



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: July 21, 2021
	REFERENCE: 493-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Preparation, organisation, and running of the info campaign aimed to increase public health literacy in Donetsk and Luhansk oblasts regarding non-communicable diseases to prevent their onset, maximise early detection, reduce risk factors, and contribute to the self-assistance.**

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

Proposals may be submitted on or before **23:59, Wednesday, August 04, 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: **“493-2021-UNDP-UKR-RFP-RPP”** and **“Preparation, organisation, and running of the info campaign aimed to increase public health literacy in Donetsk and Luhansk oblasts regarding non-communicable diseases to prevent their onset, maximise early detection, reduce risk factors, and contribute to the self-assistance”**.

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/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine*

July 21, 2021



Annex 1**Description of Requirements**

Context of the Requirement	Preparation, organisation, and running of the info campaign aimed to increase public health literacy in Donetsk and Luhansk oblasts regarding non-communicable diseases to prevent their onset, maximise early detection, reduce risk factors, and contribute to the self-assistance.
Brief Description of the Required Services	The purpose of the task is to convey and to cover key messages concerning the non-communicable diseases (the 'red flag' symptoms, aspects of the referral system for medical attention, self-assistance, homecare in favour of immobile, elderly people, and other respective representatives of vulnerable groups, etc.) targeting the public in eastern Ukraine to increase the health literacy and contribute to the establishment and support of the self-help schools, peer-to-peer groups of people, suffering from chronic diseases.
List and Description of Expected Outputs to be Delivered	<p>Under this assignment, the Contractor is responsible for:</p> <ol style="list-style-type: none"> 1. elaboration and implementation of the info campaign; 2. production and transfer to UNDP of 30 (thirty) up to 1-minute videos (various subjects highlighted in them are indicated below). Videos will be used during activities organised by the UN RPP, broadcasted on video screens installed in healthcare facilities and other local entities in Donetsk and Luhansk oblasts, TV channels as the social advertisement, and posted on social networks (Facebook, Twitter, Instagram, YouTube, etc.). 3. broadcasting of 5 (five) produced 1-minute videos (the subjects covered in videos to be selected further) on the TV channels like the social advertisement (UNDP will support the Contractor with receiving the social advertisement status for mentioned videos from the National Council of Television and Radio Broadcasting of Ukraine (NCTRB); 4. design, publishing, installation of printing materials for 5 billboards and 5 advertising lightboxes on the capacities of each region (Donetsk and Luhansk oblasts), proposed by the Contractor and placement on the term of 3 months; 5. design, publish and install posters (10 000 items) and brochures (60 000 items) in the healthcare facilities and other local entities in Donetsk and Luhansk oblasts; 6. drafting and publishing 30 posts (long-read format) with the subjects from the list indicated below (the order to be chosen further) on top national coverage media websites and social media channels; 7. transfer of all RAW materials/video footage produced and shot during the assignment; 8. purchase the licensed audio materials for the videos' production and transfer of licences to UNDP in Ukraine at the end of the assignment.
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	February , 2022
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 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 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 <p>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</p>

	whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 29 of July 2021 at 10-00 Kyiv time via Skype Conference.</p> <p>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: 493-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
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> <ul style="list-style-type: none"> – Delivery of outputs 1 and 2 and submission of the inception report on the works completed - 30% of the total payment. – Delivery of output 3 and 4 and submission of the interim report on the works completed - 30% of the total payment. – Delivery of output 5 and submission of the interim report on the works completed - 20% of the total payment. – Delivery of output 6 and submission of the final report on the works completed - 20% of the total payment. <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	<p>Immediate Supervisor: Kateryna Ostrovska, UN RPP Health Governance Specialist. Senior Manager: Olena Ruditch, Programme Coordinator of Local Governance and Decentralisation Reform Component, UN RPP.</p>
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 30%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach 20%</p> <p><input checked="" type="checkbox"/> Staff 50%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors</p>
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>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	<p><input checked="" type="checkbox"/> Technical Requirements (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3)</p> <p><input checked="" type="checkbox"/> Model Contract for Goods and/or Services (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<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>

Documents to be submitted in proposal	<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; ☒ Valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract. ☒ 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; ☒ Portfolio of video production with similar technical requirements; ☒ Portfolio of publishing materials production with similar technical requirements; ☒ Portfolio of the content writing on the healthcare, biology etc. for the social media and web sites. ☒ 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; ☒ At least 1 reference letter for each team member from the previous customers and former employers; ☒ Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).
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<p>Other Information [pls. specify]</p>	<p><u>Administrative Requirements:</u></p> <p>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></p> <p><i>The requirements for the organization submitting the proposal:</i></p> <ul style="list-style-type: none"> ✓ Proven experience in elaboration of the concepts of the info campaigns (at least 5 info campaigns elaborated). ✓ Proven experience in video production (at least 3 years). ✓ Proven experience in design of the publishing materials (at least 3 years). ✓ Proven experience in content writing (at least 3 years). ✓ Availability of the team of professionals (with at least 3 years of experience for all the team members): communication specialist, content writer/copywriter, videographer or 2D/3D animator, sound engineer and designer. ✓ At least 4 successfully implemented projects supported by international cooperation organisations and government institutions. ✓ At least 2 positive references from previous clients, related to implementation of similar projects. ✓ At least 1 reference letter for each team member from the previous customers and former employers. ✓ Availability of a portfolio of video production with similar technical requirements. Examples of at least 5 developed video productions shall be provided. ✓ Availability of a portfolio of publishing materials production with similar technical requirements. Examples of at least 5 developed publishing materials shall be provided. ✓ Availability of a portfolio of content writing on the healthcare, biology etc. for the social media and web sites would be considered as an asset. ✓ Valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract. <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

Project Title: UN Recovery and Peacebuilding Programme.

