



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: July 15, 2021
	REFERENCE: 240-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Audit of the low-value grant projects in Dnipropetrovsk, Donetsk (government-controlled area (GCA)), Luhansk (GCA), Zaporizhzhia, Zhytomyr oblasts, Kyiv.**

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

Proposals may be submitted on or before **23:59, Thursday, July 29, 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: **“240-2021-UNDP-UKR-RFP-RPP”** and **“Audit of the low-value grant projects in Dnipropetrovsk, Donetsk (government-controlled area (GCA)), Luhansk (GCA), Zaporizhzhia, Zhytomyr oblasts, Kyiv”**.

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/unsc/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine*

July 15, 2021



Annex 1

Description of Requirements

Context of the Requirement	Audit of the low-value grant projects in Dnipropetrovsk, Donetsk (government-controlled area (GCA)), Luhansk (GCA), Zaporizhzhia, Zhytomyr oblasts, Kyiv.
Brief Description of the Required Services	<p>The main goal of the assignment is to ensure that the funds received from UN RPP have been used by NGOs for the intended purposes. The audit results will allow to assess the transparency and integrity of the process of grant projects implementation and to identify possible gaps and distortions in reporting and monitoring.</p> <p>For this purpose, UN RPP seeks a qualified audit company to express an independent professional opinion on financial statements of pre-selected NGOs within the projects supported by UN RPP through the grant scheme.</p>
List and Description of Expected Outputs to be Delivered	<p>The audit work should include the review of work plans, project resources, project budgets, project expenses and disposal of assets, including supporting documents. To this effect, the scope of the audit shall cover the following areas as they are performed at the level of the project:</p> <p>1) <u>Finance</u></p> <p>The audit work shall cover the adequacy of the accounting and financial operations and reporting systems. These include budget control, cash management, certification and approving authority, receipt of funds, disbursement of funds, recording of all financial transactions in expense reports, records maintenance and control.</p> <p>2) <u>Procurement</u></p> <p>The audit work shall cover the competitiveness, transparency and effectiveness of the procurement activities of the project in order to ensure that the goods and services (including equipment, construction works, trainers` and experts` services, stationery, catering, rental of premises, accommodation, transportation, printing and design services etc.) purchased meet the requirement of Ukrainian legislation and UNDP. The audit shall pay special attention to tenders conducted by NGO partners and look into risks related to insufficient communication of information about the tender, possible connections available between tender applicants, between NGO staff and tender applicants, etc.</p> <p>3) <u>Asset Management</u></p> <p>The audit work shall cover both equipment purchased for use of the project and equipment transferred to the final asset holders, as well as buildings reconstructed. The procedures for receipt, storage, and disposal shall also be reviewed.</p> <p>4) <u>General Administration</u></p> <p>The audit work shall cover travel activities and transport services, bank and</p>

	<p>post services and other activities related to general administration.</p> <p>5) <u>Corruption risks</u></p> <p>As part of the general review the audit should include assessment of corruption risks, which means detection of vulnerabilities within the organization that took place or may present opportunities for corruption or conflict of interest to occur, primarily relationship between NGO partners and suppliers.</p> <p>The above scope shall cover 100 % of the transactions performed during the project implementation and refer to the grant projects signed mostly in 2020-2021 with average duration up to 12 months, in some cases up to 24 months. The subject to audit can be both completed and ongoing grant projects.</p>
Person to Supervise the Work/Performance of the Service Provider	Component III 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	December 2021
Travels Expected	According to TOR attached
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	According to TOR attached
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

individuals who will be involved in completing the services	
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 type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" 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 22 of July 2021 at 10-00 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 participate via Skype Conference) at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 240-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	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: <ul style="list-style-type: none"> – Upon delivery of Output 1 and provision of methodology and schedule of work – 30%; – Upon delivery of Output 2 and provision of audit reports – 35%; – Upon delivery of Output 3 and provision of audit reports – 35%. 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
Person(s) to	Small Grants Officer (Primary Supervisor)

review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Coordinator (Secondary Supervisor)
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 checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input 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 (100%)</u></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 30% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 40% <p><u>Financial Proposal (0%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<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) <p>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</p>
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)

