



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: 10-Nov-2021
	REFERENCE: 458-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessment of the institutional capacity of the target displaced higher educational institutions.**

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) Sunday, November 28, 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: **“458-2021-UNDP-UKR-RFP-RPP”** and: **"Assessment of the institutional capacity of the target displaced higher educational institutions"**.

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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine
10-Nov-2021*



Annex 1**Description of Requirements**

Context of the Requirement	Assessment of the institutional capacity of the target displaced higher educational institutions
Brief Description of the Required Services	<p>According to the AGORA research, conducted by the UN RPP with the support of ACTED / IMPACT and aimed at the identification of vulnerable populations, as well as of response and services provision gaps within communities, the level of the citizen, which had received the higher education in target communities of Donetsk and Luhansk oblasts is 14%. One of the reasons of the dissatisfaction with the quality of education services is low quality of the personnel of the education institutions (60% of dissatisfied respondents).</p> <p>In that regard, UNDP is looking for a qualified company for the for the assessment of the institutional capacity in the target displaced higher educational institutions.</p>
List and Description of Expected Outputs to be Delivered	<p>The Contractor will perform all needed tasks to provide:</p> <ul style="list-style-type: none"> - Conduct institutional audit of the Grant Beneficiaries - Elaboration of the recommendations on the modernization of curricula and academic processes
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	December 2021
Latest completion date	May 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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

activities/sub-activities	
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 23th of November 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>procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit</p> <p>Subject: 458-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.</p> <p>UNDP will pay the negotiated amount in 4 tranches as per delivery of outputs listed. Below is a description of the % of the total budget will be paid after receipt of the following deliverables:</p> <p>Delivery of Output 1 – 25% of the agreed payment</p> <p>Delivery of Output 2 – 20% of the agreed payment</p> <p>Delivery of Output 3 – 40% of the agreed payment</p> <p>Delivery of Output 4 and 5 – 15% of the agreed payment</p> <p>UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and approved in parts according with the above</p>

	payments schedule. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Programme Coordinator (Local Governance and Decentralization Reform), UN RPP
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Experience of the firm/organization submitting the proposal – 33% <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan – 34% <input checked="" type="checkbox"/> Personnel – 33% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
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 checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process
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

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org , 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>
<p>Documents to be submitted in proposal</p>	<p><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 programmes and competitive advantages of the applicant company; <input checked="" type="checkbox"/> Copy of the Statute/Charter of the applicant. <input checked="" type="checkbox"/> A work plan with the proposed work schedule indicating the persons responsible for each area of activity. <input checked="" type="checkbox"/> Brief description of the assignment's implementation methodology for conducting the assignment's tasks with indication of an approach to the performance of each Stage. <input checked="" type="checkbox"/> A list of developed and adopted documents on educational development, supported by copies/samples or/and links to websites containing approved project materials, copies of positive findings of project expertise, etc. (at least 5 implemented projects). <input checked="" type="checkbox"/> A list of the developed guidelines, manuals, etc. with the respective link(s) to the published documents and/or copies/samples to be provided (at least 2 items). <input checked="" type="checkbox"/> CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided). <input checked="" type="checkbox"/> At least 2 (two) reference letters from previous clients/customers/partners reflecting the nature of the implemented projects, their results, and the role of the bidder; <input checked="" type="checkbox"/> Financial proposal (<i>Please do not provide password unless requested and don't include password to letter with technical proposal part</i>).</p>
<p>Other Information <i>[pls. specify]</i></p>	<p><u>Administrative Requirements:</u> 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 in proposal» Section - Offers must comply with general administrative requirements</p> <p><u>Experience and Qualification Requirements</u></p> <p>An organization submitting a proposal: - Officially registered organization (commercial or non-profit) for at least 5 years; for Ukrainian bidders – company/organization should be registered on the government-controlled area of Ukraine;</p>