Description of the Assignment: Preparation, organisation, and running of the info campaign aimed to increase public health literacy in Donetsk and Luhansk oblasts regarding non-communicable diseases to prevent their onset, maximise early detection, reduce risk factors, and contribute to the self-assistance.

Expected Places of Travel: Ukraine, government-controlled areas of Donetsk and Luhansk oblasts (non-mandatory).

Name and position of Immediate Supervisor: Kateryna Ostrovska, UN RPP Health Governance Specialist.

Name and Position of Senior Manager: Olena Ruditch, Programme Coordinator of Local Governance and Decentralisation Reform Component, UN RPP.

Starting Date of the Assignment: July 2021.

Duration of the Assignment: 7 months.

I. Background

The ongoing armed conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognising the need to urgently address reconstruction, economic recovery, and peacebuilding needs in areas affected directly and indirectly by the armed 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 the Cabinet of Ministers in mid-2015 endorsed.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the armed conflict, focusing 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 UN Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated in collaboration with the Government of Ukraine and jointly implemented by four partnering UN agencies (UNDP, UN Women, UNFPA and FAO).

The UN RPP was designed to respond to and mitigate the armed conflict's causes and effects. 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 oblasts' development strategies. 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 July 2020) 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, in particular SDG 16 (Peace, Justice and Strong institutions).

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralisation Reform

Component III: Community Security and Social Cohesion.

The United Nations Recovery and Peacebuilding Programme (UN RPP) is being implemented by four United Nations agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

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

In October 2018, four UN agencies (UNDP, UN Women, UNFPA and FAO) had countersigned a new joint project document funded by the EU. The project's overall objective is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in government-controlled areas. It will contribute to peacebuilding and prevent further escalation of the armed conflict in eastern Ukraine through effective and accountable decentralisation, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

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

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

The main goal of the fourth objective is to build capacity at the local level during gender-responsive healthcare reforms.

On October 19, 2017, Ukraine's Parliament approved draft law No. 6327 "On state financial guarantees for the provision of medical services and medicines," which gave a start to important and long-awaited healthcare reform in Ukraine. During the practical implementation of the reform, the Government of Ukraine faced many political, economic, and technical challenges, aggravated due to the backdrop of the coronavirus pandemic outbreak that came to Ukraine last year.

The National Plan on Non-communicable Diseases to achieve the Global Sustainable Development Goals, adopted by the Government of Ukraine in 2018, has finally brought the issue of combating non-communicable diseases (NCDs) to the state level and marked the first decision made by the government to tackle NCDs based on the principle "Health in All Policies".

NCDs in Ukraine are the cause of more than 80% of the years of potential life lost due to premature mortality and disability and about 90% of all deaths with a high premature mortality rate. Almost 80% of all deaths in Ukraine are attributable to circulatory system diseases, tumours, and respiratory diseases.

This situation also affects average life expectancy, which is much lower than that of other European countries.

The WHO STEPwise approach to non-communicable disease risk factor surveillance (STEPS) conducted in 2019 revealed a very high prevalence of NCDs and their behavioural and biological risk factors in Ukraine. One-third (33.9%) of the population aged 18-69 years appeared current smokers, alcohol consumption was detected frequently with high levels consumed, unhealthy dietary patterns were also common.

Every eighth adult (12.4%) in Ukraine had reported symptoms consistent with a clinical diagnosis of depression. However, only one in four people with probable depression (3.0% of the total population) had been told by a doctor or healthcare professional that they had it. Only 0.4% of the population had undergone treatment – equivalent to a treatment coverage rate of only 3.2% of probable cases of depression.

Just over half of all women (53.1%) had undergone screening for cervical cancer on at least one occasion in their life. Overall, 32.8% of the population had 3–5 risk factors for developing CVD, and 60.1% had 1–2, with the number of risk factors increasing with age.

Summing up, the need to improve public health literacy through an information campaign to reduce the risk factors of non-communicable diseases is undeniable. Therefore, UNDP is looking to contract an experienced organisation, the institution with appropriate capabilities, capacity, and specialists who will provide high-quality and duly performed tasks set out in this document.

II. Main goal and objectives of the assignment

The purpose of the task is to convey and to cover key messages concerning the non-communicable diseases (the 'red flag' symptoms, aspects of the referral system for medical attention, self-assistance, homecare in favour of immobile, elderly people, and other respective representatives of vulnerable groups, etc.) targeting the public in eastern Ukraine to increase the health literacy and contribute to the establishment and support of the self-help schools, peer-to-peer groups of people, suffering from chronic diseases.

Under this assignment, the Contractor is responsible for:

1. elaboration and implementation of the info campaign;
2. production and transfer to UNDP of 30 (thirty) up to 1-minute videos (various subjects highlighted in them are indicated below). Videos will be used during activities organised by the UN RPP, broadcasted on video screens installed in healthcare facilities and other local entities in Donetsk and Luhansk oblasts, TV channels as the social advertisement, and posted on social networks (Facebook, Twitter, Instagram, YouTube, etc.);
3. broadcasting of 5 (five) produced 1-minute videos (the subjects covered in videos to be selected further) on the TV channels like the social advertisement (UNDP will support the Contractor with receiving the social advertisement status for mentioned videos from the National Council of Television and Radio Broadcasting of Ukraine (NCTRB));
4. design, publishing, installation of printing materials for 5 billboards and 5 advertising lightboxes on the capacities of each region (Donetsk and Luhansk oblasts), proposed by the Contractor and placement on the term of 3 months;
5. design, publish and install posters (10 000 items) and brochures (60 000 items) in the healthcare facilities and other local entities in Donetsk and Luhansk oblasts;
6. drafting and publishing 30 posts (long-read format) with the subjects from the list indicated below (the order to be chosen further) on top national coverage media websites and social media channels;
7. Transfer of all RAW materials/video footage produced and shot during the assignment;

8. Purchase the licensed audio materials for the videos' production and transfer of licences to UNDP in Ukraine at the end of the assignment.

