



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: October 13, 2021
	REFERENCE: 646-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Developing an environmental strategy and conducting a strategic environmental assessment of the Kurakhove Territorial Community (TC)**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **11:59 PM (Kyiv Time, GMT +3) Tuesday, October 26, 2021** via email to the address below:

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

Your Proposal must be expressed in **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*, while 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: **“646-2021-UNDP-UKR-RFP-RPP”** and: **"Developing an environmental strategy and conducting a strategic environmental assessment of the Kurakhove Territorial Community (TC)"**.

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

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

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

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

A two-stage procedure is utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of technical proposals.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

*Sincerely yours,*



*Ms. Agnes Kochan,  
Operations Manager  
UNDP Ukraine*

*October 13, 2021*

*Ma*

**Annex 1****Description of Requirements**

Context of the Requirement	Developing an environmental strategy and conducting a strategic environmental assessment of the Kurakhove Territorial Community (TC)
Brief Description of the Required Services	<p>The main objective of the task is to implement a set of measures aimed at improving the level of environmental protection by developing an environmental strategy and conducting a strategic environmental assessment for the Kurakhove Territorial Community.</p> <p>The Contractor should present the developed environmental strategy and conduct strategic environmental assessment of the Kurakhove Territorial Community. The areas of activity proposed by the Contractor should be adapted to the needs of the pilot community involved</p>
List and Description of Expected Outputs to be Delivered	<p>The key intentions of this assignment are as follows:</p> <ul style="list-style-type: none"> <li>● Form a working group from active members of civil society and local authorities;</li> <li>● Conduct a comprehensive strategic environmental assessment (SEA) of the Kurakhove TC;</li> <li>● Conduct public hearing on the results of the study to develop a common understanding and evaluation of the work carried out;</li> <li>● Develop an environmental development strategy for the Kurakhove TC;</li> <li>● Conduct public hearing on the strategy to develop a common understanding and evaluation of the work carried out;</li> <li>● Develop an environmental development program for 2022 for the Kurakhove TC;</li> <li>● Increase public influence in decision-making on the allocation of resources for activities related to environmental security and social cohesion in the community;</li> <li>● Enhance cooperation between Civil society organization (CSOs) and local authorities and help them to establish links to work effectively on environmental security and social cohesion issues.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	Programme Coordinator (Local Governance and Decentralization Reform), UN RPP
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to TOR attached
Target start date	November 2021
Latest completion date	July 2022
Travels Expected	According to TOR attached

Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	According to TOR attached
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on the 19<sup>th</sup> of October 2021 at 10 AM via Skype.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail:</p> <p><a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p> <p>Attn: Procurement Unit</p> <p>Subject: <b>646-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>

Payment Terms	<p>The schedule of payments for the services will be agreed with the Contractor before the start of the assignment.</p> <p>Payments will be made in four stages according to the proposed preliminary payment schedule below:</p> <p>20% - upon submission and approval of report according to Deliverable 1</p> <p>50% - upon submission and approval of report according to Deliverable 2 and Deliverable 3;</p> <p>20% - upon submission and approval of report according to Deliverable 4;</p> <p>10% - upon submission and approval of report according to Deliverable 5 and Deliverable 6;</p> <p>The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).</p> <p>The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Component Lead signs the certification of acceptance.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Coordinator (Local Governance and Decentralization Reform), UN RPP
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p> <p><input checked="" type="checkbox"/> Contract for Professional Services</p> <p><input type="checkbox"/> Long-Term Agreement</p> <p><input type="checkbox"/> Other Type of Contract</p>
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Experience of the firm/organization submitting the proposal – 31%</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach – 35%</p> <p><input checked="" type="checkbox"/> Staff and invited experts/consultants – 34%</p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors</p>

Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> <b>General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</b> Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</b>
Annexes to this RFP	<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"/> Model Contract for Goods and/or Services (Annex 4) <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only)	<i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> <b>procurement.rpp.ua@undp.org</b> , 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.
Documents to be submitted in proposal	<input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Copies of Latest Business Registration Certificate (Copies of State/Tax registration documents) and other Certificates (if any); <input checked="" type="checkbox"/> A letter of interest/offer, which outlines previous experience in implementing similar projects and competitive advantages of the applicant company; <input checked="" type="checkbox"/> At least 3 related examples/samples of environmental impact assessment reports (links are acceptable); <input checked="" type="checkbox"/> At least 2 related examples/samples of environmental strategies for community development (links are acceptable); <input checked="" type="checkbox"/> At least 2 related examples/samples of reports on the environmental assessment of territories (links are acceptable) <input checked="" type="checkbox"/> At least 2 (two) reference letters from previous clients/customers regarding the implementation of similar works; <input checked="" type="checkbox"/> CVs of project team members, including the information on experience in implementing similar projects/objectives (references required) as well as certification of team members availability if the contractor would be selected for this project <input checked="" type="checkbox"/> A proposed work plan, methodology, and approach; <input checked="" type="checkbox"/> <b>Financial proposal (Please do not provide password to financial proposal unless requested and don't include password to letter with technical proposal part).</b>
Other Information [pls. specify]	<b><u>Administrative Requirements:</u></b> Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirement/s: <ul style="list-style-type: none"> <li>- Offers must be submitted within the stipulated deadline</li> <li>- Offers must meet required Offer Validity</li> <li>- Offers have been signed by the proper authority</li> <li>- Offers include requested company/organization documentation as</li> </ul>

	<p>mentioned above in « Documents to be submitted in proposal» Section</p> <ul style="list-style-type: none"> <li>- Offers must comply with general administrative requirements</li> </ul> <p><b><u>Experience and Qualification Requirements</u></b></p> <p><b><i>For the Company:</i></b></p> <ol style="list-style-type: none"> <li>1. Officially registered organization. For Ukrainian companies, registration on the Government controlled area of Ukraine.</li> <li>2. Documentary confirmation of the presence in the business entity (participant) of the Certificate (certificate) for compliance with the requirements of ISO 14001: 2015</li> <li>3. Proven experience in preparation of similar environmental documents/work: <ol style="list-style-type: none"> <li>3.1. Preparation of environmental impact assessment reports - at least 3 documents.</li> <li>3.2. Preparation of environmental strategies for community development - at least 2 documents.</li> <li>3.3. Preparation of reports on the environmental assessment of territories - at least 2 documents.</li> </ol> </li> <li>4. Proven experience of work in the East of Ukraine, namely Donetsk or Luhansk oblast would be considered as an advantage</li> <li>5. Presentation of 2 references from previous clients regarding the implementation of similar works.</li> <li>6. Availability of human resources that will ensure due quality and timely implementation of the contract.</li> </ol> <p>The project team will include the Team leader and the Experts' group (at least 2 members).</p> <p><b><i>Team Leader/Project Manager:</i></b></p> <ul style="list-style-type: none"> <li>- Master's degree (or higher) in the fields of "Ecology","Economics", "Management", "Sociology", "Law" or similar;</li> <li>- At least 1 year of experience of work in ecological government agencies;</li> <li>- Experience in developing methodologies and manuals on ecology or environment (experience with at least 2 documents);</li> <li>- At least 1 year experience in developing the environmental/ecological strategies and environmental/ecological assessment of territories ;</li> <li>- Fluency in Ukrainian and Russian</li> </ul> <p><b><i>Expert 1 and Expert 2:</i></b></p> <ul style="list-style-type: none"> <li>- Master's degree (or higher) in the field of "Ecology";</li> <li>- At least 2 years of experience in developing ecological strategies;</li> </ul>
--	---



	<ul style="list-style-type: none"><li>- Experience in developing methodologies and manuals on ecology or environment (experience with at least 2 documents );</li><li>- At least 2 years of experience of work in government ecological agencies;</li><li>- At least 1 year of experience in developing the environmental/ecological strategies and environmental/ecological assessment of territories;</li><li>- Fluency in Ukrainian and Russian.</li></ul> <p>Other information is available on <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>; For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
--	--

## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 646-2021-UNDP-UKR-RFP-RPP, 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:*

- *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- *A letter of interest/offer, which describes company's profile (date of creation, size, number of staff/consultants, description of key staff) and outlines previous experience in implementing similar projects and competitive advantages of the applicant company.*
- *At least 3 related examples/samples of environmental impact assessment reports (links are acceptable).*
- *At least 2 related examples/samples of environmental strategies for community development (links are acceptable).*
- *At least 2 related examples/samples of reports on the environmental assessment of territories (links are acceptable).*
- *At least 2 references from previous clients regarding the implementation of similar works.*
- *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

