develop the list of representatives from local educational institutions, enterprises, organizations etc. who should pass online EORE TOT and will be engaged in EORE sessions delivery. The list is to be coordinated with the National Mine Action Authority, the respective departments of Ministry of Education and Science of Ukraine (MES) and Ministry for Temporary Occupied Territories and Internally Displaced Persons of Ukraine (MTOT), and approved by Community Security and Social Cohesion Coordinator and Mine Action Specialist.
- Administer EORE TOT platform on a daily basis and promptly eliminate technical errors if they occur.
- Ensure constant communication with trainees, provide technical and educational support on their requests.
- Ensure that both women and men have equal access to EORE TOT.
- Monitor a TOT progress on a permanent basis. If the progress is not on schedule, Mine Action Specialist and EORE Consultant are to be informed immediately with recommendations for improvement.
- Provide the trainers who have completed the TOT with appropriate electronic versions of EORE materials in Ukrainian language and adapted to their area of work.
- Assist the trainers in organizing EORE sessions delivery in their respective educational institutions, enterprises, organizations etc.
- Submit weekly and interim progress reports to Mine Action Specialist having previously coordinated with EORE Consultant.
- Submit an outstanding final report on completed activities in English language and in the format as it should be agreed with Mine Action Specialist and EORE Consultant before EORE TOT online platform will be put into operation.

**The KAP Survey will be provided by UNDP Project Team upon a bidder's request.*

A. Expected outputs

It's expected that during a contracting period 300 residents of Donetsk and Luhansk oblasts will receive EORE certification in compliance with IMAS 12.10 through online TOT platform who, in turn, will be able to conduct EORE sessions in their respective educational institutions, organizations, enterprises, companies etc.

B. Timeline:

- **Stage 1:** Contract is signed by both parties; the online platform is developed/updated; the content of EORE TOT is brought in compliance with the technical requirements.

- **Stage 2:** Administration of EORE TOT online platform in compliance with the scope of work. Monitoring of EORE TOT delivery.
- **Stage 3:** Submission of a final report.

C. Deliverables

Deliverable #	Task description	Deadline
1	<p>1.1. The contracting company/organization should develop/upgrade and submit EORE TOT online platform and EORE training materials to Community Security and Social Cohesion Coordinator and Mine Action Specialist for approval. All recommendations from EORE Consultant and Mine Action Specialists should be taken into account and necessary amendments in the relevant EORE materials should be made within the designated period.</p> <p>1.2. Develop and coordinate/agreed with EORE Consultant the list of representatives from local educational institutions, enterprises, organizations etc. who should pass online EORE TOT and will be engaged in EORE sessions delivery.</p> <p><i>Indicators of task completion:</i></p> <ul style="list-style-type: none"> - EORE TOT online platform and EORE training materials are approved by Community Security and Social Cohesion Coordinator and Mine Action Specialist. - The list of representatives from local educational institutions, enterprises, organizations etc. who should pass online EORE TOT is developed and approved by Community Security and Social Cohesion Coordinator and Mine Action Specialist. - Inception report containing the description of the work done, submitted and approved by UNDP Project team 	4 weeks after the start of the assignment.
2	<p>2.1. Administer EORE TOT platform on a daily basis and promptly eliminate technical errors if they occur.</p> <p>2.2. Task performance in compliance with the scope of work</p> <p><i>Indicators of task completion:</i></p> <ul style="list-style-type: none"> - Interim report indicating at least 90 residents of Donetsk and Luhansk oblasts has received EORE certification in compliance with IMAS 12.10 through online TOT platform. 	8 weeks after the start of the assignment.
3	<p>3.1. Administer EORE TOT platform on a daily basis and promptly eliminate technical errors if they occur.</p> <p>3.3. Task performance in compliance with the scope of work</p> <p><i>Indicators of task completion:</i></p> <ul style="list-style-type: none"> - Interim report indicating at least 180 residents of Donetsk and Luhansk oblasts has received EORE certification in compliance with IMAS 12.10 through online TOT platform. 	14 weeks after the start of the assignment.
4	<p>4.1. Administer EORE TOT platform on a daily basis and promptly eliminate technical errors if they occur.</p> <p>4.2. Task performance in compliance with the scope of work</p> <p><i>Indicators of task completion:</i></p> <ul style="list-style-type: none"> - Interim report indicating 300 residents of Donetsk and Luhansk oblasts has received EORE certification in compliance with IMAS 12.10 through online TOT platform. 	21 weeks after the start of the assignment.
5	<p>5.1. All services are completed in a sufficient fashion in regards to quality and delivered on time.</p>	22 weeks after the start of the assignment.

