



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 607-2021-UNDP-UKR-RFQ-RPP	Date: 02 September 2021
---	-------------------------

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **The implementation of innovative methods of psychological recovery for ATO/JFO veterans using the Storytelling Technologies** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: **Ms. Agnes Kochan**

Title: **UNDP Operations Manager**

Date: **September 02, 2021**

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>NB. If after deadline the number of bids is not enough to proceed with evaluation process, the decision about deadline prolongation can be made. For security point of view It is recommended to 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. Herewith, absence of archives protected <u>does not lead</u> to rejection of bids.</p> <p>During evaluation process 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.</p>
Deadline for the Submission of Quotation	<p>23:59 (Kyiv time), September 16, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: 607-2021-UNDP-UKR-RFQ-RPP ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

Fraud, Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars</p> <p>or</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to Project Card Registration № 4019-05]</p>
Language of quotation	<p>English or Ukrainian, or Russian</p> <p>Reports shall be written in Ukrainian.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate. <input checked="" type="checkbox"/> Extract from the Register of VAT payers or single taxpayers (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> A letter of interest/letter of offer, which outlines previous experience as it is required in "Experience and Qualifications Requirements" as well as experience in implementing similar projects and the competitive advantages of the applicant company. <input checked="" type="checkbox"/> The company's portfolio of the previous projects, setting out at least 3 examples of proven experience in creating media products (video stories). <input checked="" type="checkbox"/> CVs of all project team members (Trainer, Videographer and other if any), including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project. <input checked="" type="checkbox"/> Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.

Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted: The offers may be submitted to different Lots, but for all the equipment under respective Lot.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Procurement Unit, UNDP Ukraine, procurement.rpp.ua@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated via direct sharing the responses to requester’s email as well as announcement on UNDP Procurement Notices by 16 September 2021.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<u>Administrative Requirements:</u> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers must meet required Offer Validity. <input checked="" type="checkbox"/> Offers have been signed by the proper authority. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section. <input checked="" type="checkbox"/> Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government-controlled area of Ukraine. <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. <u>Technical Requirements:</u> <input checked="" type="checkbox"/> Proven experience in implementing projects on the topic of psychological recovery for veterans (at least 2 projects) <input checked="" type="checkbox"/> Proven experience of training conducting with Storytelling Technologies (at least 5 trainings).

	<p><input checked="" type="checkbox"/> Proven experience of applying Storytelling Technologies for psychological recovery of people (at least 2 projects).</p> <p><input checked="" type="checkbox"/> Proven experience in creating media products (video stories) (at least 3 examples).</p> <p><input checked="" type="checkbox"/> Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</p> <p><input checked="" type="checkbox"/> Availability of human resources that will ensure the proper quality and timely performance of the contract; the project team proposed for conducting of this assignment should include at least but not limited:</p> <p>• Trainer:</p> <ul style="list-style-type: none"> ✓ At least Master / Specialist degree in management or pedagogy, psychology or other related field. ✓ Proven experience in providing supervisory consultations (at least 3 examples). ✓ Proven experience of using innovative technologies of psychological rehabilitation of ATO/JFO veterans (at least 2 projects). ✓ Fluency in Ukrainian; ✓ Previous experience of work in projects, implemented by UN or international organisations - will be an asset. <p>• Videographer:</p> <ul style="list-style-type: none"> ✓ At least Bachelor's degree in journalism, directing, video editing or other related field. ✓ Proven experience in creating video products (at least 2 examples). ✓ Proven experience with video content on social networks (video clips posted on any web sites or social networks) (at least 2 examples). ✓ Work in projects related to the topic of veterans will be an advantage. ✓ Fluency in Ukrainian. <p><input checked="" type="checkbox"/> Assignment completion within 12 (twelve) weeks after start of the Contract.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</p> <p><input type="checkbox"/> Contract for Works</p> <p><input type="checkbox"/> Other Type/s of Contract [pls. specify]</p>
Expected date for contract award.	30 September 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000.00 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

