



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: August 16, 2021
	REFERENCE: 543-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Company to support local authorities to identify pathways towards managing hazardous sites (flooded coal mines), based on local particularities, and determining implications for national and local level policy making in Donetsk and Luhansk oblasts”**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **23:59 (Kyiv time) Monday, August 30, 2021** and via email to the address below:

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

Your Proposal must be expressed in the **English or Ukrainian or Russian** and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

**NB. The Offeror shall create 2 archive files (\*.zip format only!): one should include *technical proposal*, another one should include financial proposal and be encrypted with password. Both files should be attached to the email letter.**

During evaluation process only technically compliant companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.

Messages should **not exceed 20 MB in size**. Offers larger than 20 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement

and the solicitation documents. Messages larger than 20 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **"543-2021-UNDP-UKR-RFP-RPP" and "Company to support local authorities to identify pathways towards managing hazardous sites (flooded coal mines), based on local particularities, and determining implications for national and local level policy making in Donetsk and Luhansk oblasts"**

Body of the message should include: **Name of the offeror**

Archive files should be marked as: **Technical proposal** and **Financial proposal**

Note: if the email letters or archive files are not marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condict\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condict_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



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

**August 16, 2021**

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## Description of Requirements

<b>Context of the Requirement</b>	<b>“Company to support local authorities in implementing the green transformation for the coal industry in Donetsk and Luhansk oblasts and generate wider transformation models”</b>
<b>Brief Description of the Required Services</b>	The purpose of the assignment is to conduct an analytical review of the economic situation of coal-mining towns, communities and adjacent territories. The assignment are also meant to develop possible ways and mechanisms for communities on government-controlled territories to acknowledge existing threats, avoid potential disasters and recover energy and other resources from coal mine waters and treat residues in Donetsk and Luhansk oblasts. The project will provide practical recommendations to be used by local authorities in the environmental rehabilitation and economic transformation of affected territories in Donetsk and Luhansk oblasts, on the way to a green transition and decarbonization. Furthermore, it will provide an assessment of the possible consequences of implementing the proposed transition, with a particular focus on the minimization of negative consequences for the affected communities.
<b>List and Description of Expected Outputs to be Delivered</b>	<p><b>Deliverable 1.</b> A detailed plan for implementing objectives is prepared and approved by UNDP.</p> <p><b>Deliverable 2.</b> Analytical assessment of the technogenic load on the coal mines areas and adjacent communities caused by long-term operation and the planned process of mines closure is conducted. Final document (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast) is prepared and approved by UNDP.</p> <p><b>Deliverable 3.</b> Public hearings on the results of analytical review of coal mines and surrounding areas, Donetsk and Luhansk oblasts (separately for each oblast, at least 50 participants in each oblast) are held. The work results are presented and discussed, all conclusions and suggestions are consolidated, and all offers and comments are taken into account.</p> <p><b>Deliverable 4.</b> Recommendations on the sequence of mine closure to reduce the existing technogenic load on the territory are developed (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast).</p>

**Deliverable 5.**

A comprehensive roadmap for mine closure management, including technical, legal, social, and economic aspects (separately for Donetsk and Luhansk oblasts) is developed in the form of document (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast).

**Deliverable 6.**

Analytical assessment of the risks, threats and possible solutions linked to the rising mine water levels in NGCA (the process of pumping is stopping), overflows into mines on government-controlled territories, and necessary protection measures for drinking water and the population is conducted (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast).

Presentation materials for the discussion panel and a short policy brief on causes and effects are prepared (At least 15 presentation slides showing the whole picture in full volume; Document of printed version (1 copy) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 20 pages for each oblast)

**Deliverable 7.**

Recommendation of water resources risk management upon coal mines closure in Donetsk and Luhansk oblasts is prepared (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast).

**Deliverable 8.**

Discussion panel with relevant representatives of oblasts administrations on the water resources risk management upon mines closure in Donetsk and Luhansk oblasts are organized and conducted. According to the results of the discussion, all suggestions and recommendations are taken into account.

**Deliverable 9.**

Mechanisms and approaches/opportunities aimed at developing a methodology of managing environmental risks occurring during and after a mine closures in Donetsk and Luhansk oblasts are described and prepared in the form of document (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 300 pages for each oblast).

**Deliverable 10.**

Discussion panel with relevant representatives of oblasts administrations on the environmental risk management upon mines closure in Donetsk and Luhansk oblasts is organized and conducted. According to the results of the discussion, all suggestions and recommendations are taken into account.

	<p><b>Deliverable 11.</b> Considering remarks, received from Discussion panel (Deliverable No. 11) to make necessary changes into Mechanisms and approaches/opportunities aimed at developing a methodology of managing environmental risks occurring during and after a mine closures in Donetsk and Luhansk oblasts are described and prepared in the form of document (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 300 pages for each oblast).</p> <p><b>Deliverable 12.</b> Considering changes in Mechanisms and approaches/opportunities aimed at developing a methodology of managing environmental risks occurring during and after a mine closures in Donetsk and Luhansk oblasts to organize and conduct a discussion panel with relevant representatives of oblasts administrations on the environmental risk management upon mines closure in Donetsk and Luhansk oblasts. According to the results of the discussion, all suggestions and recommendations are taken into account.</p> <p><b>Deliverable 13.</b> A comprehensive roadmap for revitalization measures for territories after closing coal mines Donetsk and Luhansk oblasts is developed and presented in the form of document (Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast).</p> <p><b>Deliverable 14.</b> Extensive public hearings with relevant representatives of oblasts administrations, the mine administrations, local authorities, and relevant ministries on Coal Mining and Coal Processing Industry about the minimization of negative ecological impacts, and mitigation measures on territories Donetsk and Luhansk oblasts are organized and conducted. According to the results of the discussion, all suggestions and comments are taken into account for further refinement of the proposed approaches are taken into account.</p> <p><b>Deliverable 15.</b> The final report on the results of the activities performed is prepared and approved by UNDP (Printed version (3 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 300 pages for each version).</p>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Environmental Protection Specialist of the Local Governance and Decentralization Reform Component within the UN Recovery and Peacebuilding Programme
<b>Frequency of Reporting</b>	According to TOR attached
<b>Progress Reporting Requirements</b>	According to TOR attached
<b>Location of work</b>	According to TOR attached
<b>Expected duration of work</b>	According to the proposed timeframe specified in the attached TOR
<b>Target start date</b>	September 2021