The products aim to enhance the positive perception of healthcare reform and the wide dissemination of evidence-based knowledge in health. The above-mentioned activities should be carried out in close cooperation and coordination with the United Nations Recovery and Peacebuilding Programme.

III. Scope of work and expected outputs:

The Contractor will be responsible for preparing and implementing the following objectives:

1. Develop and coordinate with UNDP an entire concept of the info campaign and detailed plan for implementing these Terms of Reference objectives. The concept should contain PR support (in the shape of development of communications and visibility strategy and action plan in line with developed messages and approval of respective UNDP Communications Specialist), a logical, unique, and structured system of slogans, messages, and design, etc.

Output:

- A work plan and a detailed methodology, an entire concept of the info campaign, submitted and approved by UN RPP.

2. Collect, arrange information required for video production and develop video scenarios for each of the video clip, premised on the up-to-date, evidence-based knowledge of non-communicable diseases (guidelines and recommendations, approved by the European or American medical professional associations, WHO, etc.) and information on the current stage of the healthcare reform (reliable sources as the Ministry of Health of Ukraine, The National Health Service of Ukraine, etc.) and agree them with UNDP. Each scenario requires a separate Word document with the comprehensive text for every video clip and references on the reliable sources of information. The video content should be structured clearly and conveniently, have a simple language, not overburdened with specific and complex terminology. If specific terminology or an abbreviation is used, it should be explained. Content must be appropriate for the adult audience, functionally easy to use, and suitable for the target group specified as the general public.

Output:

- Video scenarios of each video written and approved by UN RPP.

3. Prepare/Purchase the soundtrack, produce necessary photo, audio, and video materials, create graphical and 2D graphical elements for the video (subjects to the agreement with the UN RPP). In accord with UNDP plan, organise, and create video materials, make a sound recording, editions, colour and sound corrections, sound, video, and graphical processing utilising Adobe Premiere Pro and Adobe After Effects (or their equivalents). All audio materials should have a special license issued for the UNDP Ukraine. All photo and video materials with possible appearance of children under 14 y.o. should have the parents' permission form filled. The following topics should be covered:

Mental health:

1. Postpartum depression (causes, symptoms, types, indications of visiting a doctor, risk factors, prevention)
2. Depression (causes, symptoms, indications of visiting a doctor, risk factors, prevention)
3. Dementia with the accent on Alzheimer's disease (causes, symptoms, indications of visiting a doctor, risk factors, prevention)
4. Posttraumatic stress disorder (causes, symptoms, types, indications of visiting a doctor, risk factors, prevention)
5. Alcohol addiction (norms of the alcohol consumption, alcohol problem screening, symptoms of addiction, indications of visiting a doctor, risk factors, prevention)
6. Information for relatives and caregivers of alcoholics (long-term family and friend support of a drinker in sobriety, prevention of relapse)
7. Illicit drugs abuse: how to recognise an opioid-addicted person in the inner circle (physical and mental signs of the opioid addiction, symptoms of the abstinence, long-term family and friend support of a drug-addict in sobriety, prevention of relapse)
8. Illicit drugs abuse: how to recognise a "bath salts" user in the inner circle (physical and mental signs of the addiction to cathinone, symptoms of the abstinence, long-term family and friend support of a drug-addict in sobriety, prevention of relapse)
9. Illicit drugs abuse: how to recognise a spice-addicted person in the inner circle (physical and mental signs of the addiction to synthetic cannabinoids, symptoms of the abstinence, long-term family and friend support of a drug-addict in sobriety, prevention of relapse)
10. Illicit drugs abuse: how to recognise a crystal meth user in the inner circle (physical and mental signs of the addiction to methamphetamine, symptoms of the abstinence, long-term family and friend support of a drug-addict in sobriety, prevention of relapse)
11. Gambling addiction: how to recognise a gambler in the inner circle (signs of the "problem gambling", triggers, long-term family and friend support of a gambler, prevention of a relapse).

Oncological disorders:

12. Breast cancer in women (risk factors, self-examination, mammography, and ultrasound as the optional screening methods, the 'red flag' symptoms, indications of visiting a doctor, prevention)
13. Lung cancer (risk factors, the 'red flag' symptoms, indications of visiting a doctor, prevention)
14. Stomach and colon cancer (risk factors, the 'red flag' symptoms, indications of visiting a doctor, prevention)
15. Cervical cancer (risk factors, the 'red flag' symptoms, indications of visiting a gynaecologist, vaccination as the option of prevention)
16. Skin cancer (risk factors, the 'red flag' symptoms, indications of visiting a doctor, prevention)
17. Prostate cancer (risk factors, the 'red flag' symptoms, indications of visiting a doctor, prevention).

Cardiovascular diseases:

18. Arterial hypertension (risk factors, symptoms, indications of visiting a doctor, dietary and lifestyle recommendations, therapy, prevention of myocardial infarction and stroke)
19. Ischemic heart disease (risk factors, symptoms, indications of visiting a doctor, dietary and lifestyle recommendations, therapy, prevention of myocardial infarction)
20. Stroke (causes, symptoms – mnemonic rule "FAST" for "face", "arm", "speech", "time", prevention)
21. Myocardial infarction (risk factors, signs, prevention).

Chronic lung diseases:

22. Asthma (risk factors, symptoms, indications of visiting a doctor, diagnostics, therapy, prevention of exacerbations)
23. Chronic obstructive pulmonary disease (risk factors, symptoms, indications of visiting a doctor, diagnostics, therapy, prevention of exacerbations).

Endocrinologic and metabolic disorders:

24. Type 2 Diabetes Mellitus (risk factors, symptoms, indications of visiting a doctor, dietary and lifestyle recommendations, therapy, prevention of exacerbations and complications).