Other	<p>Bid recommended structure:</p> <p>Folder 1: Copies of latest registration Certificates and other relevant registration documents of company/organization.</p> <p>Folder 2: Properly filled Annex 2 and Annex 3.</p> <p>Folder 3: A letter of interest/letter of offer, which outlines previous experience as it is required in “Experience and Qualifications Requirements” as well as experience in implementing similar projects and the competitive advantages of the applicant company.</p> <p>Folder 4: The company’s portfolio of the previous projects, setting out at least 3 examples of proven experience in creating media products (video stories).</p> <p>Folder 5: CVs of all project team members (Trainer, Videographer and other if any), including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project.</p> <p>Folder 6: Reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</p> <p>Folder 7: Other documents (if any)</p> <p>Documents should be named properly according to their content.</p>
--------------	--

ANNEX 1: SCHEDULE OF REQUIREMENTS



Terms of References

Project Name:	Recovery and Peacebuilding Programme
Description of the assignment:	The implementation of innovative methods of psychological recovery for ATO/JFO veterans using the Storytelling Technologies.
Starting Date of Assignment:	September 2021
Duration of Assignment:	Up to 3 months
Country/ place of implementation	Ukraine, Government-controlled areas: - Donetsk Oblast: Bakhmut - Zaporizhzhia Oblast: Berdiansk - Dnipro Oblast: Dnipro
Direct supervisor:	Community Security and Social Cohesion Component Lead

I. Context

The current armed conflict in eastern Ukraine has had a direct and extremely negative impact on social cohesion, community security and the rule of law.

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

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

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

- Component I: Economic Recovery and Restoration of Critical Infrastructure;
- Component II: Local Governance and Decentralisation Reform;
- Component III: Community Security and Social Cohesion.

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

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

In addition to building up a nationwide comprehensive and well-coordinated approach to social, psychological and medical support, veterans should be able to receive quality and timely psychological recovery services. At the moment, there is a need to introduce a systematic approach and innovative methods of psychological recovery in local communities and to improve the competencies of psychologists who work with ATO/JFO veterans and their families. But it is no less important to teach innovative skills of psychological recovery not only to specialists (psychologists), but also

to veterans themselves, since this will make it possible, using the "peer-to-peer" method, to attract more veterans to receive psychological assistance.

Therefore, UNDP is looking to contract a qualified Company/Organization for the implementation of an innovative approach to the psychological recovery of ATO/JFO veterans.

The Company will promote UNDP's mandate as a gender-responsive organization with zero tolerance to any kind of discriminatory and abusive behavior, including sexual harassment, sexual exploitation and abuse.

II. Objective of the Assignment

The main goal of the assignment is to train ATO/JFO veterans on innovative methods of psychological recovery using Storytelling Technologies with elements of meditative techniques and light and sound stimulation. Creation of a group of veteran trainers to teach psychological relief techniques using Storytelling for training other veterans.

III. Scope of Work

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

1. Conducting three five-day trainings in the cities of Bakhmut, Dnipro, and Berdiansk.

- a) Develop a five-day training programme and agree it with UNDP.
- b) Select three groups of training participants (15 veterans in each group – men and women). The selection should be carried out by distributing announcements in social networks, such as FB, and local public pages of the three cities. Selection criteria: analysis of an essay on the need to share one's own story, readiness to place one's own story in the public domain and disseminate acquired skills among other veterans.
- c) Conduct 3 (three) offline five-day trainings in the cities of Bakhmut, Berdiansk, and Dnipro. Mandatory of each training will be following topics:
 - How to Write one's Own Story Script
 - Principles of On-Camera Behavior
 - Interview Recording
 - Principles of Video Shooting and Editing
 - Practical Tasks (where the veteran will try to make his/her own video story from the beginning to the end).

The whole process should take place in the conditions of communication and group work, and each participant should receive group support and a positive group charge, which should lead to a stimulating effect of psychological recovery.

- d) Prepare a report on the results of 3 (three) trainings (in Ukrainian, up to 30 A4 pages). The report should include the description of the training course, SWOT analysis, and further possibilities of applying the Storytelling methods in psychological recovery of ATO/JFO veterans for a wider veterans' community.

Training arrangement will be covered by UNDP as well as cover of transport services of the participants, their accommodation, and meals. The travel expenses of the Contractor's experts, as well as the costs of accommodation and meals during the three training will be reimbursed through the LTA company.

