



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: 25.04.2022
	REFERENCE: 31-2022-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Survey on access to legal aid and information services for IDPs and war-affected populations**.

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 +2) Tuesday, May 03, 2022** 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: **“31-2022-UNDP-UKR-RFP-RPP”** and: **" Survey on access to legal aid and information services for IDPs and war-affected populations"**.

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

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

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

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

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

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

Mustahsen Qureshi

CE3378EEF97C456

Mr. Mustahsen Qureshi,

Senior Emergency Operations

Manager, UNDP Ukraine

DS
MA

25.04.2022

Annex 1**Description of Requirements**

Context of the Requirement	Survey on access to legal aid and information services for IDPs and war-affected populations
Brief Description of the Required Services	<p>The current study aims to identify the most common issues that IDPs and representatives of frontline, transit, and host communities face in their places of living concerning legal services and access to relevant information. National and regional stakeholders, including FLAS and the Office of the Ombudsperson, will use the results in their work to better plan the interventions aimed to improve access to quality legal aid and information services for IDPs and war-affected populations.</p> <p>For this purpose, the Project seeks to hire a qualified company (Contractor) to conduct a survey that will provide reliable data on the needs and perceptions of IDPs and representatives of frontline, transit, and host communities.</p>
List and Description of Expected Outputs to be Delivered	The Contractor will be responsible for conducting a gender-responsive and inclusive survey among the residents of areas in the frontline, transit and host communities in Ukraine (24 oblasts and Kyiv) and reporting on the data collected (at least 3,825 completed questionnaires overall).
Person to Supervise the Work/Performance of the Service Provider	Data Analysis and Research Specialist, M&E and Innovation Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to TOR attached
Target start date	May/June 2022
Latest completion date	August 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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

timing of 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 27th of April 2022 at 10:00 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 Attn: Procurement Unit Subject:31-2022-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 2 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>Upon completion of Deliverables 1 and 2– 40% of the agreed payment Upon completion of Deliverables 3 and 4 – 60 % 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 payments schedule. The payments will be processed upon the full completion and</p>

	acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Specialist, 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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Experience of the firm/organization submitting the proposal – 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach – 30% <input checked="" type="checkbox"/> Personnel – 40% <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 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) <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	<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
	UNDP procurement Unit UNDP Ukraine

Contact Person for Inquiries (Written inquiries only)	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.
Documents to be submitted in proposal	<p><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</p> <p><input checked="" type="checkbox"/> Copies of Latest Business Registration Certificate (Copies of State/Tax registration documents) and other Certificates (if any).</p> <p><input checked="" type="checkbox"/> A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.</p> <p><input checked="" type="checkbox"/> Examples/Samples of the documents confirming the experience of conducted public opinion / sociological surveys at the regional level (at least 3 documents in WORD, PDF format or the relevant web link).</p> <p><input checked="" type="checkbox"/> Examples/Samples of the documents confirming the experience in conducting at least 2 (two) public opinion / sociological surveys of vulnerable and marginalized groups - documents in WORD, PDF format or the relevant web link – if available</p> <p><input checked="" type="checkbox"/> Technical proposal in the form of a work plan and approach/inputs to the performance of suggested methodology and. Work plan should be prepared in accordance with the proposed methodology and provisions of these Terms of Reference.</p> <p><input checked="" type="checkbox"/> CVs of the intended team members involved (Team Leader, 2 Specialists) with clear description of their roles in the Project, education, knowledge and previous experience, as well as certification of their availability if selected for this project.</p> <p><input checked="" type="checkbox"/> Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</p> <p><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>
Other Information <i>[pls. specify]</i>	<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 as mentioned above in « Documents to be submitted in proposal» Section - Offers must comply with general administrative requirements <p><u>Experience and Qualification Requirements</u></p> <p>An organization submitting a proposal:</p> <ul style="list-style-type: none"> - Officially registered Company / Organization with a valid registration (for Ukrainian companies – a company should be registered on the territory controlled by the government of Ukraine). - Minimum 3 (three) years of experience in conducting public opinion / sociological surveys at least at the regional level. - Experience in conducting at least 2 (two) public opinion / sociological surveys of vulnerable and marginalized groups, following the best practices