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org,</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>
<p>Documents to be submitted in proposal</p>	<ul style="list-style-type: none"> ☒ Dully filled in and Signed Form for Submission of Proposal (Annex 2); ☒ 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; ☒ A copy of the certificate/extract from the Unified State Register of Legal Entities and Private Entrepreneurs; certificate from the Register of Auditors and Auditing Entities for the company and auditors assigned; ☒ A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company; ☒ 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; ☒ Personal CVs of the Project Team, including information about experience in similar projects / assignments as well as certification of team members availability if the contractor would be selected; ☒ 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; ☒ 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>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 ✓ 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"> • At least 3 years of experience in provision of audit services, including auditing of non-governmental/ public/ charitable/ non-profit organizations; • The company and auditors assigned must be included into the Register of Auditors and Auditing Entities of Audit Chamber of Ukraine; • Availability to make on-site visits to the infrastructure facilities, located in Donetsk (GCA), Luhansk (GCA), or Zaporizhzhia oblasts, including the locations close to the contact line; • Availability of qualified personnel in accordance with TOR requirements. <p>Other information is available on http://procurement-notices.undp.org ; For the information, please contact procurement.rpp.ua@undp.org</p>

Annex 2



TERMS OF REFERENCE

Project title:	UN Recovery and Peacebuilding Programme (UN RPP), Community Security and Social Cohesion
Description of the assignment:	Audit of the low-value grant projects in Dnipropetrovsk, Donetsk (government-controlled area (GCA)), Luhansk (GCA), Zaporizhzhia, Zhytomyr oblasts, Kyiv.
Expected Places of Travel:	Selected communities of Donetsk, Luhansk and Zaporizhzhia oblasts, government-controlled area (GCA)
Primary Supervisor's name and functional post:	Small Grants Officer
Secondary Supervisor's name and functional post:	Community Security and Social Cohesion Coordinator
Starting Date of Assignment:	August 2021
Duration of Assignment:	5 months

1. BACKGROUND

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

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement, established partnerships, and started in 2015 through the Recovery and Peacebuilding Programme (RPP). The RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target

Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs.

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

- Component 1: Economic Recovery and Restoration of Critical Infrastructure
- Component 2: Local Governance and Decentralization Reform
- Component 3: Community Security and Social Cohesion.

Component III of UN RPP "Community Security and Social Cohesion" aims to reach some of its goals through small grants and mini-initiatives fund establishment. This includes support to the implementation of projects strengthening community security, social cohesion, access to justice, community policing and civil society engagement.

Therefore, such projects are responding to concerns at community level, enabling target communities to identify and prioritize their needs, and most importantly providing avenues for those needs to be both communicated and responded to.

To meet all those various needs two types of grant projects are implemented:

- "infrastructure" grant projects, which cover reconstruction of the buildings owned by other than NGOs stakeholders, procurement and installation of expensive and specific equipment, transferred by NGOs to the final asset holders, such as video surveillance system, lanterns and other infrastructure elements.
- "soft" grant projects, which imply that the activities are implemented through organization of various types of events (trainings, festivals, round tables, exchange visits etc.), drafting reports, guides and other documentation, creating video materials, developing mobile applications, conducting research, providing consultations to target beneficiaries etc. Such projects may also include procurement of office equipment (mainly computer equipment, such as laptop, projector, screen, multi-functional device etc.) for the needs and use of NGO only.

Meanwhile, "infrastructure" grant projects may have "soft" elements as a logical part of the work plan to reach the goal of the project. For example, reconstruction of a police station may be followed by trainings for police officers on community policing etc.

The important part of the grant project implementation is reporting, which includes submitted by NGOs narrative and financial reports with relevant supporting documents. The review of financial reports is focused, first of all, on compliance with UN rules and procedures as well as following standards of accounting and tax legislation of Ukraine. To contribute to the quality of the grant projects implementation UN RPP is intending to initiate the audit review of 30 grant projects.

2. MAIN GOALS AND OBJECTIVES

The main goal of the assignment is to ensure that the funds received from UN RPP have been used by NGOs for the intended purposes. The audit results will allow to assess the transparency and integrity of the process of grant projects implementation and to identify possible gaps and distortions in reporting and monitoring.

For this purpose, UN RPP seeks a qualified audit company to express an independent professional opinion on financial statements of pre-selected NGOs within the projects supported by UN RPP through the grant scheme.