2. Working with motivational video stories of ATO/JFO veterans.

- a) A total of 45 3 (three)-minutes video stories of ATO/JFO veterans created during the three trainings should be submitted to UNDP in an electronic format. Given that these videos carry a motivational message for other veterans who need psychological recovery and will be used for dissemination on social networks (as well), they must meet the following requirements: vertical format 3 : 4 or 9 : 16, Ukrainian language, captions in Ukrainian are required, captions in English are required only at the request of the author of the video, using only legal music in the video, Full HD, 30 frames per second, and the final video titling about the author of the video. All necessary equipment for the task of the training participants will be provided by LTA company.
- b) Obtain written consents for the public use of video stories of ATO/JFO veterans (a total of 45 written consents) and submit them to UNDP.

3. Organization of a network of ATO/JFO veteran trainers on storytelling psychological recovery.

It is required to hold at least 10 supervisory online meetings with training participants (for groups of eight to twelve people). The aim of the supervision is to form a group of potential trainers (by peer-to-peer methodology) to provide substantive consultations to deepen knowledge on the use of Storytelling as a method of psychological recovery. Online

meetings should take place in the Zoom platform. The duration of one meeting is up to 3 hours. The total number of supervisory consultations is up to 30 hours.

General recommendations at service provision:

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

The following deliverables will be provided by the Contractor:

No.	Deliverable description	Deadline for deliverable
1.	A five-day training programme is developed and agreed with UNDP. Three groups of training participants (15 veterans in each group) are selected. Three offline five-day trainings in the cities of Bakhmut, Berdiansk, and Dnipro are conducted. A report on the results of the conducted trainings is prepared and approved by UNDP.	6 weeks after the start of the Contract
2.	A total of 45 3 (three)-minute motivational video stories of ATO/JFO veterans are submitted to UNDP in an electronic format. 45 written consents for public use of ATO/JFO veterans' videos were provided to UNDP.	9 weeks after the start of the Contract
3.	At least 10 supervisory consultations are provided. A group of trainers is formed to use Storytelling as a method of psychological recovery.	12 weeks after the start of the Contract

V. Requirements for monitoring / Reporting / Quality assurance

The Contractor will work guidance of the Community Security and Social Cohesion Component Lead, who accepts and approves the above listed deliverables. The Contractor will discuss the progress reached in performance of assignment with Civil society Engagement and Capacity Development Specialist. Detailed workplan for ensuring achievement of expected results will be discussed with Contractor in advance before start of assignment fulfilment.

The Contractor is obliged to adhere to the monitoring, evaluation and quality control system implemented by UNDP (all details of the systems will be introduced to selected vendor on the first meeting with Civil Society Engagement and Capacity Development Specialist) and to provide the necessary information, reports and tools in accordance with the approved schedule or as soon as possible (within a reasonable time).

As a quality measures, at least once every two weeks joint meetings with UNDP representatives should be held, at which the results of work, the implementation of schedules and other issues related to the implementation of the assignment should be analyzed. After each training, the Contractor must provide UNDP with filing questionnaires filled out by the participants, presentations that were used during the training, photos. The Civil Society Engagement and Capacity Development Specialist will attend at least one training session.

Video products created as part of the implementation of this technical assignment should be sent to an Advocacy and Communications Associate. All recommendations of a video product must be followed within 10 days from the date of receipt.

All reports shall be submitted to UNDP electronically (formats: * .docx, * .xlsx, * .pptx, * .pdf). Reports shall be written in Ukrainian.

VI. Proposed Payment Schedule

UNDP will pay the negotiated amount in 2 (two) tranches as per delivery of the Deliverables outlined above.

Upon completion of Deliverable 1 – 50 % of the Contract amount.

Upon completion of Deliverable 2 and 3 – 50 % of the Contract amount.

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

VII. Experience and Qualifications Requirements

- 1) Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government controlled area of Ukraine.
- 2) Proven experience in implementing projects on the topic of psychological recovery for veterans. (at least 2 projects).
- 3) Proven experience of training conducting with Storytelling Technologies (at least 5 trainings).
- 4) Proven experience of applying Storytelling Technologies for psychological recovery of people (at least 2 projects).
- 5) Proven experience in creating media products (video stories) (at least 3 examples).
- 6) Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
- 7) Availability of human resources that will ensure the proper quality and timely performance of the contract; the project team proposed for conducting of this assignment should include at least but not limited:

•Trainer:

- ✓ At least Master / Specialist degree in management or pedagogy, psychology or other related field.
- ✓ Proven experience in providing supervisory consultations (at least 3 examples).