	<ul style="list-style-type: none"> - At least 5 implemented projects on the assessment and development of the educational processes, the developed and approved documents on relevant educational tools, (to prove the expertise the bidder should provide a list of developed and adopted documents on educational development supported by copies/samples or/and links to websites containing approved project materials, copies of positive findings of project expertise);Experience of the organization in educational and awareness-raising activities among representatives of higher education institutions (at least 5 activities). - Experience in development of guidelines, manuals, etc. on the development of academic processes in higher education institutions (at least 2 items developed – links to the documents published or copies/samples of the documents to be provided); - At least 2 references from previous clients regarding performance of similar tasks. <p>Staff engaged:</p> <p>Project Team Leader:</p> <ul style="list-style-type: none"> - At least a Master’s degree in education, management and other relevant fields; - At least 5 years of experience in work supervision in the field of project management; - At least 5 projects on the development of educational programmes, assessment academic processes; - At least 3 projects on the capacity building on the educational development; - Proficiency in English. <p>Key Experts 1 (educational expert):</p> <ul style="list-style-type: none"> - Higher education in the field of academic sciences, management, analysis and other relevant fields; - At least 5 years of experience in the field of higher education programmes development, surveys and analysis; - At least two projects on the assessment of the educational capacities and processes. <p>Key Expert 2 (sociologist):</p> <ul style="list-style-type: none"> - Higher education in the field of management, analysis and other relevant fields; - At least 5 years of experience in the field of educational processes assessment; - At least two projects on the assessment of the educational capacities and processes. <p>For all the engaged experts, fluent command of Ukrainian and Russian is required.</p> <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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 458-2021-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 – Copy of the Statute/Charter, Registration Papers, Tax Payment Certification, etc.*
- *A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.*
- *A list of developed and adopted documents on educational development, supported by copies/samples or/and links to websites containing approved project materials, copies of positive findings of project expertise, etc. (at least 5 implemented projects).*
- *A list of the developed guidelines, manuals, etc. with the respective link(s) to the published documents and/or copies/samples to be provided (at least 2 items).*
- *At least 2 (two) reference/recommendation letters from previous clients/customers/partners reflecting the nature of the implemented projects, their results, and the role of the applicant.*
- *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	

¹ This serves as a guide to the Service Provider in preparing the Proposal.

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

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

B. Proposed Methodology for the Completion of Services

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

- *A work plan with the proposed work schedule indicating the persons responsible for each area of activity.*
- *Brief description of the assignment's implementation methodology for conducting the assignment's tasks with indication of an approach to the performance of each Stage.*

C. Qualifications of Key Personnel

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

- *CVs of all the project team members (Team Lead/Project Manager and all other engaged Experts), including information mentioned in the EXPERIENCE AND QUALIFICATION REQUIREMENTS section (references and relevant information should be provided).*

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>
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1	Deliverable 1:		
2	Deliverable 2:		
3	Deliverable 3:		
4	Deliverable 4		
5	Deliverable 5		
	Total, excluding VAT, <i>please indicate the currency</i>	100%	

**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.

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	The amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	months	5.5		
1.2	Key Expert 1	months	5.5		
1.3	Key Expert 2	months	5.5		
...	...				
2	Costs of Implementation				
2.1	Elaboration of the assessment report	Item	1		
2.2	Piloting of the updated academic courses	Item	1		
2.3	The programme, scope and format of presentations	Item	1		
2.4	Presentations of the elaborated visual guide	item			
2.5	Other (if any - define activities/costs)				
3	Administration Costs (if necessary)				
3.1	Organization of research process				
3.2	Organization of presentations	event			
3.3	Other (if any - to define activities/costs)				

...					
4	Travel and Lodging				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
4.4	...				
5	Other costs (if any - to define activities/costs)				
5.1		Item			
5.2	...				
	Total (please indicate currency)				

*[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

Project Name:	EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance under UN Recovery and Peacebuilding Programme, Sectoral Reforms, Capacity Building and Coordination of Recovery Actions Component (Sector: Higher Education)
Description of the assignment:	Assessment of the institutional capacity of the target displaced higher educational institutions
Place(s)/location(s) of the assignment:	Selected displaced higher education institutions of Donetsk and Luhansk Oblasts, government-controlled area (GCA), specifically: Kramatorsk, Pokrovsk, Bakhmut, Sloviansk, Sievierodonetsk, Rubizhne, Mariupol. Kryvyi Rih in Dnipropetrovsk Oblast.
Primary Supervisor's name and functional post:	Strategic Planning Specialist
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralization Reform)
Starting Date of Assignment:	December 2021
Duration of Assignment:	6 months

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 by early engagement, establishing partnerships 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 UN RPP is an integral component of the UNDP Country Programme. It is fully aligned with the United Nations Partnership Framework (UNPF), closely interlinked with the Democratic Governance and Reform Programme, operating national wide and in all of Ukraine's regions.