#### BRIEF COMPANY PROFILE

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

Full registration name	
Year of foundation	

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Legal status	<i>If Consortium, please provide written confirmation from each member</i>
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	<i>Please indicate here</i>
Business Licenses – Registration Papers, Tax Payment Certification, etc	<i>EDRPOU, ID tax number</i> <i>Copies of State registration and Tax registration should be attached</i>
Track Record performed	<i>Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);</i>
Certificates and Accreditation	<i>Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.</i>
Please provide contact details of at least 2 previous partners for reference	<i>Please attach the signed reference letters if any.</i>
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	<i>Yes/No (Please choose)</i>
Other relevant information	

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

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

- *The proposed work plan, methodology, and approach*

**C. Qualifications of Key Personnel**

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

- *CVs of project team members, including the information on experience in implementing similar projects/objectives (references required), as well as certification of team members availability if the contractor would be selected for this project*

**D. Financial Proposal**

The Proposer is required to prepare the Financial Proposal separately 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 lease/rent 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.

**Cost Breakdown per Deliverable\***

The key steps and a description of the results that must be obtained in the specified time frames are listed above. The Contractor is invited to assess the complexity of work on the implementation by each of these stages and offer the customer the preferred percentage of the agreement's total proposed value.

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

No.	Activities / Costs	Percentage of Price (Weight for payment)	Price, excluding VAT, <i>please indicate the currency</i>
-----	--------------------	---	--

<b>1</b>	<b>Deliverable 1</b>		
<b>2</b>	<b>Deliverable 2</b>		
<b>3</b>	<b>Deliverable 3</b>		
<b>4</b>	<b>Deliverable 4</b>		
<b>5</b>	<b>Deliverable 5</b>		
<b>6</b>	<b>Deliverable 6</b>		
<b>TOTAL without VAT, currency, <i>please indicate the currency</i></b>		<b>100%</b>	

*\*This breakdown per deliverables shall be the basis of the payment tranches*

#### **Cost Breakdown by Cost Component**

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

#	Activity/Costs	Unit	Quantity	Price per unit without VAT, currency	Amount without VAT, currency
<b>1</b>	<b>Personel Services</b>				
1.1.	Team Leader	Month			
1.2	Expert 1	Month			
1.3	Expert 2	Month			
...	...				
<b>2.</b>	<b>Administration costs (if necessary)</b>				
2.1	Communication (telephone / Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
<b>3.</b>	<b>Travel and Lodging</b>				
3.1	Daily Allowance				
...	...				
<b>4.</b>	<b>Other costs (If any – to define clearly activities / costs)</b>				
4.1	...				
<b>TOTAL without VAT, currency</b>					

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

**\*\* Dear partners!**

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

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

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

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

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

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

## Annex 3

### TERMS OF REFERENCE

<b>Project title:</b>	UN Recovery and Peacebuilding Programme, Local Governance and Decentralization Reform Component
<b>Description of the assignment:</b>	Developing an environmental strategy and conducting a strategic environmental assessment of the Kurakhove Territorial Community (TC)
<b>Starting Date of Assignment:</b>	November 2021
<b>Duration of Assignment:</b>	8 Months
<b>Country/ place of work: Ukraine</b>	Ukraine
<b>Expected Places of Travel:</b>	Kurakhove Territorial Community
<b>Reports to:</b>	Environmental Specialist, UN RPP

### I. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA). The RPP was designed to respond to, and mitigate, the causes and effects of the conflict in the east of Ukraine. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF).

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current

project, it is a unifying programmatic framework for 12 projects funded by 12 international partners in the conflict-affected areas in the east of Ukraine, with an overall budget of over USD 80 million.

One of the priority areas of work is to promote a cleaner environment in the conflict-affected areas through successful decentralized and participatory environmental protection under component 2.

For this purpose, UN RPP seeks a qualified company (Contractor) which will develop an environmental strategy and conducting a strategic environmental assessment of the Kurakhove Territorial Community (TC).

This contract falls under the project "Good governance and citizens engagement for justice, security, environmental protection and social cohesion in eastern Ukraine" funded by the Swedish International Development Agency, Government of Denmark and the Swiss Development Cooperation.

## II. MAIN GOALS AND OBJECTIVES

The main objective of the task is to implement a set of measures aimed at improving the level of environmental protection by developing an environmental strategy and conducting a strategic environmental assessment for the Kurakhove Territorial Community.

Implementation of the planned activities will lead to the redistribution of local budget resources (environmental fund) to better reflect the priorities of the community development, its environmental problems, as well as provide an opportunity to implement measures aimed at improving the environmental situation.

The Contractor should present the developed environmental strategy and conduct strategic environmental assessment of the Kurakhove Territorial Community. The areas of activity proposed by the Contractor should be adapted to the needs of the pilot community involved.

