



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: October 7, 2021
	REFERENCE: 708-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Company to support local authorities in the implementation of the green transition to sustainable forestry, providing a multifactor environmental assessment of the current state of the local terrestrial and water ecosystem”**.

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, October 25, 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: **“708-2021-UNDP-UKR-RFP-RPP”** and **“Company to support local authorities in the implementation of the green transition to sustainable forestry, providing a multifactor environmental assessment of the current state of the local terrestrial and water ecosystem”**.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

***Ms. Manal Fouani,
UNDP Deputy Resident Representative***

October 07, 2021

Manal Fouani

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Description of Requirements

Context of the Requirement	“Company to support local authorities in the implementation of the green transition to sustainable forestry, providing a multifactor environmental assessment of the current state of the local terrestrial and water ecosystem”.
Brief Description of the Required Services	<p>The primary purpose of this task is to provide an analysis of the current state and support the implementation of the green transition to sustainable forestry, providing environmental actions in terrestrial and water ecosystems for responsible consumption and economic growth in Donetsk and Luhansk regions.</p> <p>Taking into account the existing shortage of groundwater, soils degradation and climatic data forecasts on the reduction of precipitation in these regions, it is an urgent necessity in the development of an action plan to increase the area of forests and steppes of Luhansk and Donetsk regions.</p> <p>So, the main objectives of the assignment are:</p> <ol style="list-style-type: none"> 1.To carry out a comprehensive multifactor assessment of the most suitable areas for plant breeding. 2.To develop the action plan to prevent groundwater depletion and restore the natural hydrological regime of the Martynenkove swamp, which is in line to maintain the groundwater reserve, carbon stock and biodiversity of Donetsk region.
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1. The detailed workplan of the assignment implementation with description is prepared by a Contractor and approved by UNDP.</p> <p>Deliverable 2. An orthophotomosaic and a classification map of the different elements with the geo- statistic of the landscape is prepared and loaded on the relevant websites and social media platforms by a Contractor and approved by UNDP (Formats: PDF, geoTIFF, SHP, KML).</p> <p>Deliverable 3. A map of basic hydrological analysis: drainage lines, places of water accumulation, model of runoff lines is prepared and loaded on the relevant websites and social media platforms by a Contractor and approved by UNDP (Formats PDF, SHP, KML).</p> <p>Deliverable 4. An aerial 360 panorama of the Martynenkove swamp is created and published online by a Contractor and approved by UNDP.</p> <p>Deliverable 5. The recommendations about the groundwater restoration and the ways to maintain the natural biodiversity of the Martynenkove swamp are provided by a Contractor and approved by UNDP (doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume not less than 15 pages and visual presentation ppt.file not less than 10 slides in Ukrainian).</p>

	<p>Deliverable 6. Online map of natural and planted forests (Formats: SHP, KML, PDF) is developed and approved by UNDP. Online map of the area classification with accounted and unaccounted forests, self-forested areas, steppes map (Formats: SHP, KML, PDF) is developed and approved by UNDP.</p> <p>Deliverable 7. The detailed description of the pre-selected territories for the plant breeding is provided by a Contractor and approved by UNDP (doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume not less than 10 pages and visual presentation ppt.file not less than 20 slides in Ukrainian with drone-made photos of these territories).</p> <p>Deliverable 8. The stakeholders' questionnaire in Google-forms is developed and the online survey is conducted by a Contractor and approved by UNDP.</p> <p>Deliverable 9. A discussion panel with relevant representatives of oblasts administrations, local authorities, and relevant ministries on the rehabilitation of territories in Donetsk and Luhansk oblasts on forest & steppes restoration and plant breeding (separately for each oblast, at least 15 participants from each oblast) is organized by a Contractor and approved by UNDP. The video-record of the discussion panel is saved and loaded on the relevant websites and social media platforms by a Contractor and approved by UNDP.</p> <p>Deliverable 10. The work results are shared and discussed with the stakeholders, all conclusions and suggestions are consolidated, and all offers and comments are taken into account. Final recommendations on the following steps to interact with stakeholders to organize plant breeding process are developed by Contractor and approved by UNDP (doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume, not less than 5 pages).</p> <p>Deliverable 11. The promo video of the project activities is created and shared online on the relevant websites and social media platforms.</p>
Person to Supervise the Work/Performance of the Service Provider	Environmental Specialist and Monitoring, Evaluation and Innovation Specialist.
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	November 2021
Target completion date	April 2022

Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD). 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: http://treasury.un.org or <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<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"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on Tuesday, October 19, 2021 at 14:00 (Kyiv time) 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: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 708-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	The payments shall be arranged in the following way: Delivery of output 1, 2 and submission of the report on the work done - 20% of the total payment. Delivery of output 3, 4, 5 and submission of the report on the work done - 30% of the total payment. Delivery of output 6, 7, 8 and submission of the report on the work done - 20% of the total payment. Delivery of output 9, 10, 11 and submission of the final report on the work done - 30% 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).
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Coordinator
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <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>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal: 28,57% <input checked="" type="checkbox"/> Proposed implementation plan (methodology, structure, content, technical support): 28,57% <input checked="" type="checkbox"/> Personnel: 42,86% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Annexes to this RFP	<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)

Contact Person for Inquiries (Written inquiries only)¹	<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>
Documents to be submitted in proposal	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for 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"/> Copies of other licenses or certificates (if any). <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. <input checked="" type="checkbox"/> The company's portfolio of the previous projects, setting out at least 3 (three) samples in the development of environmental monitoring and assessment, ecological programs, and plans, links are applicable. <input checked="" type="checkbox"/> Brief description of the proposed methodology and approach that confirms adherence to the Terms of Reference and has detailed information on the proposed survey and technical requirements of data collection and analysis. A work plan indicating the responsible personnel. <input checked="" type="checkbox"/> CVs of project team members (including Team Experts and others) with clear description of their roles in the Project for current Terms of Reference, including the information on education, language knowledge and experience in implementing similar projects/objectives, as well as confirmation from each team member that they are available for the entire duration of the contract. <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 (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).

¹ 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 valid registration of at least 2 (two) 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 monitoring and assessment, ecological programs, and plans – at least 3 (three) samples of such work.
- ✓ Proven experience of communication and cooperation with the State forestry agencies and Basin authorities online/offline – at least 3 (three) examples of such activities.
- ✓ Proven experience in collaboration with the scientific institutes – at least 3 (three) examples of such partnership.
- ✓ Minimum 2 (two) 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 as a minimum 4 (four) Team Experts (please propose reasonable team composition, which may exceed the minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

Team Expert No. 1:

- ✓ At least Master’s /Specialist degree in technical sciences – ecology, environmental safety, biotechnology, agriculture, engineering, or other related fields.
- ✓ At least 5 (five) years of experience in environmental projects, agroecology, forestry, natural landscapes restoration, plant selection methods, and plant breeding, preparing climate change adaptation programs.
- ✓ Experience in conducting analytical work and scientific research or the development of environmental strategies (at least 3 samples of such documents).
- ✓ Proven experience in negotiation with a wide range of stakeholders and organization of online /offline discussions (at least 2 examples of such environment-related discussions).
- ✓ Proven experience of work in the East of Ukraine, namely Donetsk or/and Luhansk oblast will be an asset.
- ✓ Fluency in Ukrainian and Russian. Working level in English will be an asset.

Team Expert No. 2:

- ✓ At least Master's/Specialist degree in technical sciences – ecology, biophysics, environmental safety, biotechnology, meteorological data analysis, or other related fields.
- ✓ At least 5 (five) years of experience in environmental projects, geographic information system (GIS) analysis, agroecology or forestry remote sensing and monitoring methods, in particular analysis of the swamps restoration and prevention groundwater depletion.
- ✓ Experience in conducting of analytical work and scientific research (at least 3 samples of such documents).
- ✓ Experience in aerial mapping and data visualization (at least 3 samples of such works).
- ✓ Experience of leading projects / conducting expeditions work in the East of Ukraine, namely Donetsk or/and Luhansk oblast will be an asset.
- ✓ Fluency in Ukrainian and Russian. Working level in English will be an asset.