	<p>of data protection and strict confidentiality arrangements, including through remote means of data collection, will be an asset.</p> <ul style="list-style-type: none"> - At least 3 (three) conducted public opinion / sociological surveys, dealing with gender-responsive data collection, gender analysis, and bias-free interviewing at the regional level - Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients/Customers. - Availability of human resources that will ensure due quality and timely implementation of the contract. Project Team proposed for conducting this survey should include at least Team Leader and 2 Specialists. - Proposed expert team (Team Leader and 2 Specialists) should consist of both women and men (at least 30 % of the team are women, but not more than 70 %) <p>Staff/personnel engaged:</p> <p>Team Leader:</p> <ul style="list-style-type: none"> - At least 5 (five) years of experience in the developing analytical documents. - At least 3 (three) years of experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing. - At least 3 (three) years of experience in management of complex surveys and assessments. - Availability of at least 3 (three) examples/samples of analytical reports where the candidate was an author/co-author. - At least Bachelor's degree in social sciences, statistics, management, mathematics, or related fields. - Fluency in Ukrainian and Russian, fluency in English is an advantage <p>Specialist 1:</p> <ul style="list-style-type: none"> - At least 2 (two) years of experience in developing analytical documents. - At least 2 (two) years of experience in conducting sociological surveys, including gender-responsive data collection, gender analysis, and bias-free interviewing. - Personal participation in conducting at least 3 (three) complex surveys and assessments. - At least Bachelor's degree in social sciences, statistics, mathematics, or related fields. - Fluency in Ukrainian and Russian, working knowledge of English is an advantage. <p>Specialist 2:</p> <ul style="list-style-type: none"> - At least 2 (two) years of experience in developing analytical documents. - At least 2 (two) years of experience in conducting sociological surveys, including gender-responsive data collection, gender analysis, and bias-free interviewing. - Personal participation in conducting at least 3 (three) complex surveys and assessments.
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	<ul style="list-style-type: none">- At least Bachelor's degree in social sciences, statistics, mathematics, or related fields.- Fluency in Ukrainian and Russian, working knowledge of English is an advantage <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 31-2022-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.*
- *Examples/Samples of the documents confirming the experience of conducted public opinion / sociological surveys at the regional level (at least 3 documents in WORD, PDF format or the relevant web link).*
- *Examples/Samples of the documents confirming the experience in conducting at least 2 (two) public opinion / sociological surveys of vulnerable and marginalized groups - documents in WORD, PDF format or the relevant web link – if available.*
- *Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Customers /Partners.*
- *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);	<i>Please indicate here the details</i>
Business Licenses – Registration Papers, Tax Payment Certification, etc	<i>EDRPOU, ID tax number</i> <i>Copies of State registration and Tax registration should be attached</i>
Track Record performed	<i>Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);</i>
Certificates and Accreditation	<i>Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.</i>
Please provide contact details of at least 2 previous partners/customers for reference	<i>Please attach the signed reference letters.</i>
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	<i>Yes/No (Please choose)</i>
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

- *Technical proposal in the form of a work plan and approach/inputs to the performance of suggested methodology and questionnaires. Work plan should be prepared in accordance with the proposed methodology and provisions of these Terms of Reference.*

C. Qualifications of Key Personnel

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

- *CVs of the intended team members involved (Team Leader, 2 Specialists) with clear description of their roles in the Project, education, knowledge and previous experience, as well as certification of their availability if selected for this project.*

D. Financial Proposal

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

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to lease/rent outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Cost Breakdown per Deliverable*

The Proposers should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision.

