



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: February 1, 2022
	REFERENCE: 04-2022-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Elaboration and Testing of Methodology (Guidelines) and Draft Local Laws and Regulations, Providing the Monitoring and Evaluation of the Territorial Community Development Strategy**.

Please be guided by the form attached hereto as Annex 3, in preparing your Proposal.

Proposals may be submitted on or before **23:59, Tuesday, February 15, 2022** and via email, courier mail or fax to the address below:

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

Offers must be submitted in **English** (preferred), **Ukrainian or Russian**. In case of submission in Ukrainian or Russian languages, bidders may be requested for provision of English translation for separate parts of the bid or bid as a whole. Other documentation including registration documents, instructions and policy can be in Russian or Ukrainian (additionally in English if present).

Your Proposal must be valid for a minimum period of **90 days**

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

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

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

Messages should **not exceed 8 MB in size**. Offers larger than 8 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 8 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: **“04-2022-UNDP-UKR-RFP-RPP”** and: **“Elaboration and Testing of Methodology (Guidelines) and Draft Local Laws and Regulations, Providing the Monitoring and Evaluation of the Territorial Community Development Strategy”**.

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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:



5866F218C2264C1...
Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine

February 1, 2022

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Annex 1**Description of Requirements**

Context of the Requirement	Elaboration and Testing of Methodology (Guidelines) and Draft Local Laws and Regulations, Providing the Monitoring and Evaluation of the Territorial Community Development Strategy.
Brief Description of the Required Services	<p>The goal of the project is to develop a methodology (guidelines) and an automated system of monitoring and evaluating the results of the implementation of the Development Strategy adapted to the needs of each community.</p> <p>When planning the objectives of the project, it is necessary to consider that the methodology (guidelines) of monitoring and evaluating community development strategies must be based on the data obtained during testing in 4 selected communities of Donetsk and Luhansk oblasts.</p> <p>A wide range of stakeholders should be involved in the process of making the list of indicators for monitoring and forecasting the local development and assessing their achievement. The proposed methodology (guidelines) should take into account the gender- and the result-oriented approaches.</p>
List and Description of Expected Outputs to be Delivered	<p>It is necessary to implement the following objectives:</p> <ul style="list-style-type: none"> - Objectives of Stage 1. Preparatory works. - Objectives of Stage 2. Testing the methodology of monitoring and evaluation of territorial development strategies in four pilot communities - Objectives of Stage 3. Development and approval of methodology (guidelines) and draft local regulations for monitoring and evaluation of territorial development strategies - Objectives of Stage 4. Presentation of key results of the work done: <p>For a detailed list of deliverables please refer to Annex 2, Terms of Reference.</p>
Person to Supervise the Work/Performance of the Service Provider	Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme
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	March 2022
Latest completion date	September 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) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. Payment for goods/services shall be made in local currency in accordance with UNORE exchange rate (http://treasury.un.org) on the date of payment, through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties <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 In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on February 4, 2022 at 11-00 Kyiv time via Skype Conference. 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: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 04-2022-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration

Payment Terms	<p>The payment schedule for the services provided will be agreed with the Contractor prior to the assignment start. The payments will be made as per delivery of outputs and after the interim and final reports are submitted. The preliminary schedule is given below.</p> <ul style="list-style-type: none"> - Completion of Deliverable of Stage 1 and submission of the Initial Report - 20% of the total payment; - Completion of Deliverable of Stage 2 and submission of the First Interim Report - 40% of the total payment; - Completion of Deliverable of Stage 3 and submission of the Second Interim Report - 30% of the total payment; - Completion of Deliverable of Stage 4 (delivery of all outputs) and submission of the final report - 10% of the total payment.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme
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	<p><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company's experience (organization or individual entrepreneur) submitting the proposal - 45% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach - 30% <input checked="" type="checkbox"/> Experience and qualifications of the staff and involved experts/consultants - 25% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)

	<p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Technical Requirements (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Model Contract for Goods and/or Services (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org,</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Documents to be submitted in proposal	<p><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 3);</p> <p><input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;</p> <p><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</p> <p><input checked="" type="checkbox"/> A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company;</p> <p><input checked="" type="checkbox"/> A list of completed projects and a brief overview of previous experience (please include web links to research results or provide in documents in WORD, PDF format – at least 2 examples to be provided);</p> <p><input checked="" type="checkbox"/> Resume of the specialists intended, clearly indicating their qualifications and experience, as well as confirmation of their availability if selected for this project;</p> <p><input checked="" type="checkbox"/> Proposed work plan, methodology and approach;</p> <p><input checked="" type="checkbox"/> Preliminary calendar plan (for example as Gant chart) for the implementation of this Terms of Reference (will be agreed and, if necessary, adjusted after signing the contract in accordance with the conditions of this ToR);</p> <p><input checked="" type="checkbox"/> At least 2 recommendation letters from previous customers/clients regarding the performance of similar work;</p> <p><input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</p>
Other Information [pls. specify]	<p><u>Administrative Requirements:</u></p> <p>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> ✓ 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, including documentation regarding the company/organization's legal status and