Team Expert No. 3:

- ✓ At least Master/Specialist degree in technical sciences – forestry, agriculture, agronomy, IT- technologies or other relevant related fields.
- ✓ At least 5 (five) years of experience in environmental projects, geographic information system (GIS) analysis, agroecology or forestry remote sensing and monitoring methods.
- ✓ Experience in conducting analytical work and scientific research, in particular forest fires and plant diseases analysis (at least 3 samples of such documents).
- ✓ Experience in aerial mapping and data visualization (at least 3 samples of such works).
- ✓ Experience in leading projects / conducting expeditions work in the East of Ukraine, namely Donetsk or/and Luhansk oblast, will be an asset.
- ✓ Fluency in Ukrainian and Russian. Working level in English will be an asset.

Team Expert No. 4:

- ✓ At least Master/Specialist degree in technical sciences or visual art, video production, graphic design, IT- technologies or other related fields.
- ✓ At least 5 (five) years of experience in video production, filmmaking, digital editing, cinematography, or other related fields.
- ✓ Work experience in social or environmental projects (at least 3 examples of such work).
- ✓ Fluency in Ukrainian and Russian. Working level in English will be an asset.

Other information is available on

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

For the information, please contact procurement.rpp.ua@undp.org

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **708-2021-UNDP-UKR-RFP-RPP** dated **October 7, 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) The company's portfolio of the previous projects, setting out at least 3 (three) samples in the development of environmental monitoring and assessment, ecological programs, and plans, links are applicable.

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

f) Brief Company Profile (table below).

BRIEF COMPANY PROFILE

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

Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	

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

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

Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
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) Brief description of the proposed methodology and approach that confirms adherence to the Terms of Reference and has detailed information on the proposed survey and technical requirements of data collection and analysis.

b) A work plan indicating the responsible personnel.

C. Qualifications of Key Personnel

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

a) CVs of project team members (including Team Experts and others) with clear description of their roles in the Project for current Terms of Reference, including the information on education, language knowledge and experience in implementing similar projects/objectives.

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.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT**, indicate currency
1.	Deliverable 1, 2,	20%	
2.	Deliverable 3, 4, 5	30%	
3.	Deliverable 6, 7, 8	20%	
4.	Deliverable 9, 10, 11	30%	
Total all-inclusive cost without VAT**, indicate currency		100%	

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

B. Cost Breakdown by Cost Components:

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

№	Activity/Costs	Unit	Number	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
1.	Staff				
1.1	Team Expert No. 1	Month			
1.2	Team Expert No. 2	Month			
1.3	Team Expert No. 3	Month			
1.4	Team Expert No. 4	Month			
2.	Cost of implementation				
2.1					
2.2					
2.3					
3.	Administration costs (if any)				
3.1					
3.2					
4.	Logistical costs				
4.1					
4.2					
5.	Other costs (if any – to define activities/costs)				
TOTAL without VAT**, indicate currency					

[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 in the implementation of the green transition to sustainable forestry, providing a multifactor environmental assessment of the current state of the local terrestrial and water ecosystem.

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

Duration of the assignment: up to 5 months

Name and functional post of Primary Supervisor: Oleksii Pyrikov, Environmental Protection Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme.

Name and functional post of Secondary Supervisor: 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
4. To assess the current state of the forests and steppes in the oblasts and develop the roadmap to raise social interest and improve MSME wellbeing through initiating sustainable agroforestry practices and green deal transition.

II. OBJECTIVES OF THE ASSIGNMENT

The primary purpose of this task is to provide an analysis of the current state and support the implementation of the green transition to sustainable forestry, providing environmental actions in terrestrial and water ecosystems for responsible consumption and economic growth in Donetsk and Luhansk regions.

Taking into account the existing shortage of groundwater, soils degradation and climatic data forecasts on the reduction of precipitation in these regions, it is an urgent necessity in the development of an action plan to increase the area of forests and steppes of Luhansk and Donetsk regions.

So the main objectives of the assignment are:

1. To carry out a comprehensive multifactor assessment of the most suitable areas for plant breeding.
2. To develop the action plan to prevent groundwater depletion and restore the natural hydrological regime of the Martynenkove swamp, which is in line to maintain the groundwater reserve, carbon stock and biodiversity of Donetsk region.