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 pooling funds employing a multi-sectoral program-based approach and is implementing using an area-based methodology and unifying interventions framework for 12 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 endeavour will be achieved through the pursuit of the following specific **objectives**:

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

One of the goals under Objective 4 is to support displaced higher education institutions by strengthening their capacity and promoting opportunities for development among applicants.

Driven by the conflict in the east of Ukraine, a number of higher education institutions have relocated from their original sites in NGCA to other regions of Ukraine, including the GCA of Donetsk and Luhansk oblasts. The majority of these displaced universities and colleges have seen a significant decrease in their student numbers and have faced many challenges in re-establishing their operations and academic process on new grounds. To retain and attract new students, they need to continue improving the overall quality of their education and research facilities, aligning academic curricula with market demands and societal challenges in the region, whilst developing innovative solutions to promote closer inter-institutional cooperation.

In 2019 the EU started a €10 million program on support to displaced higher education institutions in the east of Ukraine. The program focuses on reinforcing the quality of the higher education system and provides grant support to displaced universities operating in the GCA of Donetsk and Luhansk oblasts. To date, the EU Support project has funded 10 projects in the two regions.

Targeted support to the grantee universities and an assessment of their capabilities is required to ensure the efficiency and effectiveness of the implementation of all related EU-funded initiatives.

According to the AGORA research, conducted by the UN RPP with the support of ACTED / IMPACT and aimed at the identification of vulnerable populations, as well as of response and services provision gaps within communities, the level of the citizen, which had received the higher education in target communities of Donetsk and Luhansk oblasts is 14%. One of the reasons of the dissatisfaction with the quality of education services is low quality of the personnel of the education institutions (60% of dissatisfied respondents).

In that regard, UNDP is looking for a qualified **company** for the for the assessment of the institutional capacity in the target displaced higher educational institutions.

II. MAIN OBJECTIVES OF THE ASSIGNMENT

The Contractor will perform all needed tasks to provide:

- Conduct institutional audit of the Grant Beneficiaries
- Elaboration of the recommendations on the modernization of curricula and academic processes,

The results stemming from the usage of the necessary tools will be summarized in the following aspects:

III. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK

The assignment methodology is foreseen as follows:

1. Preparatory activities.

1.1. Develop a work plan which includes timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment. The Contractor should focus its efforts on the following target displaced higher education institutions:

1. Donbas National Academy of Civil Engineering and Architecture (Kramatorsk)
2. Donetsk National University of Economics and Trade named after Mykhailo Tugan-Baranovsky (Kryvyi Rih, Mariupol)
3. Donetsk National Technical University (Pokrovsk)
4. Tsentru Rozvytku Filologii Gromadska Organizatsiya (Bakhmut) on Behalf of Horlivka Foreign Languages Institute
5. Luhansk State University of Internal Affairs named after E. Didorenko (Severodonetsk)
6. Luhansk State Medical University (Rubizhne)
7. Luhansk Taras Shevchenko National University (Rubizhne)
8. Donetsk State University of Management (Mariupol)
9. Donetsk Law Institute (Mariupol)
10. East-Ukrainian Volodymyr Dahl National University (Sievierodonetsk)
11. Luhansk National Agrarian University (Sloviansk)

1.2. Conduct the institutional audit of the selected displaced higher education institutions, located in Donetsk and Luhansk oblasts. The institutional audit should identify the weaknesses and strengths of each institution, as well as the possible ways to strengthen their competitiveness. The institutional audit may include, but not limited with the following actions:

- a) Universities are provided with a form for self-assessment (in the areas of strategizing, educational activities, improving teaching and learning, quality assurance in higher education, internationalization, professional development of staff, student environment and self-government, social responsibility, and interaction with the community)
- b) After receiving a self-assessment report from universities, an online interview is conducted with the participation of the university team involved in the preparation of the report.
- c) Visit of the representatives of the Contractor to the university with the possibility of conducting of the trainings and consultations.
- d) Analytical review on the development of institutional capacity of the displaced higher educational institutions based on the results of the institutional audit of all involved universities. Analytical review should also include the assessment of the local opportunities and threats, which have influence on the target universities' activities. It also should include the current governmental and sub-governmental policies and procedures concerning the academic processes in Ukraine and how they influence on the target universities.