<b>Target completion date</b>	April 2022
<b>Travels Expected</b>	According to TOR attached
<b>Special Security Requirements</b>	n/a
<b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
<b>Implementation Schedule indicating breakdown and timing of activities/sub-activities</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Currency of Proposal</b>	<input checked="" type="checkbox"/> United States Dollars (USD). UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> or <input checked="" type="checkbox"/> UAH
<b>Value Added Tax on Price Proposal</b>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>
<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on:</b>	Pre-Bidding Conference will be held on <b>Wednesday, August 25, 2021 at 11:00 (Kyiv time)</b> via Skype. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a> Attn: Procurement Unit Subject: <b>543-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration
<b>Payment Terms</b>	UNDP will pay the negotiated amount in five (5) tranches as per the delivery of outputs outlined above: <ul style="list-style-type: none"> <li>• Delivery of outputs 1 and submission of the report on the work done - 15% of the total payment</li> <li>• Delivery of output 2, 3 and submission of the report on the work done - 20% of the total payment</li> <li>• Delivery of output 4-7 and submission of the report on the work done - 25% of the total payment</li> <li>• Delivery of output 8-9 and submission of the final report on the work done - 25% of the total payment</li> </ul>

	<ul style="list-style-type: none"> <li>• Delivery of output 10-15 and submission of the final report on the work done - 15% of the total payment.</li> </ul> <p>The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).</p>
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	Programme Coordinator Local Governance and Decentralisation Reform
<b>Type of Contract to be Signed</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
<b>Criteria for Contract Award</b>	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
<b>Criteria for the Assessment of Proposal</b>	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 40% <input checked="" type="checkbox"/> Staff 30% <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<b>UNDP will award the contract to:</b>	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
<b>Contract General Terms and Conditions</b>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p><b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b></p>
<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)



<b>Contact Person for Inquiries (Written inquiries only)<sup>1</sup></b>	<p><i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Documents to be submitted in proposal</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal).</li> <li><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any).</li> <li><input checked="" type="checkbox"/> A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.</li> <li><input checked="" type="checkbox"/> Technical proposal in the form of methodology with detailed description of the assignment implementation using an indication approach to the performance of each stage. If any travels/business trips are expected, detailed description should be also specified in the Technical proposal.</li> <li><input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity.</li> <li><input checked="" type="checkbox"/> CVs of the intended team members involved (Team Leader, Team Experts and others) with clear description of their roles in the Project, education, knowledge and previous experience, as well as confirmation of their availability if selected for this project.</li> <li><input checked="" type="checkbox"/> Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</li> <li><input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b></li> </ul>

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

**Other Information Related to the RFP**

**Administrative Requirements**

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

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

**Experience and Qualification Requirements**

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

- ✓ Officially registered Company / Organization with a valid registration at least 5 (five) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- ✓ Proven experience in the development of environmental and economical development strategy and strategic, environmental assessment, ecological programs – at least 3 (three) years.
- ✓ Proven experience in the development of renewable and alternative energy sources – at least 3 (three) examples of such work.
- ✓ Proven experience in the development of reports on the environmental and economical assessment of territories – at least 3 (three) samples of such documents.
- ✓ Proven experience of work in the East of Ukraine, namely Donetsk or/and Luhansk oblast will be an asset.
- ✓ Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners
- ✓ Availability of human resources that will ensure due quality and timely implementation of the contract:

The Project team will include a Team Leader, and 5 (Five) Team Experts (please propose reasonable team composition, which may exceed minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

***Team Leader:***

- ✓ At least Master/Specialist degree in mining engineering, ecology, economics, finance, management, environmental management, public administration, administrative management or other relevant areas.
- ✓ At least 5 (five) years of experience in environmental security in the exploitation and closure of mines, environmental development of local governance and executive authorities.
- ✓ Experience in project management in energy efficiency and greenhouse gas emission reduction, low-carbon development, decarbonization (at least 3 examples of such projects).
- ✓ Fluency in Ukrainian and Russian.

**Team Expert No. 1: Donetsk oblast:**

- ✓ At least Master/Specialist degree in ecology, environmental safety, economics, public administration or other relevant areas.
- ✓ At least 5 (five) years of experience in preparing climate change mitigation projects, decarbonization.
- ✓ Experience in the development of environmental and economical assessment and inventory reports (at least 3 samples of such documents).
- ✓ Fluency in Ukrainian and Russian.

**Team Expert No. 2: Luhansk oblast:**

- ✓ A least Master/Specialist degree in ecology, environmental safety, economics, public administration or other relevant areas
- ✓ At least 5 (five) years of experience in preparing climate change mitigation projects, decarbonization.
- ✓ Experience in the development of environmental and economical assessment and inventory reports (at least 3 samples of such documents).
- ✓ Fluency in Ukrainian and Russian.

**Team Expert No 3: Donetsk oblast:**

- ✓ At least Master/Specialist degree in ecology, environmental safety or other relevant areas.
- ✓ At least 3 (three) years of experience in ecological monitoring, reporting, and audits.
- ✓ Experience in developing national reports of ecological audits (at least 3 samples of such documents).
- ✓ Fluency in Ukrainian and Russian.

**Team Expert No. 4: Luhansk oblast:**

- ✓ At least Master/Specialist degree in ecology, environmental safety or other relevant areas.
- ✓ At least 3 (three) years of experience in ecological monitoring, reporting, and audits.
- ✓ Experience in developing national reports of ecological audits (at least 3 samples of such documents).
- ✓ Fluency in Ukrainian and Russian.

**Team Expert No. 5: Donetsk and Luhansk oblasts:**

- ✓ At least Master/Specialist degree in industrial and civil engineering, engineering construction or other relevant areas.
- ✓ Experience in designing of documentation under state standards and unified system of design documentation (at least 3 samples of such documents).
- ✓ At least 3 (three) years of experience in the use of software Tekla Structure, Auto CAD, calculation programs.
- ✓ Fluency in Ukrainian and Russian.