III. SCOPE OF WORK

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

1. Develop and Coordinate with UNDP a detailed workplan for implementing the objectives

1.1. Develop the workplan with a detailed description of the assignment implementation using an indication approach to the performance of each stage. If any travels/business trips/ expeditions are expected, the description of the travel team and location should be also specified.

2. Analyze the current state of the Martynenkove swamp and its peatlands

2.1. Analyze the historical changes of the Marthynenkove swamp, based on satellite images: the dynamic of the main landscape elements changes (trees, grasses, area, etc).

2.2. Perform aerial survey with unmanned aerial vehicle (UAV) to monitor the territories of the Marthynenkove swamp.

2.3. On a base of the survey, develop a orthophotomosaic and a classification map of the current state of the different anthropogenic and natural elements with the geo-statistic of the landscape to be

loaded on relevant websites and social media platforms: agricultural and forest plots, buildings, and infrastructure, roads, reclamation canals, etc. *(Formats: PDF, geoTIFF, SHP, KML).*

2.4. Develop a map of basic hydrological analysis: drainage lines, places of water accumulation, model of runoff lines, that could be analysed and updated to investigate seasonal and climate changes *(Formats: PDF, SHP, KML)*

2.5. Create aerial 360 panorama showing the territory of interest, the Martynenkove swamp, and publish it online (see the example via the link <https://kuula.co/post/7zGLB>).

2.6. Provide recommendations to maintain the natural water regime and the groundwater restoration of the swamp and to support its biodiversity *(doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume not less than 15 pages and visual presentation ppt.file not less than 10 slides in Ukrainian).*

2.7. Publish the results of the survey and its description online on the relevant websites and social media platforms. All publications must be approved by the environmental specialist through the Communications Department UNDP.

3. Perform the accounting of forests and steppes of Donetsk and Luhansk oblasts, including self-afforested and unaccounted forests, based on the data of the remote sensing of the earth

3.1. Develop an online map of natural and planted forests to be loaded on relevant websites *(Formats: SHP, KML, PDF).*

3.2. Develop an online map of the area classification to be loaded on relevant websites *(Formats: SHP, KML, PDF):* accounted and unaccounted forests, self-forested areas, steppes.

4. Select the most suitable areas for the plant breeding

4.1. Provide the preliminary GIS-data-based assessment of the hydrological, meteorological and the soils conditions in the different regions of Donetsk and Luhansk oblast.

4.2. Perform the vulnerability and risks analysis of the chosen regions and locations.

4.3. Perform additional inspection of the preselected territories (2-4 plots) with unmanned aerial vehicle (UAV).

4.4. Make the detailed description of the selected territories, what kind of opportunities they have for the plant breeding *(doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume not less than 10 pages and visual presentation ppt.file not less than 20 slides in Ukrainian).*

5. Involve a wide range of stakeholders interested in reforestation and steppes restoration

5.1. Develop the stakeholders' online survey - questionnaire via Google-forms, that could be distributed through social media platforms in relevant groups. The questionnaire will find out which species of woody and non-woody plants local communities consider to be the most valuable and suitable for cultivation. It is expected to have not less than 30 (thirty) respondents - stakeholders of the forests and steppes restoration participating in the survey.

5.2. Organize the presentation of the project results online and conduct a discussion panel with relevant representatives of oblasts administrations, local authorities, and relevant ministries on the rehabilitation of territories in Donetsk and Luhansk oblasts on forest restoration and plant breeding.

5.3. Provide recommendations to the oblasts administrations, local authorities and national authorities, stakeholders on the necessary steps in the rehabilitation of territories in Donetsk and Luhansk oblasts on the way to sustainable land use and forestry *(visual presentation ppt.file not less than 15 slides, Ukrainian and English version)*

6. Prepare reports, presentations and visual infographics on the results of the activities performed

- 6.1. Share the presentation of the results to the stakeholders online (*visual presentation ppt.file not less than 15 slides, Ukrainian and English version*).
- 6.2. Create the promo video of the project activities on the locations of interest and share the video online on the relevant websites and social media platforms. Duration is not less than 2 min, Ukrainian and English subtitles, HD-quality. All publications must be approved by the environmental specialist through the Communications Department 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):
 - 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 event room (tables, chairs, countertops, doorknobs, light switches, etc.) are disinfected before and after the training using appropriate cleaning products.
 - Ensure any equipment, tools or props are cleaned and sanitized before and after use.