	<p>registration</p> <ul style="list-style-type: none"> ✓ Offers must comply with general administrative requirements. <p><u>Experience and Qualification Requirements</u></p> <p><i>The requirements for the organization submitting the proposal:</i></p> <ul style="list-style-type: none"> ✓ The company (organization or individual entrepreneur) with valid registration in Ukraine; ✓ At least 3 years of experience in consulting or planning, marketing research, situation assessment, strategic analysis, profiling and analytical reviews in public administration, local governance, sociology, economics, local finance or other relevant work proven by, for example, completed analyzes/assessments/researches (at least 3 successful analyzes/assessments); ✓ At least 3 years of experience in developing community strategies and similar works proven by at least 2 manuals on territorial development strategies. The links to the websites that contain research results and files in WORD, PDF format should be provided. <p><i>Experience and qualification of staff and invited experts/consultants:</i></p> <p>Team Leader:</p> <ul style="list-style-type: none"> ✓ At least Master's degree in social work, public administration, economics, social work, law, etc. ✓ At least 3 years of experience in economic development, consulting or evaluation and/or planning of territorial development; ✓ At least 3 years of professional experience in project/team management for organizing marketing researches, situation and programme (project) assessments in the field of territorial development; ✓ Language Skills: Fluent knowledge of Russian and Ukrainian is mandatory, working knowledge of English will be an asset. <p>Expert (2 persons):</p> <ul style="list-style-type: none"> ✓ At least Master's degree/Specialist or equivalent in economics, public administration, sociology, finance or other relevant qualification; ✓ At least 3 years of experience in marketing researches, situation assessments, creating profiles of organizations, analytical reviews in the field of local governance, sociology, economics, local finance, and moderating discussions; ✓ Experience in preparing manuals on the territorial development strategy, proven by at least 2 developed manuals; ✓ Experience in working with local communities of Donetsk and/or Luhansk oblasts in the field of social work, public administration, sociology, economics, finance or other relevant area will be an asset. ✓ Language Skills: Fluent knowledge of Russian and Ukrainian is mandatory, working knowledge of English will be an asset. <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



TERMS OF REFERENCE

Project title:	UN Recovery and Peacebuilding Programme, Component II “Local Governance and Decentralization Reform in Ukraine”
Description of the assignment:	Elaboration and Testing of Methodology (Guidelines) and Draft Local Laws and Regulations, Providing the Monitoring and Evaluation of the Territorial Community Development Strategy
Country/Place of implementation:	Donetsk oblast, Toretsk Hromada, Toretsk city council, Luhansk oblast Kreminna, Popasna city councils, Markivka Hromada
Direct Manager:	Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme
Senior Manager:	Programme Coordinator (Local Governance and Decentralization Reform Component)
Start date of the contract:	March 2022
Duration of the contract:	Up to 7 months

1. BACKGROUND

The United Nations Development Programme (UNDP) has been actively working in eastern Ukraine for the last decade, 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), and closely interlinked with the Democratic Governance and Reform Programme, operating nation-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, which operates on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 13 projects funded by 13 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 an 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 authorities in the government-controlled areas (GCAs) of these regions. It will contribute to peacebuilding and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, 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 the local capacity for gender-responsive decentralization 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.

Currently, almost all territorial communities have undergone the path of elaborating development strategies. Planning its own development allows the territorial community to better understand its goals, competitive advantages, and the dangers and threats it may face, as well as contribute to the effective and economical use of its own and external resources (financial, infrastructural, and human ones). However, development strategizing without an effective system of its monitoring and evaluation becomes a formality. This is especially important today, since territorial communities have entered a new phase of their existence. They were given authority, have resources of their own and resources from outside. They are responsible to their residents for creating a comfortable and safe living environment. It requires development that is predictable and motivated. Furthermore, development and space planning on a participatory basis is needed. And this is impossible without a clear and permanent system of monitoring and evaluation. Unfortunately, the analysis of community strategies shows that most of them do not even have defined indicators for monitoring and evaluation.

2. MAIN GOALS AND OBJECTIVES

The goal of the project is to develop a methodology (guidelines) and an automated system of monitoring and evaluating the results of the implementation of the Development Strategy adapted to the needs of each community.

When planning the objectives of the project, it is necessary to consider that the methodology (guidelines) of monitoring and evaluating community development strategies must be based on the data obtained during testing in 4 selected communities of Donetsk and Luhansk oblasts.