	<i>Indicators of task completion:</i> - A final report of services' completion is submitted and approved by Community Security and Social Cohesion Coordinator and Mine Action Specialist.	
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In case if the arrangement would demand personal travels during the project implementation, the Contractor is responsible for ensuring proper security of project team members, including in matters of the epidemiological situation. It is recommended to consult with UNDP on security in the region, especially before the field phases of the assignment.

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 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.
- The 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 # 2, 3 and 4.
- A final report of services' completion shall be submitted within 22 weeks after the start of the assignment.

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 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 versions.

4. PROPOSED PAYMENT SCHEDULE

The UNDP will pay the negotiated amount in 5 tranches as per delivery of the outputs outlined above:

- 20% of the total payment upon completion of Deliverables №1
- 20% of the total payment upon completion of Deliverables №2
- 20% of the total payment upon completion of Deliverables №3
- 40% of the total payment upon completion of Deliverables №4 and №5.

5. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

- Officially registered company or organization (commercial or non-profit) for at least 2 years.
- Proven experience in administering TOT online platform (at least 50 specialists have already been certified from this platform).
- Experience in Humanitarian Mine Action is an asset.
- Experience in implementation of similar EORE projects is an asset.
- Staff qualification requirements:
 - EORE TOT online platform manager/EORE Trainer of Trainers

- Higher education – minimum Bachelor degree (or equivalent) preferably in project management, business administration, education, pedagogy, psychology, social science, social work, development or relevant.
- EORE TOT certification from internationally recognized mine action entity.
- Proven experience in managing EORE TOT online platform (trained at least 50 EORE trainers via TOT online platform).
- Proven experience in EORE TOT delivery both offline and online (conducted at least 10 EORE TOT courses).
- Fluency in both Ukrainian and Russian languages is required, working knowledge in English is an asset.
- System administrator
 - Higher education – minimum Bachelor degree (or equivalent) preferably in information technology, computer science, web design or relevant.
 - Proven experience in administering TOT online educational platform (at least 1 year).
 - Fluency in both Ukrainian and Russian languages is required, working knowledge in English is an asset.

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

Required	
<input checked="" type="checkbox"/>	Organization's profile (date of creation, place of registration, principal place of business, description and qualification, size, number of staff/consultants, relevant certifications).
<input checked="" type="checkbox"/>	List all work performed within a similar nature and volume over the last three years (project name and experience of working in the AOs; name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD).
<input checked="" type="checkbox"/>	A work plan with a proposed work schedule
<input checked="" type="checkbox"/>	The proposed concept note that provides a clear vision and examples/options of EORE TOT online platform
<input checked="" type="checkbox"/>	EORE sessions delivery materials and methods of teaching are adapted for: <ul style="list-style-type: none"> - children of primarily school, ages 6-12 and secondary school, ages 13-17, and - adults in age 18+.
<input checked="" type="checkbox"/>	CV of EORE TOT online platform manager/EORE Trainer of Trainers and System Administrator.
<input checked="" type="checkbox"/>	2 reference letters from the previous customers on the similar activities.

7. FINANCIAL PROPOSAL

The contracting company should submit the proposal 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. All costs associated with the implementation of services should be included in the financial proposal.