Other information is available on

<http://procurement-notice.undp.org>;

For the information, please contact [procurement.rpp.ua@undp.org](mailto:procurement.rpp.ua@undp.org)

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **543-2021-UNDP-UKR-RFP-RPP** dated **August 16, 2021**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

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

***a) Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).***

***b) Copies of other licenses or certificates (if any).***

***c) A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.***

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

***e) Brief Company Profile (table below).***

<b>BRIEF COMPANY PROFILE</b>	
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	

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

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

VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
References	Please attach Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners as well as contact details of referees.
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

**B. Proposed Methodology for the Completion of Services**

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

***a) Technical proposal in the form of methodology with detailed description of the assignment implementation using an indication approach to the performance of each stage. If any travels/business trips are expected, detailed description should be also specified in the Technical proposal.***

***b) 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) CVs of the intended team members involved (Team Leader, Team Experts and others) with clear description of their roles in the Project, education, knowledge and previous experience.***

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

## Financial Proposal

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

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

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

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

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

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

### A. Cost Breakdown per Deliverables\*

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

No.	Outputs	Percentage of Total Price (Weight for payment)	Price without VAT**, indicate currency
1.	Output 1	15%	
2.	Output 2 and 3	20%	
3.	Output 4, 5, 6 and 7	25%	
4.	Output 8 and 9	25%	
5.	Output 10, 11, 12, 13 and 15	15%	
<b>Total all-inclusive cost without VAT**, indicate currency</b>		100%	

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

### B. Cost Breakdown by Cost Component:

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

#	Activity/Costs	Unit	Quantity	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
1.	<b>Staff</b>				
1.1.	Team Leader	Month			
1.2	Team Expert No. 1: Donetsk oblast	Month			
1.3	Team Expert No. 2: Luhansk oblast	Month			
1.4	Team Expert No. 3: Donetsk oblast	Month			
1.5	Team Expert No. 4: Luhansk oblast	Month			
1.6	Team Expert No. 5: Donetsk and Luhansk oblasts	Month			
...	...				
2.	<b>Administration costs (if necessary)</b>				
2.1	Communication (telephone / Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3.	<b>Travel and Lodging</b>				
3.1	Daily Allowance				
...	...				
4.	<b>Other costs (If any – to define clear activities/costs</b>				
4.1	...				
<b>TOTAL without VAT**, indicate currency</b>					

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

*[Designation]*

*[Date]*

*\*\*Dear Partners!*

*The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.*

*Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.*

*The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.*

*In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:*

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*
- Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*
- in column 2 of section B – supplier's (seller's) services nomenclature;*
- in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*
- in columns 4 and 5 - unit of services measurement;*
- in column 6 - quantity (volume) of services delivery;*
- in column 7 - the price of the service unit supply, excluding VAT;*
- in column 8 - VAT rate code 903;*
- in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*
- in column 10 - supply volume, excluding VAT (prepayment amount).*

*Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."*

*Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.*

*Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.*

*Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.*

*Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.*



## TERMS OF REFERENCE

**Project title:** UN Recovery and Peacebuilding Programme.

**Description of the assignment:** Company to support local authorities to identify pathways towards managing hazardous sites (flooded coal mines), based on local particularities, and determining implications for national and local level policy making in Donetsk and Luhansk oblasts.

**Country/place of implementation:** Ukraine, government-controlled areas of Donetsk and Luhansk oblasts with lessons learned transferable to other locations.

**Duration of the assignment:** 8 months

**Name and functional post of Direct Manager:**

Oleksii Pyrikov, Environmental Protection Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme.

**Name and functional post of Senior Manager:** Olena Ruditch, Programme Coordinator, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme.

## I. BACKGROUND

The United Nations Development Programme (UNDP) has been actively working in eastern Ukraine for the past decade, before the conflict, focusing on community and civil society development, and environmental protection.

Since 2015, upon request from the Government of Ukraine, UNDP started its work on addressing conflict-related challenges through the **United Nations Recovery and Peacebuilding Programme (UN RPP)**. The UN RPP is a multi-donor funded framework programme, jointly implemented by four UN partnering agencies: UNDP, UN Women, FAO, and UNFPA in cooperation with the government of Ukraine.

The UN RPP was designed to **respond to and mitigate the causes and effects of the conflict**. 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 Decentralisation Reform**

**Component 3: Community Security and Social Cohesion.**

The Programme is employing a multi-sectoral programme-based approach and is implemented using an area-based methodology and unifying interventions framework for projects funded by 12 international partners. In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) had countersigned a new joint project document, funded by the EU. The overall objective of the project 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 the government-controlled areas (GCAs) of the oblasts. It will contribute to peacebuilding and prevent further escalation of conflict in 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 endeavor will be achieved through the pursuit of the following specific objectives:

1. To stimulate employment and economic growth by assisting in Micro-, Small- and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
2. To enhance social cohesion and reconciliation through the promotion of civic initiatives.
3. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate the direct impacts of the conflict.

## II. MAIN GOAL AND OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to conduct an analytical review of the economic situation of coal-mining towns, communities and adjacent territories. The assignment are also meant to develop possible ways and mechanisms for communities on government-controlled territories to acknowledge existing threats, avoid potential disasters and recover energy and other resources from coal mine waters and treat residues in Donetsk and Luhansk oblasts. The project will provide practical recommendations to be used by local authorities in the environmental rehabilitation and economic transformation of affected territories in Donetsk and Luhansk oblasts, on the way to a green transition and decarbonization. Furthermore, it will provide an assessment of the possible consequences of implementing the proposed transition, with a particular focus on the minimization of negative consequences for the affected communities.

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

### **1. Develop and coordinate with UNDP a detailed plan for implementing the objectives of these Terms of Reference.**

### **2. Conduct an analytical review of mines and surrounding areas, Donetsk and Luhansk oblasts:**

**2.1.** Analyze the technical and economic characteristics of coal mines in Donetsk and Luhansk oblasts.

**2.2.** Provide an analytical assessment of the technogenic load on coal mines' territories and territories of adjacent communities, caused by the operation and closure of mines (Identify and describe, state and regionally significant biodiversity and natural environmental values of the terrestrial and aquatic ecology likely to be impacted by the project, including watercourses impacted by groundwater drawdown or diversion).