25. Osteoporosis (risk factors, symptoms, indications of visiting a doctor, diagnostics, dietary and lifestyle recommendations, therapy, fracture prevention)

Homecare for elderly persons and immobile individuals:

26. Home organisation (tips for making the environment safer to reduce falls and traumas, i.e., hip fractures, etc.)

27. Prescription medication management (tips for control over the pill intake and the medication reminder system)

28. Mobility assistance (tips for help with getting in and out of a wheelchair, car, or shower)

29. Assisting with personal care: bathing and grooming, dressing, toileting, and exercise

30. Emotional support.

The above-mentioned videos, based on agreed with UNDP scripts, should correspond to the following criteria:

- **Video.** Videos should be in the format of 2D/3D animation, without a video of the speaker. Video content with animation and informational material should be accompanied by behind-the-scenes text. The speaker in Ukrainian should read the text. All created video materials must have a unique universal graphic design that corresponds to the topic they cover. The Contractor must unify all videos in a single style and consider the customer's branding following UN visibility guidelines and in consultation with the Programme.
- **Sound.** The text agreed with UNDP should be read by a professional speaker (speaker requirements below). The average reading time should be about 130 words per minute. The language of the text is Ukrainian. Video sound must be of high quality with a bit rate of 320 kbps, free of noise, and synchronised with the video sequence. The speaker's intonation should correspond to the material, with the necessary pauses, accents, stresses, etc.

Requirements for the final videos:

- The final visual design must be agreed upon with the customer.
- All ready-made video materials should be transferred to the customer and should not be transferred to third parties (besides broadcasting of five video clips envisaged as the social advertisement), as they are the customer's intellectual property.
 - It is expected that the duration of 30 (thirty) video clips should be up to 1 minute each.
 - Extension of the final product: .mov, .avi, .mkv, or equivalent thereof.
 - Video codec: H.264 (AVC), H.265 (HEVC), DivX, Xvid or relevant.
 - Audio codec: MP3, AAC or relevant.
 - Video aspect ratio: 16:9 (or 16:10).
 - Video bit rate: 4.5 Mbit/s or higher.
 - Resolution: at least 1080p (Full HD) 1920×1080 or higher (minimum), UHD (is strongly desired).
 - Subtitles (Ukrainian and English, subtitles should be in .srt format and embedded in the video and also provided separately).

4. **Agreed upon with UNDP 5 (five) produced videos with a duration time up to 1 minute (the subjects covered in videos to be selected further) are broadcasted on the TV channels like the social advertisement.**

Outputs:

- 30 videos with duration time up to 1 minute covering topics specified in Terms of Reference are created, agreed and transferred to UNDP;
- 5 (five) produced videos with duration time up to 1 minute, covering topics specified in Terms of Reference are created, agreed upon, transferred to UNDP, and broadcasted on the approved by UNDP TV channels like the social advertisement with the special license from the NCTRB.
- All RAW materials/video footage produced and shot during the assignment transferred to UNDP;
- All purchased licences for audio materials used for the videos' production transferred to UNDP in Ukraine at the end of the assignment.

5. Text writing (elaboration of messages, slogans, etc.), drafting, editing, design, layout, publishing installation, and placement on the term of 3 months of printing materials on 1 subject from the list of the topics indicated above (the subject to be chosen further) for 5 billboards and 5 advertising lightboxes on the capacities of each region (Donetsk and Luhansk oblasts), proposed by the Contractor, upon approval by UNDP.

The file format for printing is .tiff, with the minimum size (font size) for technical text is 30 points. All created materials must have a unique universal graphic design that corresponds to the topic they cover. The Contractor must unify all materials in a single style and consider the customer's branding following UN visibility guidelines and consultation with the Programme Communications Specialist. All steps should be agreed upon with UNDP with up to 3 versions to be proposed for the final selection.

Content should be structured clearly and conveniently, have a simple language, not overburdened with specific and complex terminology. If specific terminology or an abbreviation is used, it should be explained. Content must be appropriate for the adult audience, functionally easy to use, and suitable for the target group specified as the general public.

Arranged information required for publishing materials should be premised on the up-to-date, evidence-based knowledge of non-communicable diseases (guidelines and recommendations, approved by the European or American medical professional associations, WHO, etc.) and information on the current stage of the healthcare reform (reliable sources as the Ministry of Health of Ukraine, The National Health Service of Ukraine, etc.). The Contractor should propose the locations for 5 billboards and 5 advertising lightboxes on the capacities of each oblast that would be reasonable, efficient, visible, and feasible in addressing to the determined target audience with the placement within the central parts of cities in places of high concentration and mass traffic of residents and vehicles.

- Printing materials should correspond to the billboard size 6*3 m (6000*3000 mm). Resolution 72 dpi. For a billboard, the margins should be at least 10 cm. CMYK colour model.
- Printing materials should correspond to the advertising lightboxes 1.2*1.8 m (1200*1800 mm). Resolution 150 dpi. 100 mm should remain to the edge of the layout (considering the indent and the border). CMYK colour model.

Output:

- 5 printing products for billboards and 5 printing products for advertising light boxes were drafted, edited, designed, undergone layout, published, installed, and placed on the term of 3 months on the capacities of each region (Donetsk and Luhansk oblasts), proposed by the Contractor with the prior consideration of 3 versions of each type and approved by UNDP.

6. Text writing (elaboration of messages, slogans, etc.), drafting, editing, design, layout, publishing, and installation of printing materials on 5 subjects from the list of the topics indicated above (the subjects to be chosen further) for 5 types of posters (10 000 items) and on 30 subjects from the list of the topics indicated above for 30 types of brochures (60 000 items) in the healthcare facilities and other local entities in Donetsk and Luhansk oblasts upon approval by UNDP.