A wide range of stakeholders should be involved in the process of making the list of indicators for monitoring and forecasting the local development and assessing their achievement. The proposed methodology (guidelines) should take into account the gender- and the result-oriented approaches.

To achieve this goal, a number of interrelated measures need to be taken, in particular:

1. Analyze the Strategy for compliance of the achieved results with those planned at the time of adoption of the Strategy, consistency of adopted sectoral programmes with the goals of the Strategy, availability and adequacy of the monitoring system to the approved strategic goals and

objectives of the adopted Strategy in four selected communities of Donetsk and Luhansk oblasts. When planning the tools for collecting data for the analysis, a gender-oriented approach, the maximum involvement of the public and business, as well as partnership with representatives of local authorities should be provided. In the analysis, the **Guidelines for the Development, Approval, Implementation, Monitoring, and Evaluation of Territorial Community Development Strategies proposed by the Ministry for Communities and Territorial Development in 2021** should be taken into account¹.

2. Consider, discuss, and approve the developed draft guidelines and local regulations, which will provide the monitoring and evaluation of the implementation of the Strategy at the regional working group meetings on territorial development of Donetsk and Luhansk Oblast State Administrations, in which, if necessary, representatives of various stakeholders (experts on economic and social policy, investments, finance, youth policy, education, health, environment, housing and utility services, etc.) should be additionally involved.
3. Develop an automated monitoring system for the implementation of the Strategy, adapted to the needs of each community, and prepare draft local regulations for further monitoring and evaluation of the Strategy and making management decisions based on the obtained data.
4. Present the key results at round-table meetings in Donetsk and Luhansk oblasts.
5. Prepare the guidelines and projects on monitoring and evaluation of the Strategy on a participatory basis for publication: the experience of Donetsk and Luhansk oblasts.

3. SCOPE OF WORK

It is necessary to implement the following objectives:

Objectives of Stage 1. Preparatory works:

- 1.1. Preparing and agreeing with the UN RPP specialist a detailed schedule for the implementation of these ToR.
- 1.2. Clarifying and agreeing with the UN RPP specialist the methodology for analyzing the implementation of the adopted territorial community development strategies and monitoring and evaluation of the Strategy in four selected communities of Donetsk and Luhansk oblasts using the recommendations of the UN system, EUROSTAT, UNIDO, and OECD.
- 1.3. Clarifying, supplementing, and agreeing with the UN RPP specialist the list and scope of guidelines and draft local regulations providing the monitoring and evaluation of the Strategy.

¹available at <https://www.minregion.gov.ua/wp-content/uploads/2021/10/metodychni-rekomendaciyi-shhodo-poryadku-rozroblennya-zatverdzhennya-realizaciyi-provedennya-monitoryngu-ta-oczynuvannya-realizaciyi-strategij-rozvytku-terytorialnyh-gromad-1.pdf>

Objectives of Stage 2. Testing the methodology of monitoring and evaluation of territorial development strategies in four pilot communities:

- 2.1. Analyzing the Strategy for compliance of the achieved results with those planned at the time of adoption of the Strategy, consistency of adopted sectoral programmes with the goals of the Strategy, availability and adequacy of the monitoring system to the approved strategic goals and objectives of the adopted Strategy in four selected communities of Donetsk and Luhansk oblasts in accordance with the methodology agreed by the UN RPP specialist.
- 2.2. Preparing four analytical reports (for each community) on compliance of the achieved results with those planned at the time of adoption of the Strategy, consistency of adopted sectoral programmes with the goals of the Strategy, availability and adequacy of the monitoring system to the approved strategic goals and objectives of the adopted Strategy.
- 2.3. Making a unified list of indicators to create a database needed to build a system for monitoring and evaluating the implementation of the Strategy and the development of projections.
- 2.4. Conducting 4 presentations of analytical and statistical reports (for each community) on compliance of the achieved results with those planned at the time of adoption of the Strategy, consistency of adopted sectoral programmes with the goals of the Strategy, availability and adequacy of the monitoring system to the approved strategic goals and objectives of the adopted Strategy in 4 selected communities of Donetsk and Luhansk oblasts in accordance with the schedule agreed by the UN RPP specialist. The activities may be held online if they cannot be held offline due to quarantine restrictions.
- 2.5. Conducting 2 presentations (one for each oblast) and discussing the deliverables of Stage 2 of these ToR at the meetings of regional working groups on territorial development of Donetsk and Luhansk Oblast State Administrations and approving guidelines and draft local regulations, which will provide the monitoring and evaluation of the Strategy. The activities may be held online if they cannot be held offline due to quarantine restrictions.