### The key intentions of this task are as follows:

- Form a working group from active members of civil society and local authorities;
- Conduct a comprehensive **strategic environmental assessment (SEA)** of the Kurakhove TC;
- Conduct public hearing on the results of the study to develop a common understanding and evaluation of the work carried out;
- Develop an environmental development strategy for the Kurakhove TC;
- Conduct public hearing on the strategy to develop a common understanding and evaluation of the work carried out;
- Develop an environmental development program for 2022 for the Kurakhove TC;
- Increase public influence in decision-making on the allocation of resources for activities related to environmental security and social cohesion in the community;
- Enhance cooperation between Civil society organization (CSOs) and local authorities and help them to establish links to work effectively on environmental security and social cohesion issues.

This Contractor's Technical Proposal should be designed for active members of civil society to effectively track local government spending, impacts and development projects in the area of environmental security and social cohesion. It should be achieved by developing a methodology for how civil society can have an impact on environmental security, and by effectively using the environmental fund in local government budgets.



It also aims to enhance synergies between CSOs at the local level to provide a stronger collective voice on the allocation and use of resources for environmental security and social cohesion.

*In this regard, it is expected that the Contractor will provide:*

- Building the environmental potential of the community and raising awareness of CSOs. Specific objectives are: developing a methodology and subsequent strategic environmental assessment of the community; developing an environmental strategy for the community; conducting public hearings with local active members of civil society, local authorities and developing a common approach and vision for the environmental development program of the Kurakhove TC; developing simple, user-friendly tools for using environmental tax revenues in the target community.

### **III. SCOPE OF WORK**

Under the direct supervision of an Environmental Specialist, the company (contractor) will be responsible for the following key tasks:

1. Develop and agree with responsible UN RPP representatives a methodology for all planned studies and activities.
2. Form a working group of competent representatives of local authorities and local active members of civil society (at least 7 persons). Overall, the report should meet the following requirements: at least 15 pages (excluding charts and diagrams), \*.docs format, Times New Roman, 12 pt., line spacing – 1.15, Ukrainian language.
3. Develop and agree at the meeting of the working group a complete methodology for the task fulfillment, which includes the following: determination of the SEA scope, preparation of the SEA report, public hearing and consultations, recording of the results of public hearing and consultations (offline event, expenses associated with conducting covered by contractor's).
4. Consult with the Department of Ecology and Natural Resources of the Donetsk Regional State Administration, the Main Department of the State Consumer Service in the Donetsk Region and other interested bodies, who will provide comments on the draft strategy and the SEA report.
5. Prepare and submit an application to the authorized bodies to determine the scope of SEA - Law of Ukraine On Strategic Environmental Assessment (preparatory works)
6. Conduct a strategic environmental assessment (SEA) of the Kurakhove TC. (The strategic environmental assessment should be carried out by the requirements of the Law of Ukraine "On Strategic Environmental Assessment" (hereinafter - the Law) and taking into account the provisions of the Methodological Recommendations for the implementation of strategic environmental assessment of state planning documents, approved by the Order of the Ministry of Ecology and Natural Resources of Ukraine № 296 of 10.08.2018, as well as the Directive 2001/42 / EU on environmental impact assessment of individual projects and programs).
7. Identify possible factors of anthropogenic and natural changes in the implementation of the Strategy for Environmental Development of the territorial community on the environment components, on safety and security, health and welfare of the population, assessment of the

impact and risks of planned activities on the environment components, assessment of the danger and risks to public health, socio-economic impacts, waste management, transport, infrastructure development, aesthetic characteristics of the territory, use of landscapes for recreational purposes.

8. Adjust the SEA report, which includes:

- characterization of the current state of the environment, current and risks and its forecast changes, if the Environmental Development Strategy of community is not approved;
- list of environmental problems and risks of the territory;
- description of the consequences for the environment in the implementation of the Strategy's objectives, as well as other information provided by the Law on SEA.

9. Conduct public hearing (public discussion, Article 12,13,14 of the Law of Ukraine "On Strategic Environmental Assessment".) of SEA draft documentation, which will result in the collection of public proposals for SEA from local active members of civil society and local authorities.