3. SCOPE OF WORK

The audit work should include the review of work plans, project resources, project budgets, project expenses and disposal of assets, including supporting documents. To this effect, the scope of the audit shall cover the following areas as they are performed at the level of the project:

6) Finance

The audit work shall cover the adequacy of the accounting and financial operations and reporting systems. These include budget control, cash management, certification and approving authority, receipt of funds, disbursement of funds, recording of all financial transactions in expense reports, records maintenance and control.

7) Procurement

The audit work shall cover the competitiveness, transparency and effectiveness of the procurement activities of the project in order to ensure that the goods and services (including equipment, construction works, trainers` and experts` services, stationery, catering, rental of premises, accommodation, transportation, printing and design services etc.) purchased meet the requirement of Ukrainian legislation and UNDP. The audit shall pay special attention to tenders conducted by NGO partners and look into risks related to insufficient communication of information about the tender, possible connections available between tender applicants, between NGO staff and tender applicants, etc.

8) Asset Management

The audit work shall cover both equipment purchased for use of the project and equipment transferred to the final asset holders, as well as buildings reconstructed. The procedures for receipt, storage, and disposal shall also be reviewed.

9) General Administration

The audit work shall cover travel activities and transport services, bank and post services and other activities related to general administration.

10) Corruption risks

As part of the general review the audit should include assessment of corruption risks, which means detection of vulnerabilities within the organization that took place or may present opportunities for corruption or conflict of interest to occur, primarily relationship between NGO partners and suppliers.

The above scope shall cover 100 % of the transactions performed during the project implementation and refer to the grant projects signed mostly in 2020-2021 with average duration up to 12 months, in some cases up to 24 months.

The subject to audit can be both completed and ongoing grant projects.

The auditor shall review 30 grant projects in Dnipropetrovsk, Donetsk (GCA), Luhansk (GCA), Zaporizhzhia, Zhytomyr oblasts and Kyiv, namely:

- 10 “infrastructure” projects in Donetsk (GCA), Luhansk (GCA), and Zaporizhzhia oblasts, including the locations close to the contact line. It is required to conduct on-site visits to the locations where infrastructure component is based, namely: Avdiivka, Myrnohrad, Mariupol, Vuhledar, Slovyansk, Pokrovsk (Donetsk oblast); Kreminna, Sievierodonetsk (Luhansk oblast), Melitopol (Zaporizhzhia oblast). Meanwhile, UNDP is entitled to change any location mentioned for another one in mentioned oblasts. The commercial proposal provided by the offeror should include all the travel-related costs. If the “infrastructure” projects included “soft” components such as trainings, consultations provided to the beneficiaries, etc. in this case a selected number of events’ participants mentioned in the registration lists should be covered with calls to confirm their actual participation in the project activities;
- 20 “soft” projects – can be audited remotely, including initiation of inventory when applicable. In the case of trainings, workshops, consultations provision to the beneficiaries as part of the project, a selected number of participants mentioned in the registration lists should be covered with calls to confirm their actual participation in the project activities.

UNDP from its side shall provide the auditor with the list of NGO projects to be reviewed and the documents needed to perform the objectives, namely: low-value grant agreements with selected NGOs, instruction with rules and procedures on project implementation, templates of narrative and final reports, other documents upon request. UNDP shall also inform NGO projects selected on the initiation of the audit process and request to facilitate the audit process from the side of the NGO.

The deliverable will be an audit report and management letter, which cover the weaknesses identified and the audit recommendations to address them. The audit company shall also summarize weaknesses/drawbacks/violations identified in the 30 projects audited and prepare a management letter to UNDP management with recommendations on how to eliminate them in future grant projects supported.