IV. DELIVERABLES

No.	Deliverable	Expected date of completion
1.	The detailed workplan of the assignment implementation with description is prepared by a Contractor and approved by UNDP.	2 weeks after the start of the contract
2.	An orthophotomosaic and a classification map of the different elements with the geo- statistic of the landscape is prepared and loaded on the relevant websites and social media platforms by a Contractor and approved by UNDP <i>(Formats: PDF, geoTIFF, SHP, KML).</i>	6 weeks after the start of the contract
3.	A map of basic hydrological analysis: drainage lines, places of water accumulation, model of runoff lines is prepared and loaded on the relevant websites and social media platforms by a Contractor and approved by UNDP <i>(Formats PDF, SHP, KML).</i>	8 weeks after the start of the contract
4.	An aerial 360 panorama of the Martynenkove swamp is created and published online by a Contractor and approved by UNDP.	9 weeks after the start of the contract
5.	The recommendations about the groundwater restoration and the ways to maintain the natural biodiversity of the Martynenkove swamp are provided by a Contractor and approved by UNDP <i>(doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume not less than 15 pages and visual presentation ppt.file not less than 10 slides in Ukrainian).</i>	10 weeks after the start of the contract
6.	Online map of natural and planted forests <i>(Formats: SHP, KML, PDF)</i> is developed and approved by UNDP. Online map of the area classification with accounted and unaccounted forests, self-forested areas, steppes map <i>(Formats: SHP, KML, PDF)</i> is developed and approved by UNDP.	10 weeks after the start of the contract
7.	The detailed description of the pre-selected territories for the plant breeding is provided by a Contractor and approved by UNDP <i>(doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume not less than 10 pages and visual presentation ppt.file not less than 20 slides in Ukrainian with drone-made photos of these territories).</i>	12 weeks after the start of the contract

8.	The stakeholders' questionnaire in Google-forms is developed and the online survey is conducted by a Contractor and approved by UNDP.	15 weeks after the start of the contract
9.	A discussion panel with relevant representatives of oblasts administrations, local authorities, and relevant ministries on the rehabilitation of territories in Donetsk and Luhansk oblasts on forest & steppes restoration and plant breeding (separately for each oblast, at least 15 participants from each oblast) is organized by a Contractor and approved by UNDP. The video-record of the discussion panel is saved and loaded on the relevant websites and social media platforms by a Contractor and approved by UNDP.	16 weeks after the start of the contract
10.	The work results are shared and discussed with the stakeholders, all conclusions and suggestions are consolidated, and all offers and comments are taken into account. Final recommendations on the following steps to interact with stakeholders to organize plant breeding process are developed by Contractor and approved by UNDP (<i>doc.file in Ukrainian, font size 14pt, 1.5 spacing, font Times New Roman, volume, not less than 5 pages</i>).	17 weeks after the start of the contract
11.	The promo video of the project activities is created and shared online on the relevant websites and social media platforms.	19 weeks after the start of the contract

V. PROPOSED PAYMENT SCHEDULE

UNDP will pay the negotiated amount in four (4) tranches as per the delivery of Deliverables outlined above:

Delivery of output 1, 2 and submission of the report on the work done - 20% of the total payment.

Delivery of output 3, 4, 5 and submission of the report on the work done - 30% of the total payment.

Delivery of output 6, 7, 8 and submission of the report on the work done - 20% of the total payment.

Delivery of output 9, 10, 11 and submission of the final report on the work done - 30% 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 the invoice, the act of acceptance, and a tax invoice (if applicable).

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.

Regular communications will be conducted by the Environmental Specialists with the selected vendors to identify any probable risks that may occur in the 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.