Objectives of Stage 3. Development and approval of methodology (guidelines) and draft local regulations for monitoring and evaluation of territorial development strategies:

- 3.1. Develop an automated monitoring system for the implementation of the Strategy, adapted to the needs of each community, and prepare draft local regulations for further monitoring and evaluation of the Strategy and making management decisions based on the obtained data.
- 3.2. Holding supervisory meetings for four selected communities on monitoring and evaluation of the Strategy, and processing and agreeing on indicator sets based on gender-sensitive and results-oriented approach. The activities may be held online if they cannot be held offline due to quarantine restrictions.
- 3.3. Developing, considering, discussing, and approving the final version of guidelines and draft local regulations at the meetings of the regional working groups on the territorial development of Donetsk and Luhansk oblasts (taking into account the updated list of data and the automated database) and preparing for printing.
- 3.4. Submitting the developed documents to the UN RPP, four pilot communities of Donetsk and Luhansk oblasts, and Donetsk and Luhansk Oblast State Administrations.

Objectives of Stage 4. Presentation of key results of the work done:

4.1. Conducting a final presentation of key results of the work done and conclusions drawn for representatives of the community of professionals, local authorities of territorial communities, public authorities, the public concerned, and business entities at the interregional level. (The Contractor is not responsible for logistical costs associated with this presentation).

4.2. Prepare a multimedia presentation of the project key results in PowerPoint (at least 20 slides, in Ukrainian).

4. EXPECTED OUTPUTS**Deliverables of Stage 1 (duration – 2 weeks after the start of the contract):**

- A detailed schedule for the implementation of these ToR is prepared and agreed with the UN RPP specialist.
- The methodology for analyzing the implementation of the adopted territorial community development strategies and monitoring and evaluation of the Strategy in four selected communities of Donetsk and Luhansk oblasts using the recommendations of the UN system, EUROSTAT, UNIDO, and OECD is clarified and agreed with the UN RPP specialist.
- The list and scope of the methodology (guidelines) and draft local regulations providing the monitoring and evaluation of the Strategy are clarified, supplemented, and agreed with the UN RPP specialist.
- The initial report with a description of the outputs of Stage 1 is adopted and agreed with the UN RPP specialist.

Deliverables of Stage 2 (duration – 18 weeks after the start of the contract):

- The Strategy is analyzed for compliance of the achieved results with those planned at the time of adoption of the Strategy, consistency of adopted sectoral programmes with the goals of the Strategy, availability and adequacy of the monitoring system to the approved strategic goals and objectives of the adopted Strategy in four selected communities of Donetsk and Luhansk oblasts in accordance with the methodology agreed by the UN RPP specialist.
- Four analytical reports (for each community) are prepared on compliance of the achieved results with those planned at the time of adoption of the Strategy, consistency of adopted sectoral programmes with the goals of the Strategy, availability and adequacy of the monitoring system to the approved strategic goals and objectives of the adopted Strategy.
- A unified list of indicators is made to create a database needed to build a system for monitoring and evaluating the implementation of the Strategy and the development of projections.
- Four presentations of analytical and statistical reports (for each community) on compliance of the achieved results with those planned at the time of adoption of the Strategy, consistency of adopted sectoral programmes with the goals of the Strategy, availability and adequacy of the monitoring system to the approved strategic goals and objectives of the adopted Strategy in four selected communities of Donetsk and Luhansk oblasts are conducted in accordance with the schedule agreed by the UN RPP specialist. The activities may be held online if they cannot be held offline due to quarantine restrictions.
- Two presentations are conducted and the results of these ToR are discussed at the meetings of regional working groups on territorial development of Donetsk and Luhansk Oblast State Administrations, and guidelines and draft local regulations, which will provide the monitoring and evaluation of the Strategy, are approved. The activities may be held online if they cannot be held offline due to quarantine restrictions.

- The first interim report with a description of the outputs of Stage 2 is adopted and agreed with the UN RPP specialist.

Deliverables of Stage 3 (duration – 26 weeks after the start of the contract):

- An automated monitoring system for the implementation of the Strategy, adapted to the needs of each community, is developed, and draft local regulations for further monitoring and evaluation of the Strategy and making management decisions based on the obtained data are prepared.
- Supervisory meetings on monitoring and evaluation of the Strategy are held in four selected communities, and indicator sets based on gender-sensitive and results-oriented approach are processed and agreed. The activities may be held online if they cannot be held offline due to quarantine restrictions.
- The final version of guidelines and draft local regulations are developed, considered, discussed, and approved at the meetings of the regional working groups on the territorial development of Donetsk and Luhansk oblasts (taking into account the updated list of data and the automated database) and prepared for printing.
- The developed documents are submitted to the UN RPP, four pilot communities of Donetsk and Luhansk oblasts, and Donetsk and Luhansk Oblast State Administrations.
- The second interim report with a description of the outputs of Stage 3 is adopted and agreed with the UN RPP specialist.