10. Develop a final draft of SEA documentation, which will consider proposals and recommendations of the interested authorities and local citizens. After that the SEA Report will be submitted to the authorities for consideration and adoption (Overall, the report should meet the following requirements: at least 70 pages (excluding charts and diagrams), \*.docs format, Times New Roman, 12 pt., line spacing – 1.15., Ukrainian language);

11. Develop and coordinate at the working group meeting the methodology for writing an Environmental Development Strategy for the Kurakhove TC, including:

- strategic vision, missions and value systems;
- system of strategic and operational goals;
- possible development scenarios, selection of priority scenarios;
- risks and threats
- formalization of the Strategy implementation mechanism;
- action plan for implementation of the Strategy;
- the system of monitoring of the Strategy implementation;
- the dates of publication of announcements and public hearings on strategy alignment have been agreed upon.

12. Submit a draft strategy to the working group for consideration, including:

- analytical part - description of the current state of the environment, main trends in the environmental development of the Kurakhove TC and monitoring results;
- SWOT-analysis and characterization of comparative advantages, challenges, and risks of future development;
- possible development scenarios;
- risks and threats
- strategic vision for the planned period;
- strategic goals, development priorities of the community for the respective period;
- operational objectives, which should ensure that the strategic objectives are achieved;
- main tasks, stages, and mechanisms of their implementation: institutional, organizational, financial support for the strategy implementation;
- monitoring and evaluation system of the Environmental Development Strategy implementation of the community, including performance indicators of its goals and objectives;

- conduct public hearings on the strategy with the community representatives (local active members of civil society and local authorities).

13. Develop an environmental development program for 2024 for Kurakhove TC that meets the community needs, addresses identified risks and threats, recommendations of the Environmental Development Strategy and conclusions of the Strategic Environmental Assessment;
14. Conduct a round-table meeting with local authorities and other stakeholders to discuss and prioritize implementation of planned activities that implement the recommendations of the Strategy and the SEA report, assess the technical and financial capacity of the community of Kurakhove TC to implement the set objectives.

**The Contractor will be responsible for:**

**STEP 1: CONDUCT A STRATEGIC ENVIRONMENTAL ASSESSMENT OF THE KURAKHOVE TC.**

- Develop an action plan as well as a methodology for the task and agree with UNDP.
- Form a working group of competent local authorities and local active members of civil society (at least 7 persons). The list of participants of working group has to be approved by UNDP.
- Agree at the working group meeting on the full methodology of the task fulfillment, which will include the following: determination of the SEA scope, preparation of the SEA report including security and safety risks and threats identified to be addressed, conducting public discussions and consultations, considering the results of public discussions and consultations.
- Carry out a strategic environmental assessment of the Kurakhove TC.
- Consult with the Department of Ecology and Natural Resources of Donetsk Regional State Administration, the Main Department of the State Consumer Service in Donetsk region and other interested bodies, which should be allowed to comment on the draft strategy and the SEA report.
- Prepare and submit to the authorized bodies an application on SEA volume determination.
- Conduct public hearing (public discussion, Article 12,13,14 of the Law of Ukraine "On Strategic Environmental Assessment") of SEA documentation, based on the results of which proposals of local authorities and the public for SEA will be collected (1 (one) day in Kurakhove TC for at least 20 people).
- Develop the final draft of SEA documentation, which will include safety and security risks and threats identified to be addressed and consider the proposals and recommendations of the interested authorities and the public. After that the SEA Report will be submitted to the authorities for consideration and adoption.
- Prepare the SEA Report and submit it for approval to the Department of Ecology and Natural Resources of Donetsk Regional State Administration.

**STEP 2: ELABORATION OF AN ENVIRONMENTAL DEVELOPMENT STRATEGY FOR THE KURAKHOVE TC.**

- Develop an action plan as well as a methodology for the task and agree with UNDP.
- Coordinate the methodology of the task fulfillment at the meeting of the formed working group.
- Together with the representatives of the working group:
  - conduct strategic analysis of the Kurakhove TC;
  - formulate a strategic vision, missions and value systems;
  - formulate safety and security risks and threats;
  - develop a system of strategic and operational objectives;
  - choose a priority scenario;
  - formalize the mechanism of Environmental Development Strategy implementation and risk and threats addressing mechanisms;
  - prepare an action plan for implementation of the Environmental Development Strategy;

- develop a system for monitoring of the Environmental Development Strategy implementation.
- Conduct public hearing (public discussion, Article 12,13,14 of the Law of Ukraine "On Strategic Environmental Assessment") and coordination of the Environmental Development Strategy (1 (one) day in Kurakhove for local authorities and local active members of civil society at least 20 people).