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.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, <i>indicate currency</i>
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1.	Deliverable 1 and Deliverable 2	40%	
2.	Deliverable 3 and Deliverable 4	60%	
Total all-inclusive cost without VAT, <i>Please indicate 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	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Staff				
1.1	Team Leader	Month			
1.2	Specialist 1	Month			
1.3	Specialist 2	Month			
1.5	...				
2.	Cost of implementation				
2.1	Finalization of documents				
2.2	Questionnaire testing				
2.3	Sociological survey (please specify the survey method in accordance with methodology/approach suggested in Technical Proposal)				
2.4	Prepare reports				
2.5				
3.	Administrative costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
TOTAL without VAT, please indicate the 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 Title: United Nations Recovery and Peacebuilding Programme and UNDP's Human Rights for Ukraine project

Description of the assignment: Survey on access to legal aid and information services for IDPs and war-affected populations

Country/place of implementation: Ukraine (24 oblasts and Kyiv)

Expected duration of assignment: 3 months

Direct supervisor(s): Data Analysis and Research Specialist, M&E and Innovation Specialist

Secondary supervisor: Rule of Law and Access to Justice Specialist

Evaluation method: Cumulative analysis

I. Context

The United Nations Development Programme (UNDP) works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals. In Ukraine, UNDP operates along three programmatic areas of support: Inclusive development, recovery and peacebuilding; Democratic governance; and Energy and environment.

The war in Ukraine has already resulted in significant loss of life, unprecedented displacement, internally and towards neighbouring countries, and devastating destruction of infrastructure. Early UNDP projections suggest that if the war deepens and expands, up to 90 percent of the population of Ukraine could be facing poverty and vulnerability to poverty by the end of 2022, and 30 percent of the population are likely to require life-saving humanitarian assistance. Eighteen years of socio-economic achievements in Ukraine are at risk. UNDP's core engagement is to preserve development gains as fully as possible and to return Ukraine to pathways to achieving the Sustainable Development Goals (SDGs) as quickly as possible.

UNDP has been active and present in eastern Ukraine for the past decade, before the conflict, which started in 2014, focusing on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and with a number of partnering UN agencies (UN Women, FAO, UNFPA).

UN RPP's interventions are grouped under the following key Programme components, which reflect women's and men's priority needs in the region:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

In October 2018, UNDP signed an agreement for a multi-year project under the “*EU Support to the East of Ukraine*” programme. In 2021, the EU-funded project was amended to extend its scope through the EU4Resilient Regions programme. It has recently been reprogrammed to ensure that the approach implemented under UN RPP can help address the devastation and increased needs of the civilian population as a result of the ongoing war and where it will be required.

The present study will be done in partnership with the **Human Rights for Ukraine project** implemented by UNDP to foster inclusive and sustainable human development in Ukraine and to further promote ongoing democratisation processes in the country, focusing on human rights and access to justice for all. Through the project, UNDP works with key national partners and stakeholders – such as the National Human Rights Institution, national and local authorities, civil society, and human rights defenders – uniting their efforts to promote human rights across Ukraine and improve access to justice, especially for vulnerable groups.

II. Main Goals and Objectives

One of the Component III “Community Security and Social Cohesion” objectives is to improve the efficiency and availability of equal access to justice services for Internally Displaced Persons (IDPs) and residents of frontline, transit, and host communities. Due to the ongoing war, over 4.4 million³ people left Ukraine as refugees, and over 7.1 million⁴ moved around the country, mostly to the western oblasts. Such forced migration summons an additional burden on local service providers, including local and regional offices of the Free Legal Aid System (FLAS) of Ukraine.

The current study aims to identify the most common issues that IDPs and representatives of frontline, transit, and host communities face in their places of living concerning legal services and access to relevant information. National and regional stakeholders, including FLAS and the Office of the Ombudsperson, will use the results in their work to better plan the interventions aimed to improve access to quality legal aid and information services for IDPs and war-affected populations.

For this purpose, the Project seeks to hire a qualified company (Contractor) to conduct a survey that will provide reliable data on the needs and perceptions of IDPs and representatives of frontline, transit, and host communities. This assignment covers the following territories:

- **Frontline communities** in Chernihiv, Donetsk, Kharkiv, Kherson, Kyiv (oblast and city), Luhansk, Mykolayiv, Sumy, Zaporizhzhia and Zhytomyr oblasts (in case the context will allow to complete the task safely for the Contractor’s personnel)
- **Transit communities** in Cherkasy, Dnipropetrovsk, Khmelnytskyi, Kirovohrad, Odesa, Poltava, and Vinnytsia oblasts.
- **Host communities** in Chernivtsi, Ivano-Frankivsk, Lviv, Rivne, Ternopil, Volyn, and Zakarpattia oblasts.