VII. EXPERIENCE AND QUALIFICATION REQUIREMENTS

1. Officially registered Company / Organization with valid registration of at least 2 (two) 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 monitoring and assessment, ecological programs, and plans – at least 3 (three) samples of such work.
3. Proven experience of communication and cooperation with the State forestry agencies and Basin authorities online/offline – at least 3 (three) examples of such activities.
4. Proven experience in collaboration with the scientific institutes – at least 3 (three) examples of such partnership.
5. Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
6. Availability of human resources that will ensure due quality and timely implementation of the contract. The Project team will include as a minimum 4 (four) Team Experts (please propose reasonable team composition, which may exceed the minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

Team Expert No. 1:

1. At least Master's /Specialist degree in technical sciences – ecology, environmental safety, biotechnology, agriculture, engineering, or other related fields.
2. At least 5 (five) years of experience in environmental projects, agroecology, forestry, natural landscapes restoration, plant selection methods, and plant breeding, preparing climate change adaptation programs.
3. Experience in conducting analytical work and scientific research or the development of environmental strategies (at least 3 samples of such documents).
4. Proven experience in negotiation with a wide range of stakeholders and organization of online /offline discussions (at least 2 examples of such environment-related discussions).

5. Proven experience of work in the East of Ukraine, namely Donetsk or/and Luhansk oblast will be an asset.
6. Fluency in Ukrainian and Russian. Working level in English will be an asset.

Team Expert No. 2:

1. At least Master's/Specialist degree in technical sciences – ecology, biophysics, environmental safety, biotechnology, meteorological data analysis, or other related fields.
2. At least 5 (five) years of experience in environmental projects, geographic information system (GIS) analysis, agroecology or forestry remote sensing and monitoring methods, in particular analysis of the swamps restoration and prevention groundwater depletion.
3. Experience in conducting of analytical work and scientific research (at least 3 samples of such documents).
4. Experience in aerial mapping and data visualization (at least 3 samples of such works).
5. Experience of leading projects / conducting expeditions work in the East of Ukraine, namely Donetsk or/and Luhansk oblast will be an asset.
6. Fluency in Ukrainian and Russian. Working level in English will be an asset.

Team Expert No. 3:

1. At least Master/Specialist degree in technical sciences – forestry, agriculture, agronomy, IT- technologies or other relevant related fields.
2. At least 5 (five) years of experience in environmental projects, geographic information system (GIS) analysis, agroecology or forestry remote sensing and monitoring methods.
3. Experience in conducting analytical work and scientific research, in particular forest fires and plant diseases analysis (at least 3 samples of such documents).
4. Experience in aerial mapping and data visualization (at least 3 samples of such works).
5. Experience in leading projects / conducting expeditions work in the East of Ukraine, namely Donetsk or/and Luhansk oblast, will be an asset.
6. Fluency in Ukrainian and Russian. Working level in English will be an asset.

Team Expert No. 4:

1. At least Master/Specialist degree in technical sciences or visual art, video production, graphic design, IT- technologies or other related fields.
2. At least 5 (five) years of experience in video production, filmmaking, digital editing, cinematography, or other related fields.
3. Work experience in social or environmental projects (at least 3 examples of such work).
4. Fluency in Ukrainian and Russian. Working level in English will be an asset.

VIII. DOCUMENTS TO BE SUBMITTED WITH A 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 in implementing similar projects and the competitive advantages of the applicant company/organization.
<input checked="" type="checkbox"/>	The company's portfolio of the previous projects, setting out at least 3 (three) samples in the development of environmental monitoring and assessment, ecological programs, and plans, links are applicable.
<input checked="" type="checkbox"/>	Brief description of the proposed methodology and approach that confirms adherence to the Terms of Reference and has detailed information on the proposed survey and technical requirements of data collection and analysis. A work plan indicating the responsible personnel.
<input checked="" type="checkbox"/>	CVs of project team members (including Team Experts and others) with clear description of their roles in the Project for current Terms of Reference, including the information on education, language knowledge and experience in implementing similar projects/objectives, as well as confirmation from each team member that they are available for the entire duration of the contract.
<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 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 the evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that are:

- compliant with all the minimum evaluation requirements and
- 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 offerors, who have attained a minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights of 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the bidder that submitted the winning proposal.

Technical criteria

Summary of Technical Proposal Evaluation Form	Score weight	Maximum points obtainable
Experience of the company/organization submitting the proposal	28,57%	200
Proposed work plan, methodology, and approach	28,57 %	200
Staff	42,86 %	300
Total	100%	700

Technical Evaluation Forms

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.

Form 1. Experience of the company/organization submitting the proposal.

Form 2. Proposed work plan, methodology, and approach.