**2.3.** Describe, illustrate and provide modeling results relating to where final under-landing voids (after coal mining), mined areas, subsidence, and uncompacted overburden, during workings work of coal mines, and at the ending its closed. Describe, illustrate and provide modeling results relating to where final voids, mined areas, subsidence, and uncompacted overburden and workings during operations and at the end of coal mines closeting.

**2.4.** Develop proposals on the sequence of mine closures, to reduce the technogenic load on territories, based on the existing registry (Resolution of the Cabinet of Ministers of Ukraine №280, (28 of March 28, 1997,) and №1205/Annex 10, 19 of September 19, 2001);

**2.5.** Consider an analysis of best global practices for mine closure management, including technical and legal aspects.

**2.6.** Develop a comprehensive roadmap for mine closure management, including technical, legal, social, and economic aspects (separately for Donetsk and Luhansk oblasts).

**2.7.** Hold public hearings on the results of analytical review of coal mines and surrounding areas, Donetsk and Luhansk oblasts (separately for each oblast). The results of the studies must be presented for discussion at the public hearings. Based on the results of the public hearings, consolidated conclusions and proposals should be prepared, taking into account all the comments received.

*Arrangement of 1-day duration offline format public hearings (one event per each oblast, at least 50 participants per each oblast) will be covered by a Contractor and should cover coffee breaks for participants and premises rent, list of participants is to be agreed with UNDP.*

### **3. Identify mechanism of water resources risk management upon coal mines closure in Donets and Luhansk oblasts:**

**3.1** Provide an analytical assessment of the risks, threats and possible solutions linked to the rising mine water levels in non-government controlled areas (NGCAs), overflows into mines on government-controlled territories (GCAs), and necessary protection measures for drinking water and the population.

**3.2** Describe the water-related environmental values and describe the existing surface water and groundwater quality regime within the study area in terms of water body interaction and high/ low freshwater flows. Describe the baseline condition of the existing waters in, upstream and downstream of the site and describe the water quality requirements of existing and potential water users in areas potentially affected by the proposed project.

**3.3** Identify the environmental values of surface water (including wetlands) and groundwater within the project site and surrounding area, including immediately downstream that may be affected by the project, including any human uses of the water and any cultural values.

**3.4** At an appropriate scale, detail the chemical, physical and biological characteristics of surface waters and groundwater within the area that may be affected by the project, including within and adjacent to the site. Water quality parameters should be appropriate to the downstream, and upstream uses and environmental values may be affected. Include a description of water quality variability within the study area associated with climatic and seasonal factors, variability of freshwater flows and extreme events using suitable reference locations and sufficient data to adequately establish baseline conditions.

**3.5** Organize and conduct a discussion panel with relevant representatives of oblasts administrations on the water resources risk management upon mines closure in Donetsk and Luhansk oblasts. According to the results of the discussion, all suggestions and recommendations are taken into account.

*Arrangement of 1-day duration offline format public hearings (one event per each oblast, at least 50 participants per each oblast) will be covered by a Contractor and should cover coffee breaks for participants and premises rent, list of participants is to be agreed with UNDP.*

#### **4. Identify mechanism and approaches/opportunities aimed at developing a methodology of managing environmental risks, occurring during and after a mine closures in Donetsk and Luhansk oblasts:**

**4.1.** Consider and analyze the environmental component of the development of territories as a result of reducing coal mining (Assessment and prediction of changes in the state of the environment, ecosystems, and the ecological balance).

**4.2.** Assess the need for buffer zones and the retention, rehabilitation, or planting of movement corridors. Detail measures that would avoid the need for waterway barriers or measures to mitigate the impacts of their construction and operation, where unavoidable.

**4.3.** Describe the potential direct and indirect impacts on the biodiversity and natural environmental values of affected areas such as breeding, roosting, nesting and foraging habitats, arising from the construction, operation and eventual decommissioning of the project (including potential/likely and known impacts).

**4.4.** Include maps at suitable scales showing the location of affected areas, estimates of disturbance likely to be a result of the project, and quantify the extent of habitat for threatened species and communities adjacent to the project site, to provide clarity on the regional context of these habitats on the project site.

**4.5.** Describe all the expected significant waste streams from the proposed project activities (typically these would include waste rock, tailings and coarse rejects from mining and refining projects including assessing the properties that affect erosion and leaching potential) during the construction, operational and decommissioning phases of the project.

**4.6.** Describe the expected quantity, physical and chemical characteristics, including form (liquid, solid, gas), environmental hazard rating, and toxicity of each significant waste, as well as any attributes that may affect its likelihood of dispersal in the environment, as well the associated risk of causing environmental harm.

**4.7.** Organize and conduct a discussion panel with relevant representatives of oblasts administrations on the environmental risk management upon mines closure in Donetsk and Luhansk oblasts. According to the results of the discussion, all suggestions and recommendations are taken into account.

*Arrangement of 1-day duration offline format public hearings (one event per each oblast, at least 50 participants per each oblast) will be covered by a Contractor and should cover coffee breaks for participants and premises rent, list of participants is to be agreed with UNDP.*

## **5. Proposed avoidance and/or mitigation measures of process mines closing:**

**5.1.** Develop the plan of a proposed scheduling and extent of planned rehabilitation works that would maximise the amount of land and water bodies restored at any one time and in particular maximise the potential recovery of land and water bodies with their ecological or productive value.

**5.2.** Provide tabulated details containing milestones with completion dates for achieving progressive rehabilitation of the mine sites. Ensure monitoring of response actions, including corrective/ preventative actions and adaptive management of mitigation measures, are incorporated into the rehabilitation plan to ensure continual continuous improvement.

**5.3.** Propose measures proposed for the progressive rehabilitation of affected areas should include rehabilitation success criteria concerning natural values that would be used to measure the progress and adjust practices, if necessary, to ensure success over time.