Deliverable of Stage 4(duration – 28 weeks after the start of the contract):

- Key results of the work done and conclusions drawn for representatives of the community of professionals, local authorities of territorial communities, public authorities, and the concerned public are presented. (The Contractor is not responsible for logistical costs associated with this presentation).
- A multimedia presentation of the project key results in PowerPoint (at least 20 slides, in Ukrainian) is prepared.
- A final report with a description of the entire project is adopted and approved by the UN RPP specialist.

5. DURATION OF WORKS

The duration of works will be 28 weeks after the start of the contract.

6. RECOMMENDATIONS AND REQUIREMENTS FOR THE IMPLEMENTATION OF OBJECTIVES

General recommendations:

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with the UN RPP on security in the region, especially before the field phases of the assignment.

The cost of organizing and conducting selected research methods, working group meetings, stationery, rental of premises, costs of technical support for activities or moderated meetings, etc. should be included in the financial proposal. The proposal should also include a description of these activities for the Customer to understand their parameters and scope.

To achieve effective cooperation, where possible, the Contractor shall coordinate with other partners of the UN Recovery and Peacebuilding Programme. (The Customer will provide their list and contacts).

In order to provide the cooperation between UNDP, pilot communities, the Contractor, and other stakeholders on all issues concerning the development and implementation of the Project, the

Contractor must coordinate the working group, which is created and functioning under the project “Elaboration and Testing of Methodology (Guidelines) and Draft Local Laws and Regulations, Providing the Monitoring and Evaluation of the Territorial Community Development Strategy”.

References to the UN Recovery and Peacebuilding Programme, UN Women, and the EU in products, including presentations, information materials, and other achievements created under the contract are subject to a mandatory prior consent.

Recommendations for the Contractor’s team composition:

In order to optimize the time for performing the assignment, the project team should include, in addition to the position of the Project Manager, a sufficient number of experts who are experienced in social services, sociology, social psychology, economics, and finance.

The Project Manager should coordinate the overall execution of the Project and be responsible for the project implementation and communication with the UN Recovery and Peacebuilding Programme.

All costs associated with the assignment, including travel and accommodation of the Contractor’s team, should be included in the proposal.

Recommendations for involving stakeholders in the Project:

When performing the assignment, the Contractor is obliged to involve all stakeholders in the implementation of the Project. Using the potential of all stakeholders, he/she must organize and moderate a meeting of the established working group operating within the Pilot Project “Elaboration and Testing of Methodology (Guidelines) and Draft Local Laws and Regulations, Providing the Monitoring and Evaluation of the Territorial Community Development Strategy”.

The Contractor must cooperate with the local authorities of four pilot communities, and Donetsk and Luhansk Oblast State Administrations and ensure their involvement in the following activities:

- Ensuring the collection of data and information necessary for the implementation of the Project;
- Performing quality control in the implementation of the Project;
- Organizing presentations, meetings, surveys, and focus groups;
- Participating in the development of the local legal and regulatory framework of draft regulations, which will provide the monitoring and evaluation of the Strategy;
- Legalizing the developed legal regulations in accordance with local procedures.

7. MONITORING/REPORTING REQUIREMENTS

The organization will report within the UN Recovery and Peacebuilding Programme to the Social-Economic Development Specialist of the Component II “Local Governance and Decentralization Reform in Ukraine”.

The format of reports must be agreed at the first stage of the contract, but UNDP will reserve the right to make further amendments and clarifications to the report form.

All projects, reports, studies, and materials should be prepared in Ukrainian and submitted to the UN RPP on paper and electronically on electronic source or in the form of electronic communication.

Text materials should be submitted in the form of structured documents as *.PDF, *.DOC and *.EXEL files.

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

Upon completion of all works, the Contractor shall submit a final report to UNDP with a full description of the work done and the outputs achieved.

8. EXPERIENCE AND QUALIFICATION REQUIREMENTS

The requirements for the organization submitting the proposal:

- The company (organization or individual entrepreneur) with valid registration in Ukraine;
- At least 3 years of experience in consulting or planning, marketing research, situation assessment, strategic analysis, profiling and analytical reviews in public administration, local governance, sociology, economics, local finance or other relevant work proven by, for example, completed analyzes/assessments/researches (at least 3 successful analyzes/assessments);
- At least 3 years of experience in developing community strategies and similar works proven by at least 2 manuals on territorial development strategies. The links to the websites that contain research results and files in WORD, PDF format should be provided.

Experience and qualification of staff and invited experts/consultants:

- At least Master's degree in social work, public administration, economics, social work, law, etc.
- At least 3 years of experience in economic development, consulting or evaluation and/or planning of territorial development;
- At least 3 years of professional experience in project/team management for organizing marketing researches, situation and programme (project) assessments in the field of territorial development;
- Language Skills: Fluent knowledge of Russian and Ukrainian is mandatory, working knowledge of English will be an asset.