The contractor will promote UNDP’s mandate as a gender-responsive organization with zero tolerance for any kind of discriminatory and abusive behaviour, including sexual harassment, sexual exploitation, and abuse.

III. Scope of Work and Expected Outcomes

³ As of 7th of April, 2022: <https://data2.unhcr.org/en/situations/ukraine>

⁴ As of 5th of April, 2022: https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/04_2022_update_on_idp_figures_in_ukraine_5_april_eng.pdf

The Contractor will be responsible for conducting a gender-responsive and inclusive survey among the residents of areas in the frontline, transit and host communities in Ukraine (24 oblasts and Kyiv) and reporting on the data collected (at least 3,825 completed questionnaires overall).

Sample description:

- Qualitative part:
 - 75 expert interviews with the FLAS staff
- Quantitative part:
 - 1750 interviews with IDPs in transit and host communities
 - 2000 interviews with representatives of frontline, transit, and host communities

The respondent selection technique will be different for three components:

- **Expert interviews** will feature representatives of regional FLAS offices (3 per oblast).
- **IDP survey** will utilize the *snowball sampling method* in host and transit communities (at least 100 interviews per transit oblast and 150 per host oblast) — considering the inability to create strict quotas due to the lack of information about the general distribution of IDPs among oblasts, as well as their gender and age characteristics.
- **National survey** sampling will be representative of the adult population of Ukraine. Quotas will be based on the most recent available demographic estimations of the State Statistics Service of Ukraine and IOM migration data.

The final decision on the respondent selection technique will be made after discussions with the Contractor.

The **survey method** face-to-face and/or telephone (highly preferably) or online (less preferably) will be chosen after preliminary consultations with the Contractor.

Data protection should be ensured. The Contractor shall develop the methodology and questionnaire, based on the inputs and initial research topics from UNDP, test the draft questionnaire, and provide feedback to UNDP.

Informed consent (written or another acceptable form as per personal data legislation) should be obtained from all women and men who are to be interviewed during this survey.

For this, the Contractor will undertake the following activities:

a) Methodology and a questionnaire preparation

The initial research topics will be provided by UNDP to the Contractor for further adaptation and processing. The final questionnaire in Ukrainian will be as short and simple as possible (up to 30 questions) with an approximate interview length of up to 30 minutes. Aside from legal aspects, it will also feature the related questions about demographic characteristics, access to information, sense of security, financial situation, etc

Contractor will also develop a dedicated Methodology document (in Ukrainian, up to 5 pages, Times New Roman, 12 pt., lines space – 1.15.) that, among other information, will include a detailed work plan and describe how exactly the respondents in each component (Expert interviews, IDP and National survey) will be identified and contacted. The final versions of the questionnaire and Methodology document will be approved by UNDP.

b) Testing the questionnaire and conducting the pilot survey

Conduct a pilot survey with at least 25 respondents in different oblasts (settlements to be identified by the Methodology) and collect the feedback for further adaptation of the survey tools and methodological guidelines. As a result of the piloting stage the Contractor shall prepare the Technical report (in Ukrainian, up to 3 pages, Times New Roman, 12 pt., lines space – 1.15.) with the main results and suggestions to be approved by UNDP.

c) Conducting the survey

Survey should be organised as per the approved methodology and using the final version of the questionnaire for each component.

During the field stage, the Contractor will ensure that necessary quotas were applied so that the final data is represented by sex, age, and size of settlement.

The Contractor should also provide quality control (during and after the field stage) that includes telephone control of at least 15% of the total sample. Quality control results should be included in the Statistical report.

When conducting the survey, the Contractor shall promote a safe and enabling environment free of any kind of discrimination and abusive behaviour, respect differences and accord equal spaces and dignity regardless of personnel's sex, ethnicity, sexual preference, gender identity, (dis)ability or other markers of identity, and use the principles of gender-responsive communications in line with the UNDP corporate standards.