**5.4.** Propose practical measures for protecting or enhancing natural values and assess how the nominated quantitative indicators and standards are to be achieved for nature conservation management. In particular, address measures to protect or preserve any threatened or near-threatened species.

**5.5.** Describe rehabilitation completion criteria that would be used to measure progress and outline a program to undertake monitoring, auditing, reporting and maintenance of rehabilitated areas until project completion, and how corrective/ preventative actions would be managed.

**5.5.1.** Taking into account all proposed avoidance and/or mitigation measures, the assessment should include, but not be limited to, the following key elements:

- (a) terrestrial and aquatic ecosystems (including groundwater-dependent ecosystems) and their interaction
- (b) biological diversity including flora and fauna species and regional ecosystems;
- (c) the existing integrity and connectivity of ecological processes and ecosystems, including habitats of threatened, near-threatened, or special least-concern species;
- (d) the integrity of landscapes and places, including wilderness and similar natural places;
- (e) actions of the project that require an authority under the Nature Conservation;
- (f) chronic, low-level exposure to contaminants or the bio-accumulation of contaminants;
- (g) impacts on native fauna due to wastes on the site, particularly those related to any form of toxicants in supernatant water of any tailings storage facility.

**5.5.2.** Notwithstanding that management techniques may improve over the life of the project, and legislative requirements may change, the contractor will devise a recommended course of actions, that will ensure that all potential high-impact elements of the project (e.g. spoil dumps, voids, tailings and water management dams, creek diversions, subsidence areas, waste disposal areas, groundwater interactions with backfilled areas, etc.) are properly managed and rehabilitated to achieve acceptable land use capabilities/suitability, to be stable and self-sustaining and to prevent upstream and downstream surface and groundwater contamination.

**5.5.3.** Propose practical measures for protecting or enhancing natural values and assess how the nominated quantitative indicators and standards are to be achieved for nature conservation management. In particular, address measures to protect or preserve any threatened or near-threatened species.

**5.6.** Describe how the achievement of the rehabilitation objectives would be monitored and audited, and how corrective/ preventative actions would be managed for all phases of the project.

**5.7.** Develop and present a comprehensive roadmap for revitalization measures for territories after closing coal mines Donetsk and Luhansk oblasts (separately for each oblast).

**5.8.** Organize and conduct extensive public hearings with relevant representatives of oblasts administrations, the mine administrations, local authorities, and relevant ministries on the Coal Mining and Coal Processing Industry about the minimization of negative ecological impacts, and mitigation measures on territories Donetsk and Luhansk oblasts. Conducting expanded public hearings will attract several stakeholders, allowing for time and space to discuss and agree on proposals and activities of national, regional, and local authorities. According to the results of the discussion, all suggestions and comments are taken into account for further refinement of the proposed approaches.

*Arrangement of 1-day duration offline format public hearings (one event per each oblast, at least 75 participants per each oblast) will be covered by a Contractor and should cover coffee breaks for participants and premises rent, list of participants is to be agreed with UNDP.*

### **General recommendations:**

- The Contractor is responsible for ensuring the proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phases of the assignment.
- The Contractor will ensure the mainstreaming of gender equality considerations in all aspects of the assignment, promote a safe and enabling environment free of any kind of discrimination and abusive behavior, respect differences and accord equal spaces and dignity regardless of personnel's sex, ethnicity, sexual preference, gender identity, (dis)ability or other markers of identity, and use the principles of gender-responsive communications in line with the UNDP corporate standards.
- The reference to the UN Recovery and Peacebuilding Programme in all the products created under the contract is mandatory and must be ensured and agreed with UNDP.
- All the offline events within this assignment should be organized and conducted with the observance of sanitary-hygienic and sanitary-anti-epidemic rules and norms stipulated by the World health organization about the coronavirus disease (COVID-19) advice for the public WHO Covid ([https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?utm\\_source%3dutm\\_source%3dba-notification&utm\\_campaign=ogfx-314-ru&utm\\_medium=desktop](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?utm_source%3dutm_source%3dba-notification&utm_campaign=ogfx-314-ru&utm_medium=desktop)):
  - ✓ Ensure policies and procedures related to COVID-19 are posted, available, and communicated to all participants. Put up COVID-19 posters in the facility and classroom to communicate key messages such as physical distancing of 2 meters, hand hygiene, and how to screen for symptoms.
  - ✓ Ensure participants have positioned a minimum of 2 meters from one another and remain at a safe distance at all times.
  - ✓ Provide the participants with a necessary number of fabric medical masks.
  - ✓ Ensure personal hygiene can be maintained through access to running water and soap, or hand sanitizer with at least 60% alcohol.
  - ✓ Ensure instructors and participants can wash or sanitize their hands frequently, especially when they arrive, before and after touching commonly-touched surfaces, and before leaving;
  - ✓ Ensure all surfaces in the training room (tables, chairs, countertops, doorknobs, light switches, etc.) are disinfected before and after the training using appropriate cleaning products.
  - ✓ Ensure any training equipment, tools or props are cleaned and sanitized before and after use.

#### IV. EXPECTED OUTPUTS

No.	Output description	Expected date of completion
1.	A detailed plan for implementing objectives is prepared and approved by UNDP.	1 week after the start of the contract
2.	Analytical assessment of the technogenic load on the coal mines areas and adjacent communities caused by long-term operation and the planned process of mines closure is conducted. Final document ( <i>Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast</i> ) is prepared and approved by UNDP.	9 weeks after the start of the contract
3.	Public hearings on the results of analytical review of coal mines and surrounding areas, Donetsk and Luhansk oblasts (separately for each oblast, at least 50 participants in each oblast) are held. The work results are presented and discussed, all conclusions and suggestions are consolidated, and all offers and comments are taken into account.	10 weeks after the start of the contract
4.	Recommendations on the sequence of mine closure to reduce the existing technogenic load on the territory are developed ( <i>Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast</i> ).	11 weeks after the start of the contract
5.	A comprehensive roadmap for mine closure management, including technical, legal, social, and economic aspects (separately for Donetsk and Luhansk oblasts) is developed in the form of document ( <i>Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast</i> ).	12 weeks after the start of the contract
6.	Analytical assessment of the risks, threats and possible solutions linked to the rising mine water levels in NGCA (the process of pumping is stopping), overflows into mines on government-controlled territories, and necessary protection measures for drinking water and the population is conducted ( <i>Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast</i> ).  Presentation materials for the discussion panel and a short policy brief on causes and effects are prepared ( <i>At least 15 presentation slides showing the whole picture in full volume; Document of printed version (1 copy) and electronic version in Ukrainian, A4, font size 14pt, 1.5</i>	17 weeks after the start of the contract