The Contractor must unify all materials in a single style and consider the customer's branding following UN visibility guidelines and consultation with the Programme. All steps should be agreed upon with UNDP with up to 3 versions to be proposed for the final selection.

Content should be structured clearly and conveniently, have a simple language, not overburdened with specific and complex terminology. If specific terminology or an abbreviation is used, it should be explained. Content must be appropriate for the adult audience, functionally easy to use, and suitable for the target group specified as the general public.

Arranged information required for publishing materials should be premised on the up-to-date, evidence-based knowledge of non-communicable diseases (guidelines and recommendations, approved by the European or American medical professional associations, WHO, etc.) and information on the current stage of the healthcare reform (reliable sources as the Ministry of Health of Ukraine, The National Health Service of Ukraine, etc.).

- Posters should meet the requirements: A3 format one-sided full-colour printing (4+0), coated white paper with a density of at least 150 g/m². CMYK colour model.
- Brochures should meet the requirements: A4 format double-sided full-colour printing (4+0), coated white paper with a density of at least 100 g/m². CMYK colour model.

Output:

- 5 types of posters (10 000 items) and 30 types (60 000 items) of brochures were drafted, edited, designed, undergone layout, published, and installed on the capacities of Donetsk and Luhansk oblasts, proposed by the Contractor with the prior consideration of 3 versions of each type and approved by UNDP.

7. Text writing (long-read format), drafting, editing, design (including unique images, figures, tables, etc.), layout, and publication of 30 posts highlighting the subjects from the list indicated above (the order to be chosen further) on a top national coverage media website and social media channels upon approval by UNDP.

All created materials (text, graphic design, etc.) must be unique and correspond to the topic they cover. The Contractor must unify all materials in a single style and consider the customer's branding following UN visibility guidelines and consultation with the Programme.

Content should be structured clearly and conveniently, have a simple language, not overburdened with specific and complex terminology. If specific terminology or an abbreviation is used, it should be explained. Content must be appropriate for the adult audience, functionally easy to use, and suitable for the target group specified as the general public.

Arranged information required for publishing materials should be premised on the up-to-date, evidence-based knowledge of non-communicable diseases (guidelines and recommendations, approved by the European or American medical professional associations, WHO, etc.) and information on the current stage of the healthcare reform (reliable sources as the Ministry of Health of Ukraine, The National Health Service of Ukraine, etc.).

Output:

- Upon approval by UNDP, 30 posts were created, edited, designed, undergone layout and published on a top national coverage media website and social media channels.

8. Preparation and timely submission of reports on the results of activities.

9. All activities and elaborated documents must be gender-responsive.

RECOMMENDATIONS TO SERVICE PROVISION**General recommendations:**

If the arrangement would demand personal presence 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.

Recommendations on the Contractor's team composition:

CV of Team Leader, all team members shall be submitted in the proposal. The Contractor's team may include both staff of the applicants' organisation or institution and invited professionals.

General operations:

1. Ensuring the reference to the UN Recovery and Peacebuilding Programme funded by the European Union in all the products created under the contract is mandatory and must be agreed with UNDP.

IV. Requirements for monitoring/reporting

The Contractor will report to the UN RPP Health Governance Specialist and Communications Specialist to accept and approve the above outputs. A detailed work plan for achieving these outputs will be discussed with the Contractor in advance before the start of the assignment.

The Contractor must adhere to the monitoring, evaluation, and quality control system implemented by UNDP and provide the necessary information, reports, and tools according to the pre-set schedule or at the request of UNDP as soon as possible (within a reasonable time).

All reports for UNDP shall be transmitted electronically (formats of: * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication. The reports must be written in Ukrainian and English. The format of reports shall be agreed upon at the first stage of the contract implementation programme. However, UN RPP reserves the right to make further changes and clarifications in the report form.

Types of reports:

1) Work plan and interim report submitted in Ukrainian and English, including reports on the work accomplished, results, and monitoring:

- Inception report – 2 weeks after the Contract starting date;
- Interim reports – upon the accomplishment of each deliverable;
- Final report – upon the accomplishment of the last deliverable.

2) Brief reports periodically submitted upon request of UN RPP in cases where it is required to get information on the progress of the programme between reporting periods;

SPECIFICS OF ASSIGNMENT

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.

The Contractor's team composition should be configured to optimise the time of the assignment and meet the related time limits. The Contractor will be responsible for all personal administrative expenses associated with undertaking this assignment including office and meeting venue accommodation, costs of events, travel and transportation, printing, stationery, telephone, and electronic communications, and report copies incurred in this assignment, etc.

In the course of services provided, the Contractor should use disclaimers and logos by the requirements of the UNDP.

Quality assurance measures:

The quality will be assured by checking references on successfully implemented equal to this assignment projects, analysing detailed work plan agreed with UNDP to monitor the progress achieved, by valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract and by delivery of all requested materials – videos, subtitle files, music licences, raw material, photo sets obtained in proper timing.

All the payments will be processed upon availability of signed (work) acceptance certificates that must be approved by UNDP requesting unit responsible persons. Regular communications will be conducted by Health Governance Specialist/Communications Specialist with selected vendor to identify any probable risks that may occur in process of the contract implementation.

In addition, video products acceptance shall be complemented with comprehensive quality control. This guarantees that all videos have high quality, required format, and conform to the applicable standards.

All activities are expected to be delivered by February 1, 2022.