- ✓ Proven experience of using innovative technologies of psychological rehabilitation of ATO/JFO veterans (at least 2 projects).
- ✓ Fluency in Ukrainian;
- ✓ Previous experience of work in projects, implemented by UN or international organisations - will be an asset.

•**Videographer:**

- ✓ At least Bachelor's degree in journalism, directing, video editing or other related field.
- ✓ Proven experience in creating video products (at least 2 examples).
- ✓ Proven experience with video content on social networks (video clips posted on any web sites or social networks) (at least 2 examples).
- ✓ Work in projects related to the topic of veterans will be an advantage.
- ✓ Fluency in Ukrainian.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Applicants shall submit the following documents:

Required	
<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/letter of offer, which outlines previous experience as it is required in "Experience and Qualifications Requirements" as well as experience in implementing similar projects and the competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	The company's portfolio of the previous projects, setting out at least 3 examples of proven experience in creating media products (video stories).
<input checked="" type="checkbox"/>	CVs of all project team members (Trainer, Videographer and other if any), including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project.
<input checked="" type="checkbox"/>	Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
<input checked="" type="checkbox"/>	Financial proposal in line with the instructions provided below.

VIII. Evaluation Method / Evaluation Criteria

☒ Lowest price and technically compliant offer

Contract award shall be made to the Contractors whose offer has been evaluated and determined as:

➤ Responsive/compliant/acceptable, fully meeting qualification criteria below

- 1) Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government-controlled area of Ukraine – **Pass/Fail**.
- 2) Proven experience in implementing projects on the topic of psychological recovery for veterans (at least 2 projects) – **Pass/Fail**.
- 3) Proven experience of training in conducting with Storytelling Technologies (at least 5 trainings). **Pass/Fail**.
- 4) Proven experience of applying Storytelling Technologies for psychological recovery of people (at least 2 projects) – **Pass/Fail**.

- 5) Proven experience in creating media products (video stories) (at least 3 examples) – **Pass/Fail**.
 - 6) Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners – **Pass/Fail**.
 - 7) Availability of human resources that will ensure due quality and timely implementation of the contract – **Pass/Fail**.
- Offering the lowest price.

IX. Financial Proposal

The contract value shall remain fixed for the duration of the contract.

Bidders shall include all costs associated with the execution of works in their price offer (such as transportation, staff salary, production costs, catering, etc.).

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

A. Cost Breakdown per Deliverables*

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

The bidders shall submit their proposals according to the template given below. All costs associated with the implementation of services shall be included in the financial proposal (e.g., travel costs, staff salaries, accommodation, etc.).

No.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT, indicate currency
1.	upon completion of Deliverable No. 1	50%	
2.	upon completion of Deliverables No. 2-3	50%	
Total all-inclusive cost without VAT, indicate currency		100%	

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

B. Cost Breakdown by Cost Component:

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

No	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Staff				
1.1	Trainer	Month			
1.2	Videographer	Month			
2.	Administrative costs (if any)				

2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3.	Other costs (if any – to define activities/costs)				
3.1					
TOTAL without VAT, indicate currency					

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Actual Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Business Licenses – Registration Papers, Extract from the Register of VAT payers or single taxpayers, etc.	EDRPOU, ID tax number. Copies of State registration and Extract from the Register of VAT payers or single taxpayers should be attached.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes,	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>provide a Copy of the valid Certificate):</i>	
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Table 1. Cost Breakdown per Deliverables*

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

The bidders shall submit their proposals according to the template given below. All costs associated with the implementation of services shall be included in the financial proposal (e.g., travel costs, staff salaries, accommodation, etc.).

No.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT, indicate currency
1.	upon completion of Deliverable No. 1	50%	
2.	upon completion of Deliverables No. 2-3	50%	
Total all-inclusive cost without VAT, indicate currency		100%	

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

Table 2. Cost Breakdown by Cost Component

Nº	Activity/Costs	Unit	Number	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
1.	Staff				
1.1	Trainer	Month			
1.2	Videographer	Month			
2.	Administrative costs (if any)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3.	Other costs (if any – to define activities/costs)				
3.1					
TOTAL without VAT**, indicate currency					

*****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.

Table 3. Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Assignment completion within 12 (twelve) weeks after start of the Contract.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.