Form 3. Staff

Technical Proposal Evaluation 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 monitoring and assessment, ecological programs and plans. <i>(3 samples of such work – 50 points; 4 and more samples of such work – 60 points)</i>	60			

1.2	Experience of communication and cooperation with the State forestry agencies and Basin authorities. <i>(3 examples of such online/offline activities – 50 points; 4 and more examples of such online/offline activities – 60 points)</i>	60			
1.3	Experience in collaboration with the scientific institutes. <i>(3 examples of such partnership – 30 points; 4 and more examples of such partnership – 40 points)</i>	40			
1.4	Reference letters on similar to these Terms of Reference projects from previous Clients / Partners. <i>(2 letters – 30 points; 3 and more letters – 40 points)</i>	40			
	Total score on Form 1	200			

Technical Proposal Evaluation 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? <i>(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 – 90 points; the technical proposal is logical and details the algorithm of the objects corresponding to the scope of work – 100 points)</i>	100			
2.2	How well developed, reasonable, and reliable is the methodology of implementation of services? <i>(The methodology was developed with an incomplete understanding of current realities and compliance with the objectives – 40 points; the methodology logically describes a sequence of works – 45 points; the methodology includes thorough criteria demonstrating its feasibility – 50 points)</i>	50			

2.3	How well developed and reliable is the work plan? <i>(The proposed work plan contains some discrepancies – 40 points; The organization provided a balanced and realistic work plan – 50 points)</i>	50			
	Total score on Form 2	200			

Technical Proposal Evaluation Form 3		Maximum score	Company/Other organization		
			A	B	C
Staff.					
	Team Expert No. 1:				
3.1	Educational background in ecology, environmental safety, biotechnology, agriculture, engineering, or other related fields. <i>(Master's/ Specialist degree – 10 points; Ph.D. or above – 20 points)</i>	20			
3.2	Experience in environmental projects, agroecology, forestry, natural landscapes restoration, plant selection methods and plant breeding, preparing climate change adaptation programs. <i>(5 years – 10 points; 6 and more years – 15 points)</i>	15			
3.3	Experience in conducting of analytical work and scientific research or the development of environmental strategies. <i>(3 samples – 10 points; 4 samples and more – 15 points)</i>	15			
3.4	Experience in negotiation with the wide range of stakeholders and organization of online/offline environment-related discussions. <i>(2 examples – 10 points, 3 examples and more – 15 points)</i>	15			
3.5	Experience of work in the East of Ukraine, namely Donetsk or/and Luhansk oblast. <i>(Presence of such experience – 10 points)</i>	10			

3.6	Language knowledge. <i>(Fluency in Ukrainian and Russian – 5 points, Working level in English – 10 points)</i>	10			
	Interim score by criteria 3.1 – 3.6	85			
	Team Expert No 2:				
3.7	Educational background in ecology, biophysics, environmental safety, biotechnology, meteorological data analysis, or other related fields. <i>(Master's/ Specialist degree – 15 points; Ph.D. or above – 20 points)</i>	20			
3.8	Experience in environmental projects, geographic information system (GIS) analysis, agroecology or forestry remote sensing and monitoring methods, in particular analysis of the swamps restoration and prevention groundwater depletion. <i>(5 years – 15 points; 6 years and more – 20 points)</i>	20			
3.9	Experience in conducting of analytical work and scientific research. <i>(3 samples - 15 points; 4 samples and more – 20 points)</i>	20			
3.10	Experience in aerial mapping and data visualization. <i>(3 samples – 10 points; 4 samples and more – 15points)</i>	15			
3.11	Experience of leading projects / conducting expeditions work in the East of Ukraine, namely Donetsk or/and Luhansk oblast. <i>(Presence of such experience - 10 points)</i>	10			
3.12	Language knowledge. <i>(Fluency in Ukrainian and Russian – 5 points, Working level in English - 10 points)</i>	10			