2. Selection of one academic course from each target higher education institution in order to revise it and pilot new approach, which should be based on the abovementioned assessment, as well as other relevant documents of the Ministry of Education and Science of Ukraine, National Agency on the Provision of the Quality of Higher Education etc.

The piloting should be complemented with the capacity development activities in order to train the target institutions' staff in academic processes development. The scope and the format of the capacity development activities should be agreed with UN RPP. Updates of educational programs and disciplines should include, but are not limited to, the following measures:

- Selection of 3-5 leading teachers from each university to participate in the training
- Training on preparation of updated educational programs
- Updating the disciplines of teachers who participated in the training
- Methodical examination of updated disciplines

3. Elaboration of the practical guide (.docx and ready to print .pdf versions, not less than 40 A4 pages in 12 Arial fonts). for the target displaced higher education institutions, which should include but not limited with the new curricula, support of the students and/or alumni, provision of the online education system etc. The Guide should also include the recommendations to the target displaced higher education institutions on the activities which should increase their capacity in the provision of the academic processes,

that will increase their competitive advantages at the market of higher education services.

4. Prepare and organise the presentation of the achieved results to the target displaced higher education institutions and other relevant stakeholders, which should be combined into an offline event (if the pandemic situation allows to hold it). The Contractor may suggest the format of the event(s), documents and other handouts and agree it with UN RPP.

IV. DELIVERABLES

#	Task description	Due date
#1	Deliverable 1 includes: <ol style="list-style-type: none"> 1. A work plan developed which includes timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment and approved by the UN RPP. 2. An inception report with analysis of current situation for each institution, prepared and approved by the UN RPP. 	6 weeks from the start of the contract
#2	Deliverable 2 includes: <ol style="list-style-type: none"> 1. Institutional audit of current situation for each institution on the implementation of their academic programmes. 2. Analysis of the current governmental and sub-governmental policies and procedures concerning the academic processes in Ukraine. 3. First interim report prepared and approved by the UN RPP. 	10 weeks from the start of the contract
#3	Deliverable 3 includes: <ol style="list-style-type: none"> 1. Selection of one academic course from each target higher education institution in order to revise it and pilot new approach. 2. Conduction of the capacity development events according to the preliminary approved scope and format. 3. Second interim report prepared and approved by the UN RPP. 	14 weeks from the start of the contract
#4	Deliverable 4 includes: <ol style="list-style-type: none"> 1. Elaboration of the practical guide for the target displaced higher education institutions. 4. Third interim report prepared and approved by the UN RPP. 	18 weeks from the start of the contract
#5	Deliverable 5 includes: <ol style="list-style-type: none"> 1. Presentation of the achieved results to the target displaced higher education institutions and other relevant stakeholders is organised and provided. 2. Final report, including copies of the relevant documents, prepared and approved by the UN RPP. 	24 weeks from the start of the contract

IV. V. DURATION OF WORK.

The estimated duration of work shall be 24 weeks from the start of the contract.

V. RECOMMENDATIONS AND REQUIREMENTS TO IMPLEMENT THE OBJECTIVES

General Recommendations

The cost of organising and implementing selected research tools, meetings, trainings, and public talks including, stationery, accommodation, etc., should be included in the budget proposal. The proposal should contain a description of these activities so that the Customer (UN RPP) understands their parameters and scope.

To achieve effective interaction, wherever possible, the Contractor shall coordinate its activities with other partners of the UN Recovery and Peacebuilding Programme (the Customer will provide relevant list and contacts).

Providing mentions about UNDP, UN Women and the EU in the deliverables developed, in a particular presentation, training materials reports and other findings, which will be widely disseminated under the contract shall be subject to mandatory prior consent.