Expert (2 persons):

- At least Master's degree/Specialist or equivalent in economics, public administration, sociology, finance or other relevant qualification;
- At least 3 years of experience in marketing researches, situation assessments, creating profiles of organizations, analytical reviews in the field of local governance, sociology, economics, local finance, and moderating discussions;
- Experience in preparing manuals on the territorial development strategy, proven by at least 2 developed manuals;
- Experience in working with local communities of Donetsk and/or Luhansk oblasts in the field of social work, public administration, sociology, economics, finance or other relevant area will be an asset.
- Language Skills: Fluent knowledge of Russian and Ukrainian is mandatory, working knowledge of English will be an asset.

-Documents to be included when submitting proposals:

<input checked="" type="checkbox"/>	Copies of registration documents
<input checked="" type="checkbox"/>	Organization profile (foundation date, number and description of staff/consultants)
<input checked="" type="checkbox"/>	A list of completed projects and a brief overview of previous experience (please include web links to research results or provide in documents in WORD, PDF format – at least 2 examples to be provided)
<input checked="" type="checkbox"/>	Resume of the specialists intended, clearly indicating their qualifications and experience, as well as confirmation of their availability if selected for this project
<input checked="" type="checkbox"/>	Proposed work plan, methodology and approach

<input checked="" type="checkbox"/>	Preliminary calendar plan (for example as Gant chart) for the implementation of this Terms of Reference (will be agreed and, if necessary, adjusted after signing the contract in accordance with the conditions of this ToR).
<input checked="" type="checkbox"/>	At least 2 recommendation letters from previous customers/clients regarding the performance of similar work
<input checked="" type="checkbox"/>	Financial Proposal

9. EVALUATION CRITERIA

Evaluation and comparison of proposals

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

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with 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 technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

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

Technical evaluation criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Organization (company or individual entrepreneur)		
				A	B	C
1	Company's experience (organization or individual entrepreneur) submitting the proposal	45%	315			
2	Proposed work plan, methodology and approach	30%	210			
3	Experience and qualifications of the staff and involved experts/consultants	25%	175			
	Total Scores	100%	700			

	Notes					
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Evaluation of the Technical Proposal Form 1		Maximum number of points available	Organization (company or individual entrepreneur)		
			A	B	C
Experience of the company (organization or individual entrepreneur) submitting the proposal					
1.1	Company (organization or individual entrepreneur) with valid registration in Ukraine and experience in consulting or planning, marketing research, situation assessment, strategic analysis, profiling and analytical reviews in public administration, local governance, sociology, economics, local finance or other relevant work. <div><div>- from 3 through 4 years - 110 points;</div><div>- from 4 through 5 years - 130 points;</div><div>- for more than 5 years - 155 points.</div></div>	155			
1.2	Experience in consulting or planning, marketing research, situation assessment, strategic analysis, profiling and analytical reviews in public administration, local governance, sociology, economics, local finance or other relevant work proven by, for example, completed analyzes/assessments/researches: <div><div>- 3 examples provided – 60 points;</div><div>- 4 - 5 examples provided – 70 points;</div><div>- 6 or more examples provided – 80 points</div></div>	80			
1.3	Experience in conducting the research on the social services provision - at least 2 examples of research conducted confirmed with links to relevant web resources or provided in WORD/PDF format: <div><div>- 2 examples provided – 100 points;</div><div>- 3 - 4 examples provided – 130 points;</div><div>- 5 or more examples provided – 160 points</div></div>	80			
	Total Scores	315			

Evaluation of the Technical Proposal Form 2		Maximum number of points available	Organization (company or individual entrepreneur)		
			A	B	C
Proposed work plan, methodology and approach					
2.1	Does the proposed methodology adequately meet the objectives and scope of work? - The methodology meets the objectives and scope of work, but, is quite general in nature – 60 points;	80			

	<ul style="list-style-type: none"> - The methodology meets the objectives well, but the proposal does not contain details – 70 points; - The methodology describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – 80 points. 				
2.2	<p>How well developed and reliable is the approach to the organization of analytical documents and methodology (guidelines) for monitoring and evaluating a) definition and description of monitoring indicators in 4 territorial communities of Luhansk and Donetsk oblasts, b) evaluation of indicators in 4 territorial communities of Luhansk and Donetsk oblasts:</p> <ul style="list-style-type: none"> - The developed approach is general in nature - 40 points; - Well-developed approach, indicating the role of specialists involved - 50 points; - Perfectly developed approach with a description of tools for collecting gender-segregated data and indicating the role of specialists involved, as well as the gradual transfer of the results achieved - 60 points. 	60			
2.3	<p>How well developed is the proposed work plan and proposed schedule (maximum 70 points)?</p> <ul style="list-style-type: none"> - The schedule is realistic and meets the deadline for the assignment - 50 points; - Monthly detailed development of the work plan - 10 points; - Weekly detailed development of the work plan - 10 points. 	70			
Total Scores		210			