### **STEP 3: DEVELOP ENVIRONMENTAL DEVELOPMENT PROGRAMME FOR 2025 THE KURAKHOVE TC.**

- Based on the Environmental Development Strategy and the Strategic Environmental Assessment Report, develop the Environmental Development Program for 2024 which should include prior activities targeted at addressing safety and security risks and threats (Overall, the report should meet the following requirements: at least 70 pages (excluding charts and diagrams), \*.docs format, Times New Roman, 12 pt., line spacing – 1.15., Ukrainian language).
- Conduct a round table with local authorities and local active members of civil society for present of the Environmental Development Programme for 2024 (1 (one) day in Kurakhove for at least 20 people).

***Please note: The financial proposal should include the costs of organizing public hearings and round table, joint follow-up meetings (in case of off-line events), rent of premises, coffee breaks and reimbursement of travel expenses.***

## **IV. DELIVERABLES AND PROPOSED PAYMENT SCHEDULE**

### **The proposed schedule of services and payments**

Below is a description of the timeframes for the following outputs:

<b>№</b>	<b>Deliverables / Output description</b>	<b>Anticipated date of completion</b>
1.	The methodology for tasks/clause 2 and 3 as per Scope of Work is developed and approved by UNDP.	Up to 4 weeks after the start of the assignment
2.	Strategic environmental assessment of the Environmental Development Strategy has been conducted and discussed in the Kurakhove TC. Conduct public hearings (public discussion) of SEA documentation (based upon steps above).	Up to 8 weeks after the start of the assignment
3.	Environmental Development Strategy for the Kurakhove TC (first draft) has been developed, agreed in the community on a participatory approach. Conduct public hearings and coordination of the Environmental Development Strategy (based upon steps above).	Up to 12 weeks after the start of the assignment
4.	The Environmental Development Strategy (final version) and Strategic environmental assessment have been submitted to approval by the ecological department of Donetsk State Administration.	Up to 23 weeks after the start of the assignment

5.	The Program of ecological development of the Kurakhove TC is developed. Conduct a round table with local authorities and local active members of civil society for present of the Environmental Development Programme for 2024 (based upon steps above).	Up to 27 weeks after the start of the assignment
6.	The final report on all the activities undertaken and deliverables achieved has been submitted and approved by UNDP.	Up to 30 weeks after the start of the assignment

Payments will be made in four stages according to the proposed preliminary payment schedule below:

20% - upon submission and approval of report according to Deliverable 1

50% - upon submission and approval of report according to Deliverable 2 and 3;

20% - upon submission and approval of report according to Deliverable 4;

10% - upon submission and approval of report according to Deliverable 5 and 6;

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).

The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the Component Lead signs the certification of acceptance.

## **V. REQUIREMENTS FOR MONITORING/REPORTING**

The Contractor will report to the UN Recovery and Peacebuilding Programme to the Environmental Specialist under the Component II "Local Governance and Decentralization Reform in Ukraine." who accepts and approves deliverables specified above. The detailed schedule of works for step 1 and step 2 will be discussed with the Contractor prior to the assignment.

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

All reports for UNDP shall be transmitted electronically (Formats of \* .docx, \* .xlsx, \* .pptx, \* .pdf) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor about the data transmission of products to the UNDP. The reports should be written in Ukrainian.

## **VI. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

7. Officially registered organization. For Ukrainian companies, registration on the Government controlled area of Ukraine.

8. Documentary confirmation of the presence in the business entity (participant) of the Certificate (certificate) for compliance with the requirements of ISO 14001: 2015

9. Proven experience in the preparation of similar environmental documents/work:

3.1. Preparation of environmental impact assessment reports - at least 3 documents.

- 3.2. Preparation of environmental strategies for community development - at least 2 documents.
- 3.3. Preparation of reports on the environmental assessment of territories - at least 2 documents.
- 10. Proven experience of work in the East of Ukraine, namely Donetsk or Luhansk oblast would be considered as an advantage
- 11. Presentation of 2 references from previous clients regarding the implementation of similar works.
- 12. Availability of human resources that will ensure due quality and timely implementation of the contract.

The project team will include the Team leader and the Experts' group (at least 2 members).