The proposed schedule of services and payments is given below with a description of the % of the total budget that will be paid after achieving the following outputs:

No.	Output description	Expected date of completion
1.	A detailed implementation plan is prepared, and an entire concept of the info campaign is elaborated and agreed upon with UNDP.	2 weeks after the start of the contract
2.	Video scenarios for each video clip (30 videos with a duration time of up to 1 minute) are developed and approved by UNDP.	8 weeks after the start of the contract

3.	Thirty one-minute videos are produced, approved by, and transferred to UNDP. 5 one-minute videos, produced, and approved by UNDP, are broadcasted on the TV channels like the social advertisement. All RAW materials/video footage produced and shot during the assignment and licensed audio materials for the videos' production are transferred to UNDP in Ukraine at the end of the assignment.	20 weeks after the start of the contract
4.	5 billboards and 5 advertising lightboxes are created, printed, and installed on the capacities of each region (Donetsk and Luhansk oblasts), proposed by the Contractor, and approved by UNDP.	22 weeks after the start of the contract
5.	5 types of posters and 30 types of brochures are created, printed, and installed in the healthcare facilities and other local entities in Donetsk and Luhansk oblasts upon approval by UNDP.	24 weeks after the start of the contract
6.	30 long-read posts are created and published on a top national coverage media website and social media channels upon approval by UNDP.	28 weeks after the start of the contract

V. Proposed payment schedule

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:

Delivery of outputs 1 and 2 and submission of the inception report on the works completed - 30% of the total payment.

Delivery of output 3 and 4 and submission of the interim report on the works completed - 30% of the total payment.

Delivery of output 5 and submission of the interim report on the works completed - 20% of the total payment.

Delivery of output 6 and submission of the final report on the works completed - 20% of the total payment.

UNDP will pay the contracted amounts for the services provided within 30 days after their being approved by UNDP.

Payments will be made upon full completion and acceptance of contractual obligations by signing the act of acceptance by the component manager.

VI. Experience and qualification requirements

The competition may be attended by an officially registered institution, commercial organisation, public, or charitable organisation, and association of LGs with its status of the legal entity operating within the territory of Ukraine for at least 3 years.

Qualification requirements for the participants of the competition:

- Proven experience in elaboration of the concepts of the info campaigns (at least 5 info campaigns elaborated).
- Proven experience in video production (at least 3 years).
- Proven experience in design of the publishing materials (at least 3 years).

- Proven experience in content writing (at least 3 years).
- Availability of the team of professionals (with at least 3 years of experience for all the team members): communication specialist, content writer/copywriter, videographer or 2D/3D animator, sound engineer and designer.
- At least 4 successfully implemented projects supported by international cooperation organisations and government institutions.
- At least 2 positive references from previous clients, related to implementation of similar projects.
- At least 1 reference letter for each team member from the previous customers and former employers.
- Availability of a portfolio of video production with similar technical requirements. Examples of at least 5 developed video productions shall be provided.
- Availability of a portfolio of publishing materials production with similar technical requirements. Examples of at least 5 developed publishing materials shall be provided.
- Availability of a portfolio of content writing on the healthcare, biology etc. for the social media and web sites would be considered as an asset.
- Valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract.

All acting personnel should be introduced with the relevant CV provided. Along with the commercial offer, it is required to provide the CVs of all team members to be involved in the task, as well as the description of the work approach, including preparation of the detailed plan and the work schedule.

Team Leader / Project Manager:

- At least a Master's (or equivalent) degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant related field;
- Minimum three years of professional experience in project management and/team management;
- Minimum three years of experience in implementing projects/programmes on video and multimedia content production, design of the publishing materials, content writing;
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

Communication Specialist:

- At least a Bachelor's (or higher) degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant related field;
- At least three years of proven experience in online and social media marketing;
- Minimum experience in elaboration of the info campaigns with the video and multimedia content production, design of the publishing materials, content writing – five info campaigns elaborated (links or references to be provided);
- Excellent knowledge of Ukrainian and Russian. At least working knowledge of English would be considered as an asset.

Content writer/Copywriter:

- At least a Bachelor's (or higher) degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant related field;
- Minimum three years of experience in content writing;

- Proven experience in content writing on biology and health-related issues – at least five publications released (links or references to be provided);
- Excellent knowledge of Ukrainian, Russian and English.

Videographer, 2D/3D Animator:

- Proven experience in video and multimedia content production – at least five video products released (links or references to be provided);
- Excellent knowledge of Ukrainian, Russian.

Sound engineer:

- Proven experience in sound and multimedia content production - at least five products released (links or references to be provided)
- Excellent knowledge of Ukrainian, Russian.

Designer:

- Bachelor's or equivalent degree in Social Science, Marketing, Communication, Advertising, Design or other relevant experience;
- Proven experience in design of the publishing materials, content design - at least five publishing materials released (links or references to be provided)
- Excellent knowledge of Ukrainian, Russian.

VII. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

- ☒ 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;
- ☒ Constituent documents (for legal entities) or registration documents (for self-employed individuals), a copy of taxpayer registration certificate;
- ☒ Personal CVs of the Project Team, including information about experience in similar projects/assignments;
- ☒ Portfolio of video production with similar technical requirements;
- ☒ Portfolio of publishing materials production with similar technical requirements;
- ☒ Portfolio of the content writing on the healthcare, biology etc. for the social media and web sites.
- ☒ 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;
- ☒ At least 1 reference letter for each team member from the previous customers and former employers.
- ☒ Valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract.

VIII. Financial proposal

The applicants must submit their proposals according to the form given below.

It is important that all expenses related to accommodation and per diems, travel costs to the locations should be included in the financial proposal.

Since the procurement of services is carried out within the framework of the international technical assistance project, the quotations/invoices for payment must be provided without VAT.

A. Cost Breakdown per Deliverables*

The key steps and a description of the results that must be obtained in the specified time frames are listed 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 <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Amount, excl. VAT, currency
Delivery of outputs 1 - 2	30%	
Delivery of output 3 - 4	30%	
Delivery of output 5	20%	
Delivery of output 6	20%	
Total (please indicate currency)	100%	

Cost breakdown by components:

The applicants are requested to provide the cost breakdown with prices for each product based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as for the calculation of price if both parties have agreed to add new outputs to the scope of services.