Requirements to implement objectives

The Contractor should submit the deliverables to the Customer meeting the requirements of the terms of reference; state standards, regulations and rules operating in Ukraine, which usually apply to this type of work.

Recommendations on Contractor's team

To optimize the time required to complete the assignment, in addition to the Project Leader, at least 2 experts should be included in the project team: 1 higher education expert, 1 sociologist. The Contractor is not limited to suggest own team structure.

A team leader should be assigned to coordinate overall project performance and act as a single person in charge of all project-related issues and communications with UN RPP.

Travels of the Contractor's team and accommodation if the need should be included in the scope of the proposal with the respective reflection of the expenses in the financial part.

VII. REQUIREMENTS FOR MONITORING / REPORTING

The Contractor shall report to the Strategic Planning Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme.

The format of reports shall be agreed at the first stage of the contract, but UN RPP reserves the right to make further changes and clarifications in the report form.

All projects, reports, studies and materials shall be submitted to UNDP in the form of electronic files sent to an email address of the supervisor.

The text materials shall be submitted in the form of structured documents in *.PDF and *.DOC formats.

The Contractor should follow the monitoring, evaluation and quality assurance framework implemented by UN RPP, as well as provide necessary information, reports and statistics in accordance with the pre-established schedule or as soon as possible (within a reasonable timeframe).

Upon completion of all works, the Contractor shall submit to UN RPP a Final Report, including a complete description of the works performed and the outputs.

III. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

An organization submitting a proposal:

- Officially registered organization (commercial or non-profit) for at least 5 years; for Ukrainian bidders – company/organization should be registered on the government-controlled area of Ukraine;
- At least 5 implemented projects on the assessment and development of the educational processes, the developed and approved documents on relevant educational tools, (to prove the expertise the bidder should provide a list of developed and adopted documents on educational development supported by copies/samples or/and links to websites containing approved project materials, copies of

positive findings of project expertise); Experience of the organization in educational and awareness-raising activities among representatives of higher education institutions (at least 5 activities).

- Experience in development of guidelines, manuals, etc. on the development of academic processes in higher education institutions (at least 2 items developed – links to the documents published or copies/samples of the documents to be provided);
- At least 2 references from previous clients regarding performance of similar tasks.

Staff:

Project Team Leader:

- At least a Master's degree in education, management and other relevant fields;
- At least 5 years of experience in work supervision in the field of project management;
- At least 5 projects on the development of educational programmes, assessment academic processes;
- At least 3 projects on the capacity building on the educational development;
- Proficiency in English.

Key Experts 1 (educational expert):

- Higher education in the field of academic sciences, management, analysis and other relevant fields;
- At least 5 years of experience in the field of higher education programmes development, surveys and analysis;
- At least two projects on the assessment of the educational capacities and processes.

Key Expert 2 (sociologist):

- Higher education in the field of management, analysis and other relevant fields;
- At least 5 years of experience in the field of educational processes assessment;
- At least two projects on the assessment of the educational capacities and processes.

For all experts, fluent command of Ukrainian and Russian is required.

IX. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

<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"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment's implementation methodology for conducting the assignment's tasks with indication of an approach to the performance of each Stage.
<input checked="" type="checkbox"/>	A list of developed and adopted documents on educational development, supported by copies/samples or/and links to websites containing approved project materials, copies of positive findings of project expertise, etc. (at least 5 implemented projects)
<input checked="" type="checkbox"/>	A list of the developed guidelines, manuals, etc. with the respective link(s) to the published documents and/or copies/samples to be provided (at least 2 items)
<input checked="" type="checkbox"/>	Copy of the Statute/Charter of the applicant.
<input checked="" type="checkbox"/>	Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	Minimum 2 references on similar projects from previous clients.

X. PROPOSED PAYMENT SCHEDULE:

The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.

- After achieving the result of Deliverable 1 and submission of the Inception Report – 25%;
- After achieving the result of Deliverable 2 and submission of the First Interim Report – 20%;
- After achieving the result of Deliverable 3 and submission of the Second Interim Report– 40%;
- After complete achievement of Deliverables 4 and 5 and submission of the Final Report – 15%.