• **Team Leader:**

- Master's degree (or higher) in the fields of "Ecology", "Economics", "Management", "Sociology", "Law" or similar;
- At least 1 year of experience of work in ecological government agencies;
- Experience in developing methodologies and manuals on ecology or environment (experience with at least 2 documents);
- At least 1 year experience in developing the environmental/ecological strategies and environmental/ecological assessment of territories ;
- Fluency in Ukrainian and Russian;

• **Expert 1 and Expert 2:**

- Master's degree (or higher) in the field of "Ecology";
- At least 2 years of experience in developing ecological strategies;
- Experience in developing methodologies and manuals on ecology or environment (experience with at least 2 documents );
- At least 2 years of experience of work in government ecological agencies;
- At least 1 year of experience in developing the environmental/ecological strategies and environmental/ecological assessment of territories;
- Fluency in Ukrainian and Russian.

## VII. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

<input checked="" type="checkbox"/>	Copy of the organization registration documents
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company
<input checked="" type="checkbox"/>	The proposed work plan, methodology, and approach
<input checked="" type="checkbox"/>	At least 3 related examples/samples of environmental impact assessment reports (links are acceptable)
<input checked="" type="checkbox"/>	At least 2 related examples/samples of environmental strategies for community development (links are acceptable)
<input checked="" type="checkbox"/>	At least 2 related examples/samples of reports on the environmental assessment of territories (links are acceptable)

<input checked="" type="checkbox"/>	At least 2 references from previous clients regarding the implementation of similar works.
<input checked="" type="checkbox"/>	CVs of project team members, including the information on experience in implementing similar projects/objectives (references required), as well as certification of team members availability if the contractor would be selected for this project
<input checked="" type="checkbox"/>	Financial proposal

## VIII. EVALUATION CRITERIA / EVALUATION METHOD

### 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 passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of technical proposals.
- In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per Evaluation Criteria given below.
- In the Second Stage, the price proposals of all offerors, who have attained a minimum 70% score in the technical evaluation, will be reviewed.
- The overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of those 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.

### Evaluation and comparison of proposals

Summarized evaluation form of the technical proposal		Share of Evaluation	Maximum score	Company / Other organization			
1	Experience of the company / the organization that submits a proposal	31%	217				
2	Proposed work plan, methodology, and approach	35%	245				

3	<b>Staff and invited experts / consultants</b>	<b>34%</b>	<b>238</b>				
	<b>Total score</b>	<b>100%</b>	<b>700</b>				
	<b>Remarks</b>						

Technical evaluation forms are provided at next pages. The maximal points obtainable as per each criterion indicate the relative importance or score weight in the general evaluation process.

### Technical Evaluation Forms

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

Form 2. Proposed work plan, methodology, and approach

Form 3. Staff and invited experts/consultants

### Technical Evaluation Criteria

Evaluation of technical proposals Form 1		Maximum score	Company/ Other organization		
			A	B	C
Experience of the company / the organization that submits a proposal					
1.1	Proven experience in the preparation of environmental impact assessment reports (3 related documents – 61 points, 4-5 related examples – 70 points, more than 5 related examples – 85 points).	85			
1.2	Proven experience in the preparation of environmental strategies for community development (2 related documents – 37 points, - 4 related documents – 50 points, more than 5 related documents – 65 points).	65			
1.3	Proven experience in the preparation of reports on the environmental assessment of territories (2 related documents – 27 points; more than 2 reladed documents – 45 points)	45			
1.4	Proven experience of work in the East of Ukraine: <ul style="list-style-type: none"><li>No such an experience - 0 points;</li><li>Experience of work in Donetsk oblast or Luhansk - 15 points;</li><li>Experience of work in both Donetsk and Luhansk oblast - 22 points;</li></ul>	22			
The total score on Form 1		217			

Evaluation of the Technical Proposal Form 2	Maximum score	Company/ Other organization		
		A	B	C



<b>The proposed work plan, methodology, and approach</b>					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work?  The Technical Proposal generally meets the objectives and scope of work - 50 points; The Technical Proposal corresponds well to the task, but workload overstated/understated - 57 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 65 points.	65			
2.2	How well developed, reasonable and reliable is the methodology of implementation of Services? The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 80 points; The methodology logically describes a sequence of works – 85 points; The methodology includes thorough criteria that demonstrate its feasibility – 90 points.	90			
2.3	How well developed and reliable is the approach to the organization of services to conduct assessments (Output 1) and to develop recommendations (Output 2)? Developed approach contains separate inconsistencies - 80 points; In general, good approach, however there is a lack of some details - 85 points; Perfect approach which fully complies ToR purposes - 90 points.	90			
<b>The total score on Form 2</b>		245			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/Other organization		
			A	B	C
Staff and invited experts / consultants					
	Team Leader				
3.1	Master’s degree (or higher) in the fields of “Ecology”, “Economic”, “Management”, “Sociology”, “Law” or similar; (“Specialist / Master” – 15 points, “Ph.D.” or above – 20 points).	20			