	<i>spacing, font Times New Roman, volume is not less than 20 pages for each oblast)</i>	
7.	Recommendation of water resources risk management upon coal mines closure in Donetsk and Luhansk oblasts is prepared ( <i>Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast).</i>	20 weeks after the start of the contract
8.	Discussion panel with relevant representatives of oblasts administrations on the water resources risk management upon mines closure in Donetsk and Luhansk oblasts are organized and conducted. According to the results of the discussion, all suggestions and recommendations are taken into account.	21 weeks after the start of the contract
9.	Mechanisms and approaches/opportunities aimed at developing a methodology of managing environmental risks occurring during and after a mine closures in Donetsk and Luhansk oblasts are described and prepared in the form of document ( <i>Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 300 pages for each oblast).</i>	24 weeks after the start of the contract
10.	Discussion panel with relevant representatives of oblasts administrations on the environmental risk management upon mines closure in Donetsk and Luhansk oblasts is organized and conducted According to the results of the discussion, all suggestions and recommendations are taken into account.	24 weeks after the start of the contract
11.	Considering remarks, received from Discussion panel (Deliverable No. 11) to make necessary changes into Mechanisms and approaches/opportunities aimed at developing a methodology of managing environmental risks occurring during and after a mine closures in Donetsk and Luhansk oblasts are described and prepared in the form of document ( <i>Printed version (2 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 300 pages for each oblast).</i>	25 weeks after the start of the contract
12.	Considering changes in Mechanisms and approaches/opportunities aimed at developing a methodology of managing environmental risks occurring during and after a mine closures in Donetsk and Luhansk oblasts to organize and conduct a discussion panel with relevant representatives of oblasts administrations on the environmental risk management upon mines closure in Donetsk and Luhansk oblasts. According to the results of the discussion, all suggestions and recommendations are taken into account.	26 weeks after the start of the contract
13.	A comprehensive roadmap for revitalization measures for territories after closing coal mines Donetsk and Luhansk oblasts is developed and presented in the form of document ( <i>Printed version (2 copies) and</i>	27 weeks after the start of the contract

	<i>electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 80 pages for each oblast).</i>	
14.	Extensive public hearings with relevant representatives of oblasts administrations, the mine administrations, local authorities, and relevant ministries on Coal Mining and Coal Processing Industry about the minimization of negative ecological impacts, and mitigation measures on territories Donetsk and Luhansk oblasts are organized and conducted. According to the results of the discussion, all suggestions and comments are taken into account for further refinement of the proposed approaches are taken into account.	30 weeks after the start of the contract
15.	The final report on the results of the activities performed is prepared and approved by UNDP ( <i>Printed version (3 copies) and electronic version in Ukrainian, A4, font size 14pt, 1.5 spacing, font Times New Roman, volume is not less than 300 pages for each version).</i>	32 weeks after the start of the contract

## V. PROPOSED PAYMENT SCHEDULE

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

Delivery of outputs **1** and submission of the report on the work done - 15% of the total payment

Delivery of output **2, 3** and submission of the report on the work done - 20% of the total payment

Delivery of output **4-7** and submission of the report on the work done - 25% of the total payment

Delivery of output **8-9** and submission of the final report on the work done - 25% of the total payment

Delivery of output **10-15** and submission of the final report on the work done - 15% of the total payment

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

Payments will be made upon full completion and acceptance of contractual obligations by the Component Lead's signing the act of acceptance.

## VI. REQUIREMENTS FOR MONITORING / REPORTING / QUALITY ASSURANCE MEASURES

The Contractor will directly report to the Environmental Protection Specialist of the Local Governance and Decentralization Reform Component within the UN Recovery and Peacebuilding Programme for the above outputs to be accepted and approved. 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 system of monitoring, evaluation, and quality control implemented by UNDP and provide the necessary information, reports, and tools according to the preset schedule or at the request of UNDP as soon as possible (within a reasonable time).



All reports for UNDP should 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.

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.

Regular communications will be conducted by Environmental Specialist with selected vendor to identify any probable risks that may occur in process of the contract implementation.

In the event of any unforeseen situations - or questions about the quality of research - all materials will be transferred to the working groups already created in the Oblasts administrations from subject matter experts.

Just as a guarantee of high quality of materials will be held public hearings at which all materials will be reviewed and all comments and revisions will be accepted.

1. Officially registered Company / Organization with a valid registration at least 5 (five) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
2. Proven experience in the development of environmental and economical development strategy and strategic, environmental assessment, ecological programs – at least 3 (three) years.
3. Proven experience in the development of renewable and alternative energy sources – at least 3 (three) examples of such work.
4. Proven experience in the development of reports on the environmental and economical assessment of territories – at least 3 (three) samples of such documents.
5. Proven experience of work in the East of Ukraine, namely Donetsk or/and Luhansk oblast will be an asset.
6. Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners
7. Availability of human resources that will ensure due quality and timely implementation of the contract:  
The Project team will include a Team Leader, and 5 (Five) Team Experts (please propose reasonable team composition, which may exceed minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

- **Team Leader:**
  - ✓ At least Master/Specialist degree in mining engineering, ecology, economics, finance, management, environmental management, public administration, administrative management or other relevant areas.
  - ✓ At least 5 (five) years of experience in environmental security in the exploitation and closure of mines, environmental development of local governance and executive authorities.
  - ✓ Experience in project management in energy efficiency and greenhouse gas emission reduction, low-carbon development, decarbonization (at least 3 examples of such projects).
  - ✓ Fluency in Ukrainian and Russian.
- **Team Expert No. 1: Donetsk oblast:**
  - ✓ At least Master/Specialist degree in ecology, environmental safety, economics, public administration or other relevant areas.
  - ✓ At least 5 (five) years of experience in preparing climate change mitigation projects, decarbonization.
  - ✓ Experience in the development of environmental and economical assessment and inventory reports (at least 3 samples of such documents).
  - ✓ Fluency in Ukrainian and Russian.