The Contractor shall adhere to the provisions of the Data and Information Sensitivity Classification for Ukraine, developed by OCHA, and follow the best practices of data protection and strict confidentiality arrangements. The latest version of the document is available at: <https://reliefweb.int/report/ukraine/data-and-information-sensitivity-classification-ukraine-last-updated-22-march-2022>. The Contractor shall regularly review the existing protocols for interviewing the war-affected populations under martial law and update the data collection approach whenever necessary.

d) Statistical Analysis of the interviews and survey results and preparation of the Statistical Report

Statistical Report will summarise information from all previous approved documents (Methodology document, Technical report) and provide survey results, technical summary describing the survey methodology, sampling, response rate, planned and realized samples, quality control results. Ensure the report is informed by gender analysis and developed in line with corporate gender equality goals and priorities. The report should contain the annex with a dataset in SPSS (.sav) and Excel formats, frequency tables with answers disaggregated by demographic characteristics including place of residence (rural / city area), oblast, sex, age, occupation, education level (none, secondary, professional, higher), IDP status, disability (yes / no). In addition, the report shall describe the implementation of quality control instruments utilized during the course of the study. Statistical Report should be prepared in **Ukrainian** and provided in the *.docs format, at least 40 pages (including of tables and charts / visuals), Times New Roman, 12 pt., lines space – 1.15. A presentation on visualization of the obtained data (visualisation of the geography of the survey (a map), all questions and data on them should be visualized) should be prepared in Ukrainian and provided to the UNDP.

The project will be implemented in three stages:

- **Stage 1 (first month of the assignment):** qualitative study, based on 75 expert interviews with staff of the FLAS
- **Stage 2 (first and second months of the assignment):** quantitative study of IDPs and representatives of host communities in Chernivtsi, Ivano-Frankivsk, Lviv, Rivne, Ternopil, Volyn and Zakarpattia oblasts

- **Stage 3 (second and third months of the assignment):** quantitative study of IDPs and representatives of local communities in frontline, transit, and host communities (the full list is provided below)

Given the above, the Contractor's responsibilities will be to provide the following deliverables within 3 (three) months of the Contract duration:

No.	Deliverable	Date of submission
1.	Methodology document and 3 questionnaires are submitted and approved by UNDP. Questionnaires are tested, Technical report is submitted and approved by UNDP	By the end of the 2 nd week of the assignment
2	Qualitative study, based on 75 expert interviews with staff of the FLAS is submitted and approved by UNDP	By the end of the 4 rd week of the assignment
3.	Quantitative study of IDPs and representatives of host communities in Chernivtsi, Ivano-Frankivsk, Lviv, Rivne, Ternopil, Volyn and Zakarpattia oblasts is submitted and approved by UNDP	By the end of the 8 th week of the assignment
4.	Quantitative study of IDPs and representatives of local communities in frontline, transit, and host communities (the full list is provided above)	By the end of the 12 th week of the assignment

Deliverables to be provided for approval in following formats:

- Finalized research tools (*.docs and/or *.xlsx formats);
- Microsoft Excel file, containing ready-made statistical tables with results (disaggregated by, at least, place of residence (rural / city area), sex, age, occupation, education level (none, secondary, professional, higher), IDP status, disability (yes / no);
- Statistical Report in Ukrainian with graphs in *.docs format, at least 40 pages, Times New Roman, 12 pt., lines space – 1.15;
- Dataset in SPSS (.sav) and Excel formats;
- Audio files of interviews (at least 5 questions recorded in each interview)

Recommendations to Methodology of service provision:

- **Safety and security measures**

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment. The Programme does not pay the cost of the following events, focus group discussions and other meetings with the community and therefore the above-mentioned costs should be included in the budget proposal, and the scope of these events should be described (number of events, number of participants, duration of each event).

- **Offline event policy about the coronavirus disease (COVID-19)**

All the offline (in-person) interviews , survey delivery and other events within this assignment should be organized and conducted with the observance of sanitary-hygienic and sanitary-anti-epidemic rules and norms stipulated by the World health organization about the coronavirus disease (COVID-19) advice for the public WHO Covid (https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?utm_source%3dutm_source%3dba-notification&utm_campaign=ogfx-314-ru&utm_medium=desktop):

- Ensure policies and procedures related to COVID-19 are communicated to all participants.
- Ensure participants have positioned a minimum of 2 meters from one another and remain at a safe distance at all times.
- Ensure all surfaces in the training room (tables, chairs, countertops, doorknobs, light switches, etc.) are disinfected before and after the training using appropriate cleaning products.
- Ensure any training equipment, tools or props are cleaned and sanitized before and after use.