4. EXPECTED OUTPUTS OF THE PROJECT /DELIVERABLES

№	Output description	Duration
1	Negotiating with pre-selected 30 NGOs on the terms of audit process organization, finalizing schedule of work based on the information provided by UNDP and NGOs	Within 4 weeks after signing agreement
2	Conducting audit assessment of the first 15 pre-selected NGOs (10 “soft” projects and 5 “infrastructure” projects) and provision of audit reports on each of 15 projects, prepared in the accordance with the requirements mentioned below	Within 12 weeks after accepting methodology and schedule of work
3	Conducting audit assessment of the next 15 pre-selected NGOs (10 “soft” projects and 5 “infrastructure” projects), provision of audit reports on each of 15 projects, prepared in the accordance with the requirements mentioned below and management letter	Within 20 weeks after accepting methodology and schedule of work

5. PROPOSED PAYMENT SCHEDULE:

The schedule of payment for services provided will be agreed with the Contractor before starting the task. The payments will be related to the results and made upon delivery of respective Outputs. The preliminary schedule is given below.

- Upon delivery of Output 1 and provision of methodology and schedule of work – 30%;
- Upon delivery of Output 2 and provision of audit reports – 35%;
- Upon delivery of Output 3 and provision of audit reports – 35%.

6. REQUIREMENTS FOR MONITORING/REPORTING

The Contractor will report within the UN Recovery and Peacebuilding Programme to the Small Grants Officer under overall guidance of Community Security and Social Cohesion Coordinator.

The format of the reports must be agreed at the first stage of the contract, but UNDP reserves the right to make further changes and clarifications to the report's format.

All reports and studies are submitted to UNDP in electronic form (*.docx, *.xlsx, *.pptx, *.pdf formats) on electronic media or in the form of electronic communication with the final products attached, which are also accompanied by an official letter from the Contractor on transferring these products to UNDP. Audit reports must be written in Ukrainian. Management letter must be written both in Ukrainian and English.

The Contractor must adhere to the monitoring, evaluation, and control system implemented by UNDP, as well as provide the necessary information, reports, and statistics according to a pre-established schedule or as quickly as possible (within an acceptable period).

Upon completion of all work, the Contractor submits to UNDP an audit report and management letter.

The audit report should include at least the following:

- Statement about confidentiality;
- The international standards of auditing (ISAs) that were applied;
- The period covered by the audit opinion;
- The amount of expenses audited;
- Expression of an opinion on whether the statement of expenses presents fairly the expense incurred by the project over a specified period in accordance with UNDP accounting policies and that the expenses incurred were: in conformity with the approved project budgets; for the approved purposes of the project; in compliance with the relevant regulations and rules, policies and procedures of Ukrainian legislation and UNDP.

The auditor may expand the report to include other information and explanations.

The management letter should include the following:

- 1) Summary on the projects audited with audit observations.
- 2) The categorization of audit observations by risk severity: High, Medium, or Low.
- 3) Drawbacks / weaknesses/ violations from the side of NGO partner identified;
- 4) Recommendations on how to minimize these risks in the future.

General recommendations

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with the UN RPP on security in the region and COVID-related measures, especially before the field phases of the assignment.

7. EXPERIENCE AND QUALIFICATION REQUIREMENTS

The company/organization submitting the proposal:

1. Officially registered on the Government controlled territory of Ukraine;
2. At least 3 years of experience in provision of audit services, including auditing of non-governmental/ public/ charitable/ non-profit organizations;
3. The company and auditors assigned must be included into the Register of Auditors and Auditing Entities of Audit Chamber of Ukraine;
4. Previous relevant experience of cooperation with international organizations will be an advantage;
5. At least 2 positive recommendations for provision of audit services.
6. Availability to make on-site visits to the infrastructure facilities, located in Donetsk (GCA), Luhansk (GCA), or Zaporizhzhia oblasts, including the locations close to the contact line;
7. Certificates from international institutions entitling application of the international standards of auditing (ACCA, IFA etc.)

To optimise the time of the assignment the composition of the project team should include, in addition to the Team Leader minimum of 2 persons (minimum one of them must be certified auditor) with the necessary competencies and qualifications:

Team Leader – Master’s (or equivalent) degree in Audit, Accounting, Finance or another relevant related field; at least 3 years of professional experience in project management and/ team management; at least 3 years of experience in auditing non-governmental/ public/ charitable/ non-profit organizations; fluency in Ukrainian; English proficiency (working level) would be an asset.