Evaluation of the Technical Proposal Form 3		Maximum number of points available	Organization (company or individual entrepreneur)		
			A	B	C
Experience and qualifications of staff and involved experts/consultants					
Project Team Leader					
3.1	Master's degree/Specialist or higher in marketing, public administration, economics, social work, law, etc. or other relevant qualification: Specialist/Master's degree - 13 points; PhD or higher – 15 points.	15			
3.2	At least 3 years of experience in economic development, consulting or evaluation and/or planning of territorial development (3 years - 11 points, 4-5 years - 15 points, more than 5 years - 20 points)	20			

3.3	At least 3 years of professional experience in project/team management for organizing marketing researches, situation and programme (project) assessments in the field of territorial development (3 years - 11 points, 4-5 years - 15 points, more than 5 years - 20 points)	20			
3.4	Fluent knowledge of Russian and Ukrainian – 5 points; professional knowledge of Russian and Ukrainian and working knowledge of English – 10 points	10			
	Intermediate score on criteria 3.1 - 3.4	70			
	Expert 1				
3.5	Master's degree/Specialist or higher in marketing, public administration, economics, social work, law, etc. or other relevant qualification: Master's degree/Specialist – 12 points; PhD or higher – 15 points.	15			
3.6	At least 3 years of experience in marketing researches, situation assessments, creating profiles of organizations, analytical reviews in the field of local governance, sociology, economics, local finance, and moderating discussions (3 years - 10 points, 4-5 years - 12 points, more than 5 years - 15 points)	15			
3.7	Experience in preparing manuals on the territorial development strategy, proven by at least 2 developed manuals: - 2 examples of developed manuals are given - 5 points; - 3-4 examples of developed manuals are given – 12 points; - 5 or more examples of developed manuals are given – 15 points.	15			
3.8	Experience in working with local communities of Donetsk and/or Luhansk oblasts in the field of social work, public administration, sociology, economics, finance or other relevant area will be an asset – 5 points	5			
3.9	Fluent knowledge of Russian and Ukrainian – 3 points; professional knowledge of Russian and Ukrainian and working knowledge of English – 5 points	5			
	Intermediate score on criteria 3.5 - 3.9	55			
	Expert 2				
3.10	Master's degree/Specialist or higher in marketing, public administration, economics, social work, law, etc. or other relevant qualification: Master's degree/Specialist – 12 points; PhD or higher – 15 points.	15			
3.11	At least 3 years of experience in marketing researches, situation assessments, creating profiles of organizations, analytical reviews in the field of local	15			

	governance, sociology, economics, local finance, and moderating discussions (3 years - 10 points, 4-5 years - 12 points, more than 5 years - 15 points)				
3.12	Experience in preparing manuals on the territorial development strategy, proven by at least 2 developed manuals: - 2 examples of developed manuals are given - 5 points; - 3-4 examples of developed manuals are given – 12 points; - 5 or more examples of developed manuals are given – 15 points.	15			
3.13	Experience in working with local communities of Donetsk and/or Luhansk oblasts in the field of social work, public administration, sociology, economics, finance or other relevant area will be an asset – 5 points	5			
3.14	Fluent knowledge of Russian and Ukrainian – 3 points; professional knowledge of Russian and Ukrainian and working knowledge of English – 5 points	5			
	Intermediate score on criteria 3.10 - 3.14	55			
	Total score	175			

10. TERMS AND CONDITIONS FOR THE CONTRACT CONCLUSION

- The contractors will represent the interests of territorial communities for which they conducted an analysis and developed a set of documents of the local legal framework to organize the monitoring and evaluation of the Strategy.
- The contractors will guarantee the correction of all deficiencies identified in the documentation after its consideration by local authorities of four pilot communities. The warranty period is at least 6 months from the end of the contract.

11. PAYMENT SCHEDULE

The payment schedule for the services provided will be agreed with the Contractor prior to the assignment start. The payments will be made as per delivery of outputs and after the interim and final reports are submitted. The preliminary schedule is given below.

- Completion of Deliverable of Stage 1 and submission of the Initial Report - 20% of the total payment;
- Completion of Deliverable of Stage 2 and submission of the First Interim Report - 40% of the total payment;
- Completion of Deliverable of Stage 3 and submission of the Second Interim Report - 30% of the total payment;
- Completion of Deliverable of Stage 4 (delivery of all outputs) and submission of the final report - 10% of the total payment.