IV. Requirements for Monitoring / Reporting / Quality assurance measures

Under the overall strategic guidance of the Community Security and Social Cohesion Specialist, the Contractor will report to the Rule of Law and Access to Justice Specialist and will coordinate their activities with the Data Analysis and Research Specialist and M&E and Innovation Specialist. Payments will be made in two stages according to the proposed payment schedule below.

The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by UNDP and provide the necessary information, reports and statistics according to the present schedule or as soon as possible (within a reasonable time). For all work completed Contractor shall submit to UNDP the respective materials and / or written reports. The Statistical Report should include technical summary describing the survey methodology, sampling and interviewing methods and statistical analysis of the results of the survey.

All reports and studies shall be transmitted to UNDP electronically (Formats of: *.docx, *.xlsx, *.pdf) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor/Implementer about the data transmission of products to the UNDP. The studies/research should be written in Ukrainian. Quality management of conducted activities and final products will be as follows:

1. UNDP contact person will monitor the performance of the tasks on monthly basis in order to avoid the situations of poor performance of the Technical Task.
2. Each tranche pay-out is a subject to approving by the Community Security and Social Cohesion Specialist.
3. Final products, such as Statistical Report, dataset, frequency tables will be approved by the Rule of Law and Access to Justice Specialist.
4. UNDP contact person can visit the survey sites several times during the planned survey time in each area. The Specialist will also selectively listen to 15% of the total number of audio recordings made to control the quality of the study.

V. The proposed schedule of services and payments

Below is a description of the % of the total budget that will be paid after receipt of the following outputs:

Upon completion of Deliverables 1, 2 – 40 % of the Total budget.

Upon completion of Deliverables 3, 4 – 60 % of the Total budget.

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP based on certification of acceptance signed by UNDP.

VI. Experience and Qualifications Requirements

Officially registered Company / Organization with a valid registration (for Ukrainian companies – a company should be registered on the territory controlled by the government of Ukraine) with:

1. Minimum 3 (three) years of experience in conducting public opinion / sociological surveys at least at the regional level.
2. Experience in conducting at least 2 (two) public opinion / sociological surveys of vulnerable and marginalized groups, following the best practices of data protection and strict confidentiality arrangements, including through remote means of data collection, will be an asset.
3. At least 3 (three) conducted public opinion / sociological surveys, dealing with gender-responsive data collection, gender analysis, and bias-free interviewing at the regional level.
4. Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients.
5. Availability of human resources that will ensure due quality and timely implementation of the contract; the Project team proposed for conducting this survey should include at least:
 - Team Leader:
 1. At least 5 (five) years of experience in the developing analytical documents.
 2. At least 3 (three) years of experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing.
 3. At least 3 (three) years of experience in management of complex surveys and assessments.
 4. Availability of at least 3 (three) examples/samples of analytical reports where the candidate was an author or a co-author.
 5. At least Bachelor's degree in social sciences, statistics, management, mathematics, or related fields.
 6. Fluency in Ukrainian and Russian, fluency in English is an advantage.
 - 2 Specialists:
 1. At least 2 (two) years of experience in developing analytical documents.
 2. At least 2 (two) years of experience in conducting sociological surveys, including gender-responsive data collection, gender analysis, and bias-free interviewing.
 3. Personal participation in conducting at least 3 (three) complex surveys and assessments.
 4. At least Bachelor's degree in social sciences, statistics, mathematics, or related fields.
 5. Fluency in Ukrainian and Russian, working knowledge of English is an advantage.
6. Proposed expert team (Team Leader and 2 Specialists) should consist of both women and men (at least 30 % of the team are women, but not more than 70 %).