XI. SELECTION PROCESS

Evaluation and comparison of applications.

A two-step procedure is applied to evaluate applications, whereupon the evaluation of a technical proposal must be completed before the opening and comparison of price offers. Price offers are opened only on the submitted materials, which exceeded the minimum technical score of 70% (or 490 points) out of possible 700 points in the process of technical proposal evaluation.

At the first stage, the technical proposal is evaluated on being compliant with the Terms of Reference in accordance with the Evaluation Criteria stated below.

At the second stage, the price offers of all applicants, who scored at least 70% according to the Terms of Reference, are considered.

The overall score is compiled according to the aggregate analysis scheme, according to which the technical and financial aspects have a pre-determined weight of 70% and 30% of the total score, respectively. The financial offer with the lowest cost (technically compliant) is selected as a base and assigned the maximal number of points possible in the financial part (i.e. 300). All other financial offers will be awarded a score inversely proportional to the price quotations indicated therein, for example, 300 points x lowest price/price offer.

A proposal with the highest score as a sum of points obtained both by technical and financial evaluation respectively will win. The contract will be awarded to the applicant who submitted a winning proposal.

Evaluation Criteria for Technical Proposals

The generalized form of technical proposal evaluation		Score Share	Maximal score	Company			
1	The expertise of Firm/Organisation	33%	231				
2	Proposed Methodology, Approach and Implementation Plan	34%	238				
3	Personnel	33%	231				
	Total score	100%	700				

The maximum number of points that can be obtained for each of the criteria indicates the relative importance and weight of points in the overall evaluation process.

The technical proposal evaluation forms are as follows:

Form 1. Experience of the organization

Form 2. Proposed work plan, methodology and approach

Form 3. Staff and invited experts/ consultants

Technical Proposal Evaluation Criteria

Technical Proposal Evaluation		Maximal Score	Organization		
Form 1			A	B	C
Experience of Organization					

1.1	Officially registered organization/company in Ukraine (minimum 5 years – 30 points, 6-10 years – 35 points, more than 10 years- 40 points).	40			
1.2	Experience of the implementation of at least 5 projects on the assessment and development of the educational processes, the developed and approved documents on relevant educational tools (5 projects – 50 points, 6-7 projects – 60 points, more than 7 – 70 points).	70			
1.3	Experience of the organization of educational and awareness-raising activities among representatives of higher education institutions (5 activities – 50 points, 6-7 activities – 60 points, more than 7 activities – 70 points).	70			
1.4	Experience in development of guidelines, manuals, etc. on the higher education development (2 items – 20 points, 3 items – 25 points, more than 3 – 30 points).	30			
1.5	Submitted recommendations from past customers in similar sphere (2 recommendations – 15 points, 3 and more recommendations – 21 points).	21			
Total score in Form 1		231			

Technical Proposal Evaluation Form 2		Maxima I Score	Organization		
			A	B	C
Proposed concept, work plan and approach					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? In general, the technical proposal meets the objectives and scope of work –60 points; The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated – 70 points; The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work –80 points.	80			
2.2	How well developed is the methodology for implementation of a pilot project? The methodology contains inconsistencies and partially meet ToR requirements – 55 points; The methodology is well designed as per ToR requirements, but there are several inconsistencies – 65 points; There are thoroughly developed methodology and approach, which fully meets ToR requirements – 79 points.	79			

2.3	How well detailed and realistic is the work plan? The description of the working plan was developed with an incomplete understanding of the purpose of assignment and compliance with the tasks – up to 55 points; Work plan includes main components required as per Terms of Reference, but the lack of details demonstrates overall approach – up to 65 points; Work plan is detailed and includes necessary stages required to meet all goals and fulfil the tasks as per Terms of Reference – up to 79 points.	79			
	Total score in Form 2.	238			