Financial proposal:

No	Activity/Costs	Unit	Quantity	Unit Cost, excl. VAT, currency	Total Cost, excl. VAT, currency
1	Personnel				
1.1	Team Leader / Project Manager	1 month of work			
1.2	Communication Specialist	1 month of work			
1.3	Content writer/Copywriter	1 month of work			
1.4	Videographer, 2D/3D Animator	1 month of work			
1.5	Sound engineer	1 month of work			
1.6	Designer	1 month of work			
...	...				

	Implementation costs				
	Production of up to 1 minute videos	Pcs.	30		
	Production of printing materials for billboards	Pcs.	5		
	Production of printing materials for advertising lightboxes	Pcs.	5		
	Production of 5 types of posters	Pcs.	10 000		
	Production of 30 types of brochures	Pcs.	60 000		
	Production of publications	Pcs.	30		
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2					
2.3					
...	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel for 1 person				
4	Other costs (if any - to define clearly activities/costs)				
...	...				
	Total (please indicate currency)				

IX. Evaluation criteria

A. 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 490 points) of the obtainable score of 700 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. Overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights of 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 the financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 points x lowest price/quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the participant 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 for at least 3 years;
- Proven experience in development of video production, in design of the publishing materials and elaboration of the concepts of the info campaigns;
- Valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract.

Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Score weight	Maximum score	Company/Other organisation			
1	Experience of the company/organisation submitting the proposal	30%	210				
2	Proposed work plan, methodology and approach ¹	20%	140				
3	Staff	50%	350				
	Total score	100%	700				
	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/organisation submitting the proposal

Form 2. Proposed work plan, methodology, and approach

Form 3. Staff

Evaluation of technical proposals Form 1		Maximum score	Company/Other organisation		
			A	B	C
Experience of the company/organisation submitting the proposal					
1.1	Proven experience in elaboration of the concepts of the info campaigns (more than 10 info campaigns elaborated – 50 points; 6-10 info campaigns elaborated – 35 points; at least 5 info campaigns elaborated - 33 points).	50			

¹ The proposal contains a proposed methodology and work plan, which may be further modified as required by UNDP.

1.2	Proven experience in video production (more than six years – 40 points; three-five years – 35 points; at least three years – 33 points).	40			
1.3	Proven experience in design of the publishing materials (more than six years – 40 points; three-five years – 35 points; at least three years – 33 points).	40			
1.4	Proven experience in content writing (more than six years – 40 points; three-five years – 35 points; at least three years – 33 points).	40			
1.5	Successfully implemented projects supported by international cooperation organisations and government institutions (more than 4 – 20 points; at least 4 – 15 points).	20			
1.6	Proven experience in development of content on the healthcare, biology etc. for the social media and web sites (examples of the development of content on the healthcare, biology etc. for the social media and web sites are available – 20 points).	20			
Total score in Form 1		210			

Evaluation of technical proposals Form 2		Maximum score	Company/Other organisation		
			A	B	C
Proposed work plan, methodology and approach					
2.1	Does the submitted work plan sufficiently meet the tasks and scope of work? <ul style="list-style-type: none">- The work plan demonstrates general understanding of the tasks performance, but it has a lack of details regarding a mechanism of achieving the TOR goals – 38 points.- The work plan outlines a mechanism of achieving major goals including compilation of all tasks as per TOR - 45 points. The work plan is precise and clear, it prescribes the mechanism of achieving all goals and objectives, the stages are described in details and includes an additional recommendations of actions to obtain the best result - 50 points	50			
2.2	How detailed and realistic is the proposed work plan? <ul style="list-style-type: none">- The developed work plan is general in nature, without description and details - 35 points;- The developed work plan contains a description and in general meets the Project tasks - 45 points;- The developed work plan describes in detail the algorithm of the Project tasks implementation	50			

	with indication of the involved specialists and the gradual transfer of the work results - 50 points.				
2.3	To what extent does the work plan captures the up-to-date evidence-based knowledge of non-communicable diseases in the info campaign? <ul style="list-style-type: none"> - It refers to the evidence-based medical sources in general without description and details – 25 points; - It refers to the evidence-based medical sources, but some aspects, indicated in TOR are missing –35 points; - Presented approach is exhaustive and comprehensive, addressing to reliable sources of information –40 points. 	40			
	Total score in Form 2	140			

Evaluation of technical proposals Form 3		Maximum score	Company/Other organisation		
			A	B	C
Staff					
	Team Leader/Project Manager				
3.1	Master’s (or equivalent) degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant related field (PhD or above - 20 points, Specialist/Master - 16 points)	20			
3.2	Professional experience in project management and/ team management (at least three years – 12 points, three-five years – 15 points, six-nine years – 22 points, ten and more years – 30 points)	30			
3.3	Experience in implementing projects/programmes on video and multimedia content production, design of the publishing materials, content writing (at least three years - 15 points, three-five years – 20 points, six-eight years – 25 points, nine and more years – 30 points)	30			
3.4	Excellent knowledge of Ukrainian and Russian (fluent in Ukrainian and Russian - 17 points, fluent in Ukrainian, Russian and English – 20 points)	20			
	Interim score by criteria 3.1 – 3.4	100			
4	Communication Specialist				
4.1	Bachelor’s (or higher) degree in Economics, Social sciences, Management, Psychology, PR, Communications or another relevant related field (PhD or above - 12 points, Specialist/Master - 10 points, Bachelor - 8 points)	12			
4.2	Proven experience in online and social media marketing	13			