VII. Documents to be submitted in a technical proposal:

<input checked="" type="checkbox"/>	Copy of Latest Business Registration Certificate and Tax Registration certificate
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<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines date of creation, size, previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.
<input checked="" type="checkbox"/>	Examples/Samples of the documents confirming the experience of conducted public opinion / sociological surveys at the regional level (at least 3 documents in WORD, PDF format or the relevant web link).
<input checked="" type="checkbox"/>	Examples/Samples of the documents confirming the experience in conducting at least 2 (two) public opinion / sociological surveys of vulnerable and marginalized groups - documents in WORD, PDF format or the relevant web link – if available.
<input checked="" type="checkbox"/>	Technical proposal in the form of a work plan and approach/inputs to the performance of suggested methodology and questionnaires. Work plan should be prepared in accordance with the proposed methodology and provisions of these Terms of Reference.
<input checked="" type="checkbox"/>	CVs of the intended team members involved (Team Leader, 2 Specialists) with clear description of their roles in the Project, education, knowledge and previous experience, as well as certification of their availability if selected for this project,
<input checked="" type="checkbox"/>	Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
<input checked="" type="checkbox"/>	Password protected financial proposal in the proposed format (as per the ToR).

VIII. 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:

- compliant with all the minimum evaluation criteria;
- passed the minimum technical score of 70 % (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

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

Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Forms	Score Weight	Maximum score
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1	Experience of the firm / organization submitting the proposal	30%	210
2	Proposed work plan, methodology and approach	30%	210
3	Personnel	40%	280
Total Score		100%	700

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

Technical Evaluation Forms:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel

Evaluation of the Technical Proposal Form 1		Maximum score	Company/other organization		
			A	B	C
The experience of the company / organization submitting the proposal					
1.1	Experience in conducting public opinion / sociological surveys at least at regional level: - 3 years of experience – 35 points; - from 4 to 5 years of experience – 40 points, - 6 years of experience and more – 50 points.	50			
1.2	Asset: Experience in conducting at least 2 (two) public opinion / sociological surveys of vulnerable and marginalized groups, following the best practices of data protection and strict confidentiality arrangements, including through remote means of data collection: - 2 and more conducted surveys – 30 points; - no experience - 0 points.	30			
1.3	Experience in conducting public opinion / sociological surveys at regional level: - 3 conducted surveys – 45 points; - from 4 to 5 conducted surveys– 50 points, - 6 conducted surveys and more – 55 points.	55			
1.4	Reference letters on similar to these Terms of Reference projects from previous Clients / Partners: - 2 positive letters – 35 points, - from 3 to 5 positive letters – 40 points, - 6 positive letters and more – 45 points.	45			
1.5	Composition of Proposed experts team:	30			

	<ul style="list-style-type: none"> - Meeting the requirement “<i>At least 30 % of the team are women (not more than 70 %)</i>” – 30 points - Not meeting the requirement “<i>At least 30 % of the team are women (not more than 70 %)</i>” – 0 points 				
	Total score on Form 1	210			

Evaluation of the Technical Proposal Form 2		Maximum score	Company/other organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted Technical Proposal sufficiently meet the objective and scope of work? - The Technical Proposal generally meets the objectives and scope of work – 55 points; - The Technical Proposal corresponds well to the task, but workload overstated / understated – 60 points; - The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work as per the Terms of Reference – 70 points	70			
2.2	How well developed, reasonable and reliable is the inputs to the proposed methodology and questionnaires of implementation of Services? - The inputs to the methodology were developed with an incomplete understanding of ToR requirements and compliance with the tasks – 55 points; - The inputs to the methodology logically describe a sequence of works – 60 points; - The inputs to the methodology include thorough criteria that demonstrate its feasibility – 70 points	70			
2.3	How well developed and reliable 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 – 55 points. - Work plan includes main components required as per Terms of Reference, but the lack of	70			

	<p>details demonstrates overall approach – 60 points.</p> <p>- Work plan is detailed and includes necessary stages required to meet all goals and fulfil the tasks in full as per Terms of Reference – 70 points.</p>				
	Total score on Form 2	210			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Experience in developing analytical documents: - 5 years of experience – 15 points, - from 6 to 8 years of experience – 17 points, - 9 years of experience and more – 20 points.	20			
3.2	Experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing: - 3 years of experience – 12 points, - from 4 to 6 years of experience – 13 points, - 7 years of experience and more – 16 points.	16			
3.3	Experience in management of complex surveys and assessments: - 3 years of experience – 12 points, - from 4 to 6 years of experience – 13 points, - 7 years of experience and more – 16 points.	16			
3.4	Availability of analytical reports where the candidate was an author or a co-author: - 3 examples/samples – 11 points, - from 4 to 5 examples/samples – 13 points, - 6 examples/samples and more – 16 points.	16			
3.5	Educational background: - Bachelor's degree in social sciences, statistics, management, mathematics, or related fields – 14 points, - Master's degree or equivalent and higher – 16 points	16			