12. FINANCIAL PROPOSAL ACCORDING TO THE TECHNICAL REQUIREMENTS***Cost breakdown by deliverables:***

No.	Deliverables	Percentage of the total amount (weight for payment)	Amount, currency excl. VAT
1	Completion of Deliverable of Stage 1		
2	Completion of Deliverable of Stage 2		
3	Completion of Deliverable of Stage 3		
4	Completion of Deliverable of Stage 4		
Total (indicate currency), excluding VAT		100%	

Cost breakdown by components:

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

No.	Activities/costs	Measuring units	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Staff:				
1.1	Project Team Leader	month	7		
1.2	Expert 1	month	7		
1.3	Expert 2	month	7		
1.4	Other specialists	month	7		
2	Implementation:				
2.1	Survey (4 communities X 40 respondents)	respondents	160		
2.2	Organizing and holding focus groups	unit	40		
2.3	Individual interviews	unit	40		
2.4	Other research tools (specify which ones)				
2.5	Organizing and conducting intermediate presentations of major achievements and conclusions	unit	6		
2.6	Conducting the final presentation of the main achievements and conclusions	unit	1		
2.7	Development and preparation of guidelines for printing (proofreading, design)	unit	1		
2.8	Holding supervisory meetings	event			
2.9	Other (if any - clearly define				

	activities/costs)				
3	Administrative costs (if necessary)				
3.1	Working group meetings	event			
3.2	Travel expenses (travel, accommodation and daily allowance)				
3.3	Other administrative costs (if any, please, define clearly activities/costs)				
4	Other (if any, please, define clearly activities/costs)				
	Total (please, indicate currency)				

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 04-2022-UNDP-UKR-RFP-RPP dated 2/1/2022 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

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

- a) A letter of interest / letter of offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company;*
- b) Dully filled in and Signed Form for Submission of Proposal (Annex 3);*
- c) Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;*
- d) Copies of other licenses or certificates (if any);*
- e) Resume of the specialists intended, clearly indicating their qualifications and experience, as well as confirmation of their availability if selected for this project;*
- f) Proposed work plan, methodology and approach;*
- g) A list of completed projects and a brief overview of previous experience (please include web links to research results or provide in documents in WORD, PDF format – at least 2 examples to be provided);*
- h) Preliminary calendar plan (for example as Gant chart) for the implementation of this Terms of Reference (will be agreed and, if necessary, adjusted after signing the contract in accordance with the conditions of this ToR);*
- i) At least 2 recommendation letters from previous customers/clients regarding the performance of similar work;*
- j) Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).***
- k) 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.*

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

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

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
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, contract 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 <i>if any</i> .
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;*
- *A brief description of the methodology for performing the assignment with an indicative approach to the implementation of each stage.*

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

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

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

The Contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, excl. VAT, currency
Completion of Deliverable of Stage 1		
Completion of Deliverable of Stage 2		
Completion of Deliverable of Stage 3		
Completion of Deliverable of Stage 4		
Total (please indicate currency)	100%	

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

E. Cost Breakdown by Cost Component:

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

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.

No.	Activities/Costs	Measuring units	Number	Cost per unit, currency	Amount, excl. VAT, currency
1	Staff				
1.1	Project Team Leader	month	7		
1.2	Expert 1	month	7		
1.3	Expert 2	month	7		
1.4	Other specialists	month	7		
2	Implementation				
2.1	Survey (4 communities X 40 respondents)	respondents	160		
2.2	Organizing and holding focus groups	unit	4		
2.3	Individual interviews	unit	40		
2.4	Other research tools (specify which ones)				
2.5	Organizing and conducting intermediate presentations of major achievements and conclusions	unit	6		
2.6	Conducting the final presentation of the main achievements and conclusions	unit	1		
2.7	Development and preparation of guidelines for printing (proofreading, design)	unit	1		
2.8	Holding supervisory meetings	event			
2.9	Other (if any - clearly define activities/costs)				
3	Administrative costs (if necessary)				
3.1	Working group meetings	event			
3.2	Travel expenses (travel, accommodation and daily allowance)				
3.3	Other administrative costs (if any, please, define clearly activities/costs)				
4	Other (if any, please, define clearly activities/costs)				
	Total (currency)				

* 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 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 та послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>
<p>6. Тип Послуг:</p>	<p>6. Type of Services:</p>
<p>7. Дата початку Договору:</p>	<p>7. Contract Starting Date:</p>
<p>8. Дата завершення Договору:</p>	<p>8. Contract Ending Date:</p>
<p>9. Загальна сума Договору:</p>	<p>9. Total Contract Amount:</p>
<p>9a. Передплата: Не застосовується</p>	<p>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
<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 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. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору,</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 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. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p>

<p>втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>		<p>This Contract 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:	