A. Cost breakdown per deliverables

No.	Deliverables	TOTAL without VAT, currency	TOTAL VAT, currency	TOTAL with VAT, currency
1	Deliverable 1			

2	Deliverable 2			
3	Deliverable 3			
4	Deliverable 4-5			
Total without VAT, currency				
Total VAT, currency				
Total with VAT, 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 measurement	Q-ty	Price per unit, without VAT, currency	VAT, currency	Price per unit, with VAT, currency	Sum, with VAT, currency
1. Human Resources							
1.1							
1.2							
1.3							
1.4							
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, currency							
Total VAT, currency							
Total with VAT, currency							

8. 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 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. 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. Minimum evaluation criteria

The companies/organizations that are compliant with the following minimum evaluation criteria will be passed to technical evaluation:

- Organization/company officially registered in Ukraine for at least 2 years;
- Proven experience in administering TOT online platform (at least 50 specialists have already been certified from this platform);
- EORE TOT online platform manager/EORE Trainer of Trainers is a holder of EORE TOT certification from internationally recognized mine action entity with proven experience in EORE TOT delivery both offline and online.

C. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Organization			
1	Experience of the company	28.5%	200				
2	Proposed EORE TOT online platform with EORE materials	43%	300				
3	Staff relevance to the work assignment	28.5%	200				
	Total Score	100%	700				
	Notes						

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, EORE TOT content and concept note of TOT online platform

Form 3. Staff relevance to the work assignment

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: - 4 years & more – 80 points; - 3 years – 75 points; - 2 years – 70 points.	80			
1.2	Proven experience in administering TOT online platform: - 150 specialists have already been certified from the platform – 80 points; - 100 specialists have already been certified from the platform – 75 points; - 50 specialists have already been certified from the platform – 70 points.	80			
1.3	Experience in Humanitarian Mine Action: - 3 years & more – 20 points; - 2 years – 15 points; - 1 year – 10 points.	20			
1.4	Experience in implementation of EORE projects: - 3 projects & more – 20 points; - 2 projects – 15 points; - 1 project – 10 points.	20			
The total score for Form 1		200			
Evaluation of the Technical Proposal Form 2		Maximum score	Company/ organization		
			A	B	C
Proposed work plan, EORE TOT content and concept note of TOT online platform					
2.1	A work plan with a proposed work schedule: maximum allowed period for implementation of the project is 4 (four) months. For a proposed work schedule: - up to 3 months – 60 points. points; - up to 3,5 months – 51 points; - up to 4 months – 42.	60			
2.2	EORE TOT content in compliance with IMAS 12.10 and covers all required topics: - The content is fully disclosed – 60 points; - The content disclosed generally and requires minor improvements – 42 points.	60			
2.3	EORE sessions delivery materials are adapted for children of primarily school, ages 6-12 and secondary school, ages 13-17: - The materials and methods of teaching are fully appropriate for children of relevant ages and school grades – 60 points; - The materials and methods of teaching are appropriate for children and require just minor	60			

	improvements of relevant ages and school grades – 42 points.				
2.4.	EORE sessions delivery materials are adapted for adult population in age 18+: - The materials and methods of teaching are fully appropriate for adults – 60 points; - The materials and methods of teaching are appropriate for adults and require just minor improvements – 42 points.	60			
2.5.	The proposed concept note provides a clear vision and examples/options of EORE TOT online platform: - The concept note is fully disclosed and with detailed descriptions of proposed approach – 60 points; - The concept disclosed generally and requires minor improvements – 42 points.	60			
The total score for Form 2		300			
Evaluation of the Technical Proposal Form 3		Maximum score	Company/organization		
			A	B	C
Staff relevance to the work assignment					
EORE TOT online platform manager/EORE Trainer of Trainers					
3.1	Education: - Master degree or equivalent in the preferable fields – 20 points; - Bachelor degree or equivalent in the preferable fields – 15 points.	20			
3.2	Proven experience in managing EORE TOT online platform: - Trained 150 EORE trainers via TOT online platform – 30 points; - Trained 100 EORE trainers via TOT online platform – 25 points; - Trained 50 EORE trainers via TOT online platform – 20 points.	30			
3.3	Proven experience in EORE TOT delivery both offline and online: - Conducted 20 EORE TOT courses – 30 points; - Conducted 15 EORE TOT courses – 25 points; - Conducted 10 EORE TOT courses – 20 points.	30			
3.4	Language skills (fluency in writing and oral) of all management staff: - Fluency both Russian and Ukrainian, and working-level in English – 20 points; - Fluency in both Ukrainian and Russian languages – 15 points.	20			
Interim score 3.1 – 3.6		100			
System administrator					
3.5	Education:	35			