3.6	Language knowledge: - Fluency in Ukrainian and Russian – 14 points, - Fluency in Ukrainian, Russian, and English – 16 points	16			
	Internal score by criteria 3.1 – 3.6	100			
	Specialist 1				
3.7	Experience in the developing analytical documents: - 2 years of experience – 13 points, - from 3 to 5 years of experience – 15 points, - 6 years of experience and more – 20 points.	20			
3.8	Experience in conducting public opinion / sociological surveys, with skills of gender-responsive data collection, gender analysis, and bias-free interviewing: - 2 years of experience – 15 points, - from 3 to 5 years of experience – 17 points, - 6 years of experience and more – 20 points.	20			
3.9	Personal participation in conducting complex surveys and assessments: - 3 surveys – 13 points, - from 4 to 5 surveys – 15 points, - 5 surveys and more – 20 points.	20			
3.10	Educational background: - Bachelor's degree in social sciences, statistics, mathematics, or related fields – 13 points, - Master's degree or equivalent and higher – 15 points	15			
3.11	Language knowledge: - Fluency in Ukrainian and Russian – 12 points, - Fluency in Ukrainian, Russian and working knowledge of English – 15 points	15			
	Internal score by criteria 3.7 – 3.12	90			
	Specialist 2				
3.12	Experience in the developing analytical documents: - 2 years of experience – 13 points, - from 3 to 5 years of experience – 15 points, - 6 years of experience and more – 20 points.	20			
3.13	Experience in conducting public opinion / sociological surveys, with skills of gender-responsive data	20			

	collection, gender analysis, and bias-free interviewing: - 2 years of experience – 15 points, - from 3 to 5 years of experience – 17 points, - 6 years of experience and more – 20 points.				
3.14	Personal participation in conducting complex surveys and assessments: - 3 surveys – 13 points, - from 4 to 5 surveys – 15 points, - 5 surveys and more – 20 points.	20			
3.15	Educational background: - Bachelor's degree in social sciences, statistics, mathematics, or related fields – 13 points, - Master's degree or equivalent and higher – 15 points	15			
3.16	Language knowledge: - Fluency in Ukrainian and Russian – 12 points, - Fluency in Ukrainian, Russian, and working knowledge of English – 15 points	15			
	Internal score by criteria 3.13 – 3.18	90			
	Total score on Form 3	280			195

IX. Financial Proposal

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, according to the abovementioned schedule.

The Contractor will be responsible for all administrative expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

The expenses related to the implementation of services, such as accommodation, meals, technical devices, rental of premises for the activities, travel costs, as well as experts fees and their travel costs should be included in the financial proposal.

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

A. Cost Breakdown per Deliverables

The Proposers should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision.

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, <i>indicate currency</i>
1.	Deliverable 1 and Deliverable 2	40%	
2.	Deliverable 3 and Deliverable 4	60%	
Total all-inclusive cost without VAT, <i>Please indicate currency</i>		100%	



B. Cost breakdown by components

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 if both parties have agreed to add new deliverables to the scope of Services.

No	Activity/Costs	Unit	Number	Price per unit without VAT, <i>indicate currency</i>	Cost without VAT, <i>indicate currency</i>
1.	Staff				
1.1	Team Leader	Month			
1.2	Specialist 1	Month			
1.3	Specialist 2	Month			
1.5	...				
2.	Cost of implementation				
2.1	Finalization of documents				
2.2	Questionnaire testing				
2.3	Sociological survey (<i>please specify the survey method in accordance with methodology/approach suggested in Technical Proposal</i>)				
2.4	Prepare reports				
2.5				
3.	Administrative costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
TOTAL without VAT, <i>please indicate the currency</i>					

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:	