- **Team Expert No. 2: Luhansk oblast:**
  - ✓ A least Master/Specialist degree in ecology, environmental safety, economics, public administration or other relevant areas
  - ✓ At least 5 (five) years of experience in preparing climate change mitigation projects, decarbonization.
  - ✓ Experience in the development of environmental and economical assessment and inventory reports (at least 3 samples of such documents).
  - ✓ Fluency in Ukrainian and Russian.
- **Team Expert No 3: Donetsk oblast:**
  - ✓ At least Master/Specialist degree in ecology, environmental safety or other relevant areas.
  - ✓ At least 3 (three) years of experience in ecological monitoring, reporting, and audits.
  - ✓ Experience in developing national reports of ecological audits (at least 3 samples of such documents).
  - ✓ Fluency in Ukrainian and Russian.
- **Team Expert No. 4: Luhansk oblast:**
  - ✓ At least Master/Specialist degree in ecology, environmental safety or other relevant areas.
  - ✓ At least 3 (three) years of experience in ecological monitoring, reporting, and audits.
  - ✓ Experience in developing national reports of ecological audits (at least 3 samples of such documents).
  - ✓ Fluency in Ukrainian and Russian.
- **Team Expert No. 5: Donetsk and Luhansk oblasts**
  - ✓ At least Master/Specialist degree in industrial and civil engineering, engineering construction or other relevant areas.
  - ✓ Experience in designing of documentation under state standards and unified system of design documentation (at least 3 samples of such documents).
  - ✓ At least 3 (three) years of experience in the use of software Tekla Structure, Auto CAD, calculation programs.
  - ✓ Fluency in Ukrainian and Russian.

## VIII. DOCUMENTS TO BE SUBMITTED WITH A PROPOSAL

Documents submitted with a project proposal	
<input checked="" type="checkbox"/>	Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines date of creation, size, previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.
<input checked="" type="checkbox"/>	Technical proposal in the form of methodology with detailed description of the assignment implementation using an indication approach to the performance of each stage. If any travels/business trips are expected, detailed description should be also specified in the Technical proposal.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	CVs of the intended team members involved (Team Leader, Team Experts and others) with clear description of their roles in the Project, education, knowledge and previous experience, as well as confirmation of their availability if selected for this project.
<input checked="" type="checkbox"/>	Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the work plan.

## IX. EVALUATION CRITERIA

### Evaluation and comparison of proposals:

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

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

In the first stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per 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 under a 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 awarded to the participant that submitted the winning proposal.

Summarized evaluation form of the technical proposal		Score weight	Maximum score
1	Experience of the company/organization submitting the proposal	30%	210
2	Proposed work plan, methodology, and approach	40%	280
3	Staff	30%	210
	Total score	100%	700

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	Company/Other organization		
			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Experience in the development of environmental and economical development strategy and strategic, environmental assessment, ecological programs (4 and more years – 60 points; 3 years – 41 points)	60			
1.2	Experience in the development of renewable and alternative energy sources (4 and more examples of such work – 70 points; 3 examples of such work – 56 points)	70			
1.3	Experience in the development of reports on the environmental and economical assessment of territories (4 and more samples of such documents – 40 points; 3 samples of such documents – 20 points)	40			
1.4	Experience of work in the East of Ukraine, namely Donetsk or/and Luhansk oblasts (Experience of work only in the Donetsk or Luhansk oblast – 10; Experience of work in both oblasts – 20)	20			
1.5	Availability positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners (3 or more letters – 20 points; 2 letters – 10 points)	20			
	<b>Total score in Form 1</b>	<b>210</b>			

Evaluation of technical proposals Form 2		Maximum score	Company/Other organization		
			A	B	C
Proposed work plan, methodology, and approach					
2.1	Does the submitted technical proposal sufficiently meet the objective and scope of work?  (The technical proposal generally meets the objectives and scope of work – 80 points; the technical proposal corresponds well to the objective, but its scope of work is overstated/understated – 95 points; the technical proposal is logical and details the algorithm of the objects corresponding to the scope of work – 110 points)	110			

2.2	How well developed, reasonable, and reliable is the methodology of implementation of services?  (The methodology was developed with an incomplete understanding of current realities and compliance with the objectives – 70 points; the methodology logically describes a sequence of works – 90 points; the methodology includes thorough criteria demonstrating its feasibility – 100 points)	100			
2.3	How well developed and reliable is the work plan?  (The proposed work plan contains some discrepancies – 57 points; The organization provided a balanced and realistic work plan – 70 points)	70			
	<b>Total score in Form 2</b>	<b>280</b>			

Evaluation of technical proposals Form 3		Maximum score	Company/Other organization		
			A	B	C
Staff					
	<i>Team Leader</i>				
3.1	Educational background in mining engineering, ecology, economics, finance, management, environmental management, public administration, administrative management other relevant areas (Specialist/Master's degree – 7 points; Ph.D. or above – 10 points)	10			
3.2.	Experience in environmental security in the exploitation and closure of mines, and environmental development of local governance and executive authorities (6 and more years – 10 points; 5 years – 7 points)	10			
3.3	Experience in project management in energy efficiency and greenhouse gas emission reduction, low-carbon development, decarbonization (more than 3 examples of such projects – 10 points; 3 examples of such projects – 7 points)	10			
3.4	Language knowledge (Fluency in Ukrainian and Russian – 5 points)	5			
	Interim score by criteria 3.1 – 3.4	35			