	<ul style="list-style-type: none"> - Master degree or equivalent in the preferable fields – 35 points; - Bachelor degree or equivalent in the preferable fields – 30 points; - Higher education in non-preferable fields – 25 points. 				
3.6	Proven experience in administering online educational platform: <ul style="list-style-type: none"> - 3 years & more – 35 points; - 2 years – 30 points; - 1 year – 25 points. 	35			
3.7	Language skills (fluency in writing and oral) of all management staff: <ul style="list-style-type: none"> - Fluency both Russian and Ukrainian, and working-level in English – 30 points; - Fluency in both Ukrainian and Russian languages – 20 points. 	30			
Interim score 3.7 – 3.10		100			
The total score for Form 3		200			

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)***

[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 465-2021-UNDP-UKR-RFP-RPP dated 7/6/2021, 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) A letter of interest / letter of offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company;;*
- b) Dully filled in and Signed Form for Submission of Proposal (Annex 3);*
- c) Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;*
- d) Availability of EORE TOT certification from internationally recognized mine action entity for the EORE TOT online platform manager/EORE Trainer of Trainers*
- e) Copies of other licenses or certificates (if any);*
- f) Personal CVs of the Project Team, including information about experience in similar projects / assignments;*
- g) At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant;*
- h) 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).***
- i) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
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
Track Record performed	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN	Yes/No (Please choose)

Procurement Division List or Other UN Ineligibility List.	
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 will be appropriate to the local conditions and context of the work including:

- *A work plan with the proposed work schedule indicating the persons responsible for each area of activity;*
- *A brief description of the methodology for performing the assignment with an indicative approach to the implementation of each stage;*
- *The proposed concept note that provides a clear vision and examples/options of EORE TOT online platform;*
- *EORE sessions delivery materials and methods of teaching are adapted for:*
 - *children of primarily school, ages 6-12 and secondary school, ages 13-17, and*
 - *adults in age 18+.*

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract;*

D. Cost Breakdown per Deliverable*

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 key steps and a description of the results that must be obtained in the specified time frames are listed below.

The Contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

No.	Deliverables	TOTAL without VAT, currency	TOTAL VAT, currency	TOTAL with VAT, currency
1	Deliverable 1			
2	Deliverable 2			

3	Deliverable 3			
4	Deliverable 4-5			
Total without VAT, currency				
Total VAT, currency				
Total with VAT, currency				

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

E. Cost Breakdown by Cost Component:

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

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.

No	Activities / Costs	Unit of measurement	Q-ty	Price per unit, without VAT, currency	VAT, currency	Price per unit, with VAT, currency	Sum, with VAT, currency
1. Human Resources							
1.1							
1.2							
1.3							
1.4							
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, currency							
Total VAT, currency							
Total with VAT, currency							



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

[Designation]

[Date]

Annex 4

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p>  <p><i>Empowered lives. Resilient nations.</i></p>	<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p>  <p><i>Empowered lives. Resilient nations.</i></p>
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:	7. Contract Starting Date:
8. Дата завершення Договору:	8. Contract Ending Date:
9. Загальна сума Договору: 9a. Передплата: Не застосовується	9. Total Contract Amount: 9a. 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) Підрядника:	12. Contractor's Name:
13. Ім'я контактної особи Підрядника: Посада: керівник Адреса: Номер телефону:	13. Contractor's Contact Person's Name: Title Address: Telephone number:

Факс: Email:	Fax: Email:
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: + Email:	14. UNDP Contact Person's Name: Title: Address: Telephone number Email:
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 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</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>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>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:	