	Interim score by criteria 3.7-3.12	95			
	Team Expert No. 3:				
3.13	Educational background in forestry, agriculture, agronomy, IT- technologies or other related fields. <i>(Master's / Specialist degree – 10 points; Ph.D. or above – 15 points)</i>	15			
3.14	Experience in environmental projects, geographic information system (GIS) analysis, agroecology or forestry remote sensing and monitoring methods . <i>(5 years – 10 points; 6 years and more – 15 points)</i>	15			
3.15	Experience in conducting analytical work and scientific research, in particular forest fires and plant diseases analysis. <i>(3 samples – 10 points; 4 examples and more – 15 points)</i>	15			
3.16	Experience in aerial mapping and data visualization. <i>(3 samples – 10 points; 4 samples and more – 15 points)</i>	15			
3.17	Experience of work in the East of Ukraine, namely Donetsk or/and Luhansk oblast. <i>(Presence of such experience – 10 points)</i>	10			
3.18	Language knowledge. <i>(Fluency in Ukrainian and Russian – 5 points, Working level in English – 10 points)</i>	10			
	Interim score by criteria 3.13-3.18	80			
	Team Expert No. 4:				
3.19	Educational background in technical sciences or visual art, video production, graphic design, IT- technologies or other related fields <i>(Master's / Specialist degree – 5 points; Ph.D. or above – 10 points)</i>	10			

3.20	Experience in video production, filmmaking, digital editing, cinematography or other related fields. <i>(5 years – 5 points; 6 years and more – 10 points)</i>	10			
3.21	Experience of work in social or environmental projects. <i>(3 examples – 5 points; 4 examples and more – 10 points)</i>	10			
3.22	Language knowledge. <i>(Fluency in Ukrainian and Russian – 5 points, Working level in English – 10 points)</i>	10			
	Interim score by criteria 3.19 – 3.22	40			
	Total score in Form 3	300			

X. FINANCIAL PROPOSAL.

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 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.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
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1.	Deliverable 1, 2,	20%	
2.	Deliverable 3, 4, 5	30%	
3.	Deliverable 6, 7, 8	20%	
4.	Deliverable 9, 10, 11	30%	
Total all-inclusive cost without VAT, indicate currency		100%	

B. Cost breakdown by components:

Bidders are requested to provide the cost breakdown for the above-given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price if 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	Team Expert No. 1	Month			
1.2	Team Expert No. 2	Month			
1.3	Team Expert No. 3	Month			
1.4	Team Expert No. 4	Month			
2.	Cost of implementation				
2.1					
2.2					
2.3					
3.	Administration costs (if any)				
3.1					
3.2					
4.	Logistical costs				
4.1					
4.2					
5.	Other costs (if any – to define activities/costs)				
TOTAL without VAT, indicate currency					

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p> 	<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p> 
<p>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна</p> <p>2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:</p>	<p>1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine</p> <p>2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:</p>
<p>3. Посилання на номер договору (напр., номер присудження договору):</p>	<p>3. Contract Reference (e.g. Contract Award Number):</p>
<p>4. Довгострокова угода: Ні</p>	<p>4. Long Term Agreement: No</p>
<p>5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>
<p>6. Тип Послуг:</p>	<p>6. Type of Services:</p>
<p>7. Дата початку Договору:</p>	<p>7. Contract Starting Date:</p>
<p>8. Дата завершення Договору:</p>	<p>8. Contract Ending Date:</p>
<p>9. Загальна сума Договору:</p>	<p>9. Total Contract Amount:</p>
<p>9а. Передплата: Не застосовується</p>	<p>9а. Advance Payment: Not applicable</p>
<p>10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів</p>	<p>10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply</p>
<p>11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>	<p>11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>
<p>12. Назва(ім'я) Підприємця:</p>	<p>12. Contractor's Name:</p>
<p>13. Ім'я контактної особи Підприємця:</p> <p>Посада: керівник Адреса: Номер телефону: Факс: Email:</p>	<p>13. Contractor's Contact Person's Name:</p> <p>Title Address: Telephone number: Fax: Email:</p>
<p>14. Ім'я контактної особи ПРООН:</p> <p>Посада: Адреса: Тел.: Email:</p>	<p>14. UNDP Contact Person's Name:</p> <p>Title: Address: Telephone number Email:</p>
<p>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ</p>	<p>15. Contractor's Bank Account to which payments will be transferred: 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"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<p>Від імені Підрядника / For the Contractor</p>	<p>Від імені ПРООН / For UNDP</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>