	(at least three years - 8 points, three-five years – 10 points, six and more years – 13 points)				
4.3	Experience in elaboration of the info campaigns with the video and multimedia content production, design of the publishing materials, content writing (at least five info campaigns elaborated - 8 points, six-eight info campaigns elaborated – 10 points, nine and more info campaigns elaborated – 13 points)	13			
4.4	Excellent knowledge of Ukrainian and Russian (fluent in Ukrainian and Russian - 10 points, fluent in Ukrainian, Russian and English – 12 points)	12			
	Interim score by criteria 4.1 – 4.4	50			
5	Content writer/Copywriter				
5.1	Bachelor's (or higher) degree in Economics, Social sciences, Management, Psychology, PR, Communications, Biology, Medicine or another relevant related field (PhD or above - 12 points, Specialist/Master - 10 points, Bachelor - 8 points)	12			
5.2	Experience in content writing (at least three years - 8 points, three-five years – 10 points, six and more years – 13 points)	13			
5.3	Proven experience in content writing on biology and health-related issues (at least five publications released - 8 points, six-ten publications released – 10 points, eleven and more publications released – 13 points)	13			
5.4	Excellent knowledge of Ukrainian and Russian (fluent in Ukrainian, Russian and English – 12 points)	12			
	Interim score by criteria 5.1 – 5.6	50			
6	Videographer, 2D/3D Animator				
6.1	Experience in video and multimedia content production (at least five video products released - 17 points, six-ten video products released – 22 points, eleven and more video products released – 25 points)	25			
6.2	Excellent knowledge of Ukrainian and Russian (fluent in Ukrainian and Russian – 22 points, fluent in Ukrainian, Russian and English – 25 points)	25			
	Interim score by criteria 6.1 – 6.2	50			
7	Sound engineer				
7.1	Experience in sound and multimedia content production (at least five products released – 17 points, six-ten products released – 22 points, eleven and more video products released – 25 points)	25			
7.2	Excellent knowledge of Ukrainian and Russian (fluent in Ukrainian and Russian - 22 points, fluent in Ukrainian, Russian and English – 25 points)	25			
	Interim score by criteria 7.1 – 7.2	50			

	Designer				
8.1	Bachelor's or equivalent degree in Social Science, Marketing, Communication, Advertising, Design or other relevant field (PhD or above - 20 points, Specialist/Master - 18 points, Bachelor - 15 points)	20			
8.2	Experience in design of the publishing materials, content design (at least five publishing materials released- 14 points, six-ten publishing materials released– 17 points, eleven and more publishing materials released – 20 points)	20			
8.3	Excellent knowledge of Ukrainian and Russian (fluent in Ukrainian and Russian - 8 points, fluent in Ukrainian, Russian and English – 10 points)	10			
	Interim score by criteria 8.1 – 8.3	50			
	Total score in Form 3	350			

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 493-2021-UNDP-UKR-RFP-RPP dated 7/15/2021, 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) Portfolio of video production with similar technical requirements;*
- f) Portfolio of publishing materials production with similar technical requirements;*
- g) Portfolio of the content writing on the healthcare, biology etc. for the social media and web sites;*
- h) Valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract*
- i) 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;*
- j) At least 1 reference letter for each team member from the previous customers and former*

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

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

employers;

k) *Valid and legally acquired licenses for all software that will be used for the organisation of the filming and printing processes and subsequent editing of videos and ready-to-print materials layouting for the whole period of contract;*

l)

m) **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).**

n) *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.*

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 if any.
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP;

- *providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work, including the following:*
- *a work plan with the proposed work schedule indicating the persons responsible for each area of activity;*
-

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 including team leader, communication specialist, content writer/copywriter, videographer or 2D/3D animator, sound engineer and designer (with at least 3 years of experience in the respective field for all team members);*
- 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) at least one (1) reference letter for each team member from the previous customers and former employers.*

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.

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, excl. VAT, currency
Delivery of outputs 1 - 2	30%	
Delivery of output 3 - 4	30%	
Delivery of output 5	20%	
Delivery of output 6	20%	
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 Cost, excl. VAT, currency	Total Cost, excl. VAT, currency
1	Personnel				
1.1	Team Leader / Project Manager	1 month of work			
1.2	Communication Specialist	1 month of work			
1.3	Content writer/Copywriter	1 month of work			
1.4	Videographer, 2D/3D Animator	1 month of work			
1.5	Sound engineer	1 month of work			
1.6	Designer	1 month of work			
...	...				
	Implementation costs				
	Production of up to 1 minute videos	Pcs.	30		
	Production of printing materials	Pcs.	5		

	for billboards				
	Production of printing materials for advertising lightboxes	Pcs.	5		
	Production of 5 types of posters	Pcs.	10 000		
	Production of 30 types of brochures	Pcs.	60 000		
	Production of publications	Pcs.	30		
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2					
2.3					
...	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel for 1 person				
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.) "2000000000000".

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</p> <p>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</p> <p>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</p> <p>Number and Date:</p>
<p>3. Посилання на номер договору (напр., номер присудження договору):</p>	<p>3. Contract Reference (e.g. Contract Award Number):</p>
<p>4. Довгострокова угода: Ні</p>	<p>4. Long Term Agreement: No</p>
<p>5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>
<p>6. Тип Послуг:</p>	<p>6. Type of Services:</p>
<p>7. Дата початку Договору:</p>	<p>7. Contract Starting Date:</p>
<p>8. Дата завершення Договору:</p>	<p>8. Contract Ending Date:</p>
<p>9. Загальна сума Договору:</p>	<p>9. Total Contract Amount:</p>
<p>9а. Передплата: Не застосовується</p>	<p>9а. Advance Payment: Not applicable</p>
<p>10. Загальна вартість Товарів та/або Послуг:</p> <p><input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів</p> <p><input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів</p> <p><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:</p> <p><input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply</p> <p><input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply</p> <p><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</p> <p>Адреса:</p> <p>Номер телефону:</p> <p>Факс:</p>	<p>13. Contractor's Contact Person's Name:</p> <p>Title</p> <p>Address:</p> <p>Telephone number:</p> <p>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. 	<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.
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.	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>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:	