Certified Auditor - Master’s (or equivalent) degree in Audit, Accounting, Finance or another relevant related field; at least 3 years of professional experience in auditing; at least 3 years of experience in auditing non-governmental/ public/ charitable/ non-profit organizations

Auditor – at least Bachelor’s (or equivalent) degree in Audit, Accounting, Finance or another relevant related field; at least 2 years of professional experience in auditing; at least 1 year of experience in auditing non-governmental/ public/ charitable/ non-profit organizations

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

<input checked="" type="checkbox"/>	Registration documents of the company (a copy of the certificate/extract from the Unified State Register of Legal Entities and Private Entrepreneurs; certificate from the Register of Auditors and Auditing Entities for the company and auditors assigned)
<input checked="" type="checkbox"/>	A brief description of the approach for completing the task, including preliminary work schedule indicating the persons responsible.
<input checked="" type="checkbox"/>	Company’s profile (date of creation, size, number of staff/consultants, description of key staff) setting out previous experience in provision of audit services.
<input checked="" type="checkbox"/>	CVs of project team members, including the information on relevant experience as well as certification of team members availability if the contractor would be selected
<input checked="" type="checkbox"/>	At least two positive recommendations for provision of audit services from previous clients.

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Financial proposal

Specifics of assignment

The Contractor's team composition should be configured to optimize the time of assignment and meet the related time limits. Quantity of Experts' Group members should be proposed by Bidder. It may vary depending on the proposed methodology but should cover and correspond to all of the qualification requirements for the minimum required number of the team. The Contractor will be responsible for all personal administrative expenses associated with undertaking this assignment including office and meeting venues accommodation, costs of events, travel and transportation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment etc.

9. EVALUATION CRITERIA

Evaluation and comparison of proposals

A two-stage procedure is utilised in evaluating proposals, with the 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 700 points) of the obtainable score of 1000 points in the evaluation of technical proposals.

In the first stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (ToR) and as per the below evaluation criteria. In the second stage, the price proposals of all applicants, who have attained a minimum 70% score in the technical evaluation, will be reviewed.

The winning proposal will be the one with the lowest financial proposal among the technically qualified applicants. The contract will be devoted to the participant that submitted the winning proposal.

Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Score weight	Maximum score	Audit company			
	Experience of the company submitting the proposal	30%	300				
	Proposed work plan, methodology and approach	30%	300				
	Staff	40%	400				
	Total score	100%	1000				
	Remarks						

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

Technical evaluation forms:

Form 1. Experience of the company/organization submitting the proposal;
 Form 2. Proposed work plan, methodology, and approach;
 Form 3. Staff

Evaluation of technical proposals Form 1		Maximum score	Audit company		
			A	B	C
Experience of the company/organisation submitting the proposal					
1.1	Officially registered audit company (more than 10 years – 80 points; 3-10 years – 70 points; at least 3 years - 60 points).	80			
1.2	Proven experience in auditing non-governmental/ public/ charitable/ non-profit organizations (more than 15 grants projects – 120 points; 5-15 grants projects – 110 points; at least 5 grants projects – 100 points).	120			
1.3	Proven experience in auditing grant projects within international technical support (more than 30 projects – 100 points; 5-30 projects – 90 points; at least 5 projects – 80 points).	100			
	Total score in Form 1	300			

Evaluation of technical proposals		Maximum score	Audit company		
Form 2			A	B	C
Proposed work plan, methodology and approach					
	A work plan with a proposed work schedule: maximum allowed period for implementation of the project is 5(five) months. For a proposed work schedule: - up to 4 months – 50 points; - up to 4,5 months – 45 points; - up to 5 months – 40 points.	50			
2.1	How well-elaborated is the proposed plan of work and suggested timeline? - The workplan is elaborated on a monthly basis - 30 points, on a weekly basis - 40 points; - The workplan is general in nature, without description and details – 30 points, work plan describes in detail with indication of the involved specialists– 60 points.	100			
2.2.	Does the submitted technical proposal sufficiently meet the tasks and scope of work? The proposal demonstrates general understanding of the task’s performance without details regarding a mechanism of achieving the TOR goals – 110 points.	150			

	The proposal is precise and clear, it prescribe the mechanism of achieving all goals and objectives, are described in detail and includes an additional recommendation of actions to obtain the best result - 150 points				
	Total score in Form 2	300			