Technical Proposal Evaluation Form 3		Maximal Score	Company / other organization		
			A	B	C
Staff					
	Project Team Leader				
3.1	Higher education in the field of education, management and other relevant fields (equivalent to the educational qualification level "Specialist/Master" – 10 points, "Candidate of Science"/Ph.D or similar – 15 points).	15			
3.2	Professional experience in project management (5 years – 18 points, 6-7 years – 20 points, 8 years and more – 25 points).	25			
3.3	Work experience in the field the development of higher education programmes, assessment academic processes (5 projects – 18 points, 6-7 projects – 20 points, 8 projects and more – 25 points).	25			
3.4	Experience in the capacity building on the higher education development (3 projects – 15 points, 4 projects – 18 points, more than 4 projects – 20 points)	20			
3.5	Proficiency in English Fluency in English – 10 points At least working level of English – 5 points No such a knowledge – 0 points	10			
	Intermediate score by criteria 3.1 – 3.4	95			
	Key Expert 1				
4.1	Higher education in the field of academic sciences, management, analysis and other relevant fields (equivalent to the educational qualification level "Specialist / Master" – 9 points, "Candidate of Science"/PhD or similar – 14 points).	14			

4.2	Work experience in the field of the higher education programmes development, surveys and analysis (5 years – 18 points, 6-7 years – 20 points, more than 7 years – 25 points).	25			
4.3	Experience in implementation of the projects on the assessment of the educational capacities and processes (2 projects – 20 points, 3 projects – 25 points, more than 3 projects – 29 points)	29			
	Intermediate score by criteria 4.1 – 4.3	68			
	Key Expert 2				
5.1	Higher education in the field of management, analysis and other relevant fields (equivalent to the educational qualification level "Specialist / Master" – 9 points, "Candidate of Science"/ Ph.D or similar – 14 points).	14			
5.2	Work experience in the field of the higher educational process assessment (5 years – 18 points, 6-7 years – 20 points, more than 7 years – 25 points).	25			
5.3	Experience in implementation of the projects on assessment of the higher educational capacities and processes (2 projects – 20 points, 3 projects – 25 points, more than 3 projects – 29 points)	29			
	Intermediate score by criteria 5.1 – 5.3	68			
	Total score in Form 3	231			

Financial Proposal

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 the 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>
1	Deliverable 1:		
2	Deliverable 2:		
3	Deliverable 3:		
4	Deliverable 4		

5	Deliverable 5		
	Total, excluding VAT, <i>please indicate the currency</i>	100%	

**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.

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	The amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	months	5.5		
1.2	Key Expert 1	months	5.5		
1.3	Key Expert 2	months	5.5		
...	...				
2	Costs of Implementation				
2.1	Elaboration of the assessment report	Item	1		
2.2	Piloting of the updated academic courses	Item	1		
2.3	The programme, scope and format of presentations	Item	1		
2.4	Presentations of the elaborated visual guide	item			
2.5	Other (if any - define activities/costs)				
3	Administration Costs (if necessary)				
3.1	Organization of research process				
3.2	Organization of presentations	event			
3.3	Other (if any - to define activities/costs)				
...					
4	Travel and Lodging				

4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
4.4	...				
5	Other costs (if any - to define activities/costs)				
5.1		Item			
5.2	...				
	Total (please indicate currency)				

Annex 4

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p>  <p><i>Empowered lives. Resilient nations.</i></p>	<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p>  <p><i>Empowered lives. Resilient nations.</i></p>
<p>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна</p>	<p>1. Country Where Goods Will be Delivered and/or Services Will be Provided:Ukraine</p>
<p>2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:</p>	<p>2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting 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 <i>та</i> послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services</p>
<p>6. Тип Послуг:</p>	<p>6. Type of Services:</p>
<p>7. Дата початку Договору: 8. Дата завершення Договору:</p>	<p>7. Contract Starting Date: 8. Contract Ending Date:</p>
<p>9. Загальна сума Договору: 9a. Передплата: Не застосовується</p>	<p>9. Total Contract Amount: 9a. 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: Посада: керівник Адреса: Номер телефону:</p>	<p>13. Contractor's Contact Person's Name: Title Address: Telephone number:</p>

Факс: Email:	Fax: Email:
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: + Email:	14. UNDP Contact Person's Name: Title: Address: Telephone number Email:
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	15. Contractor's Bank Account to which payments will be transferred: 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"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ. 7. 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"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine. 7. 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>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>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>	
Від імені Підрядника / For the Contractor		Від імені ПРООН / For UNDP	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	