3.2	Experience of work in ecological government agencies ( 1 year – 15 points, 2-4 years – 20 points, 5 years and more – 30 points).	30			
3.3	Experience in developing methodologies and manuals on ecology or environment (2 methodologies/manuals – 20 points; 3 methodologies/manuals and more– 30 points)	30			
3.4	Experience in developing the environmental/ecological strategies and environmental/ecological assessment of territories (1 years – 5 points, 2 years and more – 10 points).	10			
	Interim score by criteria 3.1 – 3.4	90			
	<b>Expert 1</b>				
4.1	Master's degree (or higher) in the fields of "Ecology" ("Specialist / Master" - 5 points, "PhD" or above - 10 points).	10			
4.2	Experience in developing ecological strategies (2 years - 15 points, 3 years and more – 20 points).	20			
4.3	Experience in developing methodologies and manuals on ecology or environment (2 methodologies/manuals - 15 points; 3 methodologies/manuals and more - 20 points).	20			
4.4	Experience in developing the environmental/ecological strategies and environmental/ecological assessment of territories; (1 years – 5 points, 2-years and more – 9 points).	10			
4.5	Experience of work in government ecological agencies (2 years – 10 points, 3 years and more – 15 points).	15			
	Interim score by criteria 4.1 – 4.5	75			
	<b>Expert 2</b>				
5.1	Master's degree (or higher) in the fields of "Ecology" ("Specialist / Master" - 5 points, "PhD" or above - 10 points).	10			
5.2	Experience in developing ecological strategies (2 years - 15 points, 3 years and more – 20 points).	20			
5.3	Experience in developing methodologies and manuals on ecology or environment (2 methodologies/manuals - 15 points; 3 methodologies/manuals and more - 20 points).	20			
5.4	Experience in developing the environmental/ecological strategies and	10			

	environmental/ecological assessment of territories; (1 years – 5 points, 2 years and more – 9 points).				
5.5	Experience of work in government ecological agencies (2 years – 10 points, 3 years and more – 15 points).	15			
	Interim score by criteria 5.1 – 5.5	75			
<b>The total score on Form 3</b>		238			

#### IX. ESTIMATED COST OF ASSIGNMENT

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. All costs associated with the implementation of services should be included in the financial proposal.

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

##### A. Cost breakdown per deliverables

#	Activity	Price, without VAT Currency
1	<b>Deliverable 1</b>	
2	<b>Deliverable 2</b>	
3	<b>Deliverable 3</b>	
4	<b>Deliverable 4</b>	
5	<b>Deliverable 5</b>	
6	<b>Deliverable 6</b>	
<b>TOTAL without VAT, currency</b>		

##### 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 price reasonability assessment purposes as well as for calculating the price in the event that both parties have agreed to add new deliverables to the scope of Services.

#	Activity/Costs	Unit	Quantity	Price per unit without VAT, currency	Amount without VAT, currency
1	<b>Personel Services</b>				

1.1.	Team Leader	Month			
1.2	Expert 1	Month			
1.3	Expert 2	Month			
...	...				
2.	<b>Administration costs (if necessary)</b>				
2.1	Communication (telephone / Internet)				
2.2	Other (if any - to define clearly activities/costs)				
...	...				
3.	<b>Travel and Lodging</b>				
3.1	Daily Allowance				
...	...				
4.	<b>Other costs (If any – to define clearly activities / costs</b>				
4.1	...				
<b>TOTAL without VAT, currency</b>					

NB Total Amounts in both table must be equal as they represent the same financial proposal from different aspects

## Annex 4

## Model Contract

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

Факс: Email:	Fax: Email:
<b>14. Ім'я контактної особи ПРООН:</b>  Посада: Адреса: Тел.: + Email:	<b>14. UNDP Contact Person's Name:</b>  Title: Address: Telephone number Email:
<b>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:</b> Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку: <ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.</li> <li>5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.</li> <li>6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.</li> <li>7.</li> </ol> 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	This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order: <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> <li>6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.</li> <li>7.</li> </ol> All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other

<p>відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО,</b> нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>		<p>negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF,</b> the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>	
<b>Від імені Підрядника / For the Contractor</b>		<b>Від імені ПРООН / For UNDP</b>	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	