Evaluation of technical proposals		Maximum score	Audit company		
Form 3			A	B	C
Staff					
	Team Leader/Project Manager				
3.1	Master’s (or equivalent) degree in Audit, Accounting, Finance or another relevant related field (PhD or above - 40 points, Specialist/Master - 30 points)	40			
3.2	Professional experience in project management and/ team management (at least 3 years – 20 points, 3-5 years – 30 points, 6 and more years – 40 points)	40			
3.3	Experience in auditing non-governmental/ public/ charitable/ non-profit organizations (at least 3 years - 30 points, 3-5 years – 40 points, 6 and more years – 50 points)	50			
3.4	Knowledge of languages (fluent in Ukrainian - 10 points, fluent in Ukrainian and English – 20 points)	20			
	Interim score by criteria 3.1 – 3.4	150			
	Certified auditor				
3.5.	Master’s (or equivalent) degree in Audit, Accounting, Finance or another relevant related field (PhD or above - 40 points, Specialist/Master - 30 points)	40			
3.6.	Professional experience in auditing (at least 3 years - 30 points, 3-5 years – 40 points, 6 and more years – 50 points)	50			
3.7.	Experience in auditing non-governmental/ public/ charitable/ non-profit organizations (at least 3 years - 40 points, 3-5 years – 50 points, 6 and more years – 60 points)	60			
	Interim score by criteria 3.5.-3.7.	150			
	Auditor				
3.8.	Bachelor’s (or equivalent) degree in Audit, Accounting, Finance or another relevant related field (Specialist/Master - 25 points, Bachelor - 10 points)	25			
3.9.	Professional experience in auditing (at least 2 year – 30 points, 3 and more years – 45 points)	45			
3.10.	Experience in auditing non-governmental/ public/ charitable/ non-profit organizations (1 year - 20 points, 2 and more years	30			

	– 30 points)				
	Interim score by criteria 3.8-3.10	100			
	Total score in Form 3	400			

Financial proposal

Bidders should submit their proposals in the following format that indicates the fixed price (lump sum) per 1 project and in total for 30 grant projects, including all costs associated with the implementation of services:

A. Cost Breakdown per Deliverables*

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

Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price per unit, currency, excl. VAT	Total amount, currency, excl. VAT
Delivery of output 1			
Delivery of output 2			
Delivery of output 3			
Total (please indicate currency)	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.

No	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	1 month of work			
1.2	Certified Auditor	1 month of work			
1.3.	Auditor	1 month of work			

...	...				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
...					
3	Travel and Lodging				
3.1	Booking of tickets	Ticket			
3.2.	Longing of the participants				
...	...				
4	Other costs (if any - to define clearly activities/costs)				
...	...				
	Total (please indicate currency)				

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.

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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 240-2021-UNDP-UKR-RFP-RPP dated 5/14/2021 , 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 2);*
- 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) Copies of other licenses or certificates (if any);*
- e) Personal CVs of the Project Team, including information about experience in similar projects / assignments;*
- f) 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;*
- g) 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).**
- h) 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.*

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.

OUTPUTS <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Output 1, methodology and schedule of work		
Output 2 and audit reports		
Output 3 and audit reports		
Total (please indicate currency)	100%	

**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	Activity/Costs	Unit	Quantity	Unit price, excl. VAT*, currency	Total price, excl. VAT, currency
1	Personnel				
1.1	Team Leader	man-month			
1.2	Certified Auditor	man-month			
1.3.	Auditor	man-month			
...	...				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3	Travel and Lodging				
3.1	Booking of tickets	Ticket			
3.2.	Longing of the participants				
...	...				
4	Other costs (if any - to define clearly activities/costs)				
...	...				
	Total (please indicate currency)				

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

* Dear partners,

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

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

Email:	Email:
14. Ім'я контактної особи ПРООН:	14. UNDP Contact Person's Name:
Посада:	Title:
Адреса:	Address:
Тел.: +	Telephone number
Email:	Email:
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:	15. Contractor's Bank Account to which payments will be transferred:
Отримувач:	Beneficiary:
Назва рахунку:	Account name:
Номер рахунку:	Account number:
Назва банку:	Bank name:
МФО	Bank address:
ЄДРПОУ	MFO
	EDRPOU
Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:	This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:
<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. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. 7. <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,</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. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine. 7. <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>втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>		<p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>	
Від імені Підрядника / For the Contractor		Від імені ПРООН / For UNDP	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	