	<b>Team Expert No. 1: Donetsk oblast</b>				
3.5	Educational background in ecology, environmental safety, economics, public administration or other relevant areas (Specialist/Master's degree – 7 points; Ph.D. or above – 10 points)	10			
3.6	Experience in preparing climate change mitigation projects, decarbonization (6 and more years – 10 points; 5 years – 7 points)	10			
3.7	Experience in the development of environmental and economical assessment and inventory reports (more than 3 samples – 10 points; 3 samples – 7 points)	10			
3.8	Language knowledge (Fluency in Ukrainian and Russian – 5 points)	5			
	Interim score by criteria 3.5 – 3.8	35			
	<b>Team Expert No 2: Luhansk oblast</b>				
3.9	Educational background in ecology, environmental safety, economics, public administration or other relevant areas (Specialist/Master's degree – 7 points; Ph.D. or above – 10 points)	10			
3.10	Experience in preparing climate change mitigation projects, decarbonization (6 and more years – 10 points; 5 years – 7 points)	10			
3.11	Experience in the development of environmental and economical assessment and inventory reports (more than 3 samples – 10 points; 3 samples – 7 points)	10			
3.12	Language knowledge (Fluency in Ukrainian and Russian – 5 points)	5			
	Interim score by criteria 3.10 – 3.13	35			
	<b>Team Expert No. 3: Donetsk oblast</b>				
3.13	Educational background in ecology, environmental safety or other relevant areas (Specialist/Master's degree – 7 points; Ph.D. or above – 10 points)	10			
3.14	Experience in ecological monitoring, reporting, and audits (4 and more years – 10 points; 3 years – 7 points)	10			
3.15	Experience in developing national reports of ecological audits (more than 3 samples – 10 points; 3 samples – 7 points)	10			
3.16	Language knowledge (Fluency in Ukrainian and Russian – 5 points)	5			
	Interim score by criteria 3.14 – 3.17	35			
	<b>Team Expert No.4: Luhansk oblast</b>				

3.17	Educational background in ecology, environmental safety or other relevant areas; (Specialist/Master's degree – 7 points; Ph.D. or above – 10 points)	10			
3.18	Experience in ecological monitoring, reporting, and audits (4 and more years – 10 points; 3 years – 7 points)	10			
3.19	Experience in developing national reports of ecological audits (more than 3 samples – 10 points; 3 samples – 7 points)	10			
3.20	Language knowledge (Fluency in Ukrainian and Russian – 5 points)	5			
	Interim score by criteria 3.18 – 3.21	35			
	<b><i>Team Expert No. 5: Donetsk and Luhansk oblasts</i></b>				
3.21	Educational background in industrial and civil engineering, engineering-construction or other relevant areas (Specialist/Master's degree – 7 points; Ph.D. or above – 10 points)	10			
3.22	Experience in designing of documentation under state standards and unified system of design documentation (more than 3 samples - 10 points; 3 samples – 7 points)	10			
3.23	Experience in the use of software Tekla Structure, Auto CAD, calculation programs (4 and more years - 10 points; 3 years – 7 points)	10			
3.24	Language knowledge (Fluency in Ukrainian and Russian – 5 points)	5			
	Interim score by criteria 3.22 – 3.25	35			
	<b>Total score in Form 3</b>	<b>210</b>			

#### **X. FINANCIAL PROPOSAL.**

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

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

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

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

**A. Cost breakdown per deliverables**

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

No.	Outputs	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Output 1	15%	
2.	Output 2 and 3	20%	
3.	Output 4, 5, 6 and 7	25%	
4.	Output 8 and 9	25%	
5.	Output 10, 11, 12, 13 and 15	15%	
<b>Total all-inclusive cost without VAT, indicate currency</b>		100%	

**B. Cost Breakdown by components**



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

#	Activity/Costs	Unit	Quantity	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	<b>Staff</b>				
1.1.	Team Leader	Month			
1.2	Team Expert No. 1: Donetsk oblast	Month			
1.3	Team Expert No. 2: Luhansk oblast	Month			
1.4	Team Expert No. 3: Donetsk oblast	Month			
1.5	Team Expert No. 4: Luhansk oblast	Month			
1.6	Team Expert No. 5: Donetsk and Luhansk oblasts	Month			
...	...				
2.	<b>Administration costs (if necessary)</b>				



2.1	Communication (telephone / Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3.	<b>Travel and Lodging</b>				
3.1	Daily Allowance				
...	...				
4.	<b>Other costs (If any – to define clear activities/costs</b>				
4.1	...				
<b>TOTAL without VAT, indicate currency</b>					

## Model Contract

<p><b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</b></p> 	<p><b>Contract for Goods and/or Services Between the United Nations Development Programme and</b></p> 
<p><b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна</p> <p><b>2. ПРООН</b> <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><b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Ukraine</p> <p><b>2. UNDP</b> <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><b>3. Посилання на номер договору (напр., номер присудження договору):</b></p>	<p><b>3. Contract Reference (e.g. Contract Award Number):</b></p>
<p><b>4. Довгострокова угода:</b> Ні</p>	<p><b>4. Long Term Agreement:</b> No</p>
<p><b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги</p>	<p><b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>
<p><b>6. Тип Послуг:</b></p>	<p><b>6. Type of Services:</b></p>
<p><b>7. Дата початку Договору:</b></p>	<p><b>7. Contract Starting Date:</b></p>
<p><b>8. Дата завершення Договору:</b></p>	<p><b>8. Contract Ending Date:</b></p>
<p><b>9. Загальна сума Договору:</b> 9а. <b>Передплата:</b> Не застосовується</p>	<p><b>9. Total Contract Amount:</b> 9а. <b>Advance Payment:</b> Not applicable</p>
<p><b>10. Загальна вартість Товарів та/або Послуг:</b> <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><b>10. Total Value of Goods and/or Services:</b> <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><b>11. Метод оплати:</b> <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>	<p><b>11. Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>
<p><b>12. Назва(ім'я) Підприємця:</b></p>	<p><b>12. Contractor's Name:</b></p>
<p><b>13. Ім'я контактної особи Підприємця:</b>  Посада: керівник Адреса: Номер телефону: Факс: Email:</p>	<p><b>13. Contractor's Contact Person's Name:</b>  Title Address: Telephone number: Fax: Email:</p>
<p><b>14. Ім'я контактної особи ПРООН:</b>  Посада: Адреса: Тел.: Email:</p>	<p><b>14. UNDP Contact Person's Name:</b>  Title: Address: Telephone number Email:</p>
<p><b>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі:</b> Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ</p>	<p><b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU</p>

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