



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: May 30, 2022
	REFERENCE: 2-2022-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Creation of online course with videos (presentations and animation materials) on whistleblower’s rights protection for anti-corruption compliance officers”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Monday, June 13, 2022** and via email to the address below:

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

Your Proposal must be expressed in the **English or Ukrainian or Russian** and valid for a minimum period of **90 days**.

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

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

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

Messages should **not exceed 20 MB in size**. Offers larger than 20 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement

and the solicitation documents. Messages larger than 20 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“2-2022-UNDP-UKR-RFP-RPP”** and **“Creation of online course with videos (presentations and animation materials) on whistleblower’s rights protection for anti-corruption compliance officers”**

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

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

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

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

The Proposal that meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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

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

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

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

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

<https://www.undp.org/procurement/business/protest-and-sanctions>

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:
Mustahsen Qureshi
CE3378EEF97C456...

Mr. Mustahsen Qureshi,
Senior Emergency Operations Manager

May 30, 2022

DS
MA

Description of Requirements

Context of the Requirement	“Creation of online course with videos (presentations and animation materials) on whistleblower’s rights protection for anti-corruption compliance officers”
Brief Description of the Required Services	To meet compliance officers’ demands in enhancing and updating knowledge on whistleblowers, it is planned to create the on-line course on whistleblowing for anti-corruption compliance officers with the main focus on whistleblowers’ rights protection. This will be used for follow-up trainings and consulting activities on the topic “Whistleblower’s rights protection” for representatives of local authorities in Donetsk and Luhansk oblasts (government-controlled area).
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1. Detailed workplan with a timeline and a brief justification of the methods and tools that will be used is developed, submitted to and approved by the Anti-corruption Specialist.</p> <p>Deliverable 2. Develop the course that includes video lectures with screencasts, lecture materials, a dialogue simulator for modulating the compliance officer's communication with the whistleblower, tests for knowledge checking, game modules for mastering the procedure of examining whistleblowers’ reports and working with the Unified portal of whistleblowers’ reports, 3-d simulation of the compliance officer's interaction with whistleblowers, other interactive forms of learning are included in the course. Video lectures comprised of respective topics are created. Videos with screencasts and all additional materials for on-line course are submitted to and approved by the Anti-corruption Specialist.</p> <p>Deliverable 3. A user-friendly and easy-to-use e-learning online instruments for the course, including tests assessment, certificate issuing, etc. (see Annex 2 and 3) are developed. An online course is uploaded on the temporary online education platform before transferring this course to NACP and a link on https://unrpp.school/ platform is created. E-learning online course is submitted to Anti-corruption Specialist for proof-reading and testing. The final version of e-learning online course is submitted and approved by the Anti-corruption Specialist. Final Report is prepared, submitted, and approved by the Anti-corruption Specialist.</p>
Person to Supervise the Work/Performance of the Service Provider	Anti-corruption Specialist
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached

Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	June 2022
Target completion date	November 2022
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD). UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org or <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
A pre-proposal conference will be held on:	Pre-Bidding Conference will be held on Monday, June 06, 2022 at 11:00 (Kyiv time) via Skype. Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 2-2022-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	The payments shall be arranged in the following way: 20% - upon completion of Deliverable 1. 40% - upon completion of Deliverable 2. 40% - upon completion of Deliverable 3.

	The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Coordinator
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal: 33% <input checked="" type="checkbox"/> Proposed Concept and Workplan: 28% <input checked="" type="checkbox"/> Personnel: 39% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)

Contact Person for Inquiries (Written inquiries only)¹	<p><i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Documents to be submitted in proposal	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal). <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any). <input checked="" type="checkbox"/> A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization. <input checked="" type="checkbox"/> A work plan with a proposed work schedule indicating the persons responsible for each area of activity. <input checked="" type="checkbox"/> Concept note of future on-line course in the form of presentation with visualization and ideas for interactive part. <input checked="" type="checkbox"/> CVs of the project team members (Team Leader / Project Manager, Project Assistant / Copywriter, Videographer, IT Expert and others if applicable), including the information on education, language knowledge and experience in implementing similar projects/objectives, as well as confirmation from each team member that they are available for the entire duration of the contract. <input checked="" type="checkbox"/> The company's portfolio of the previous projects (at least 3 (three) links to on-line courses created by the Contractor). <input checked="" type="checkbox"/> At least 2 (two) recommendation letters from the previous Customer / Partner related to the creating on-line courses. <input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information Related to the RFP

Administrative Requirements

Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:

- ✓ Offers must be submitted within the stipulated deadline.
- ✓ Offers must meet required Offer Validity.
- ✓ Offers have been signed by the proper authority.
- ✓ Offers include requested company/organization documentation as mentioned above in «Documents to be submitted section”.
- ✓ Offers must comply with general administrative requirements.

Experience and Qualification Requirements

An organization submitting a proposal:

- ✓ A company / organisation with a valid registration for at least 2 (two) years (for Ukrainian companies / organizations – company / organization should be registered in the territory controlled by the government of Ukraine).
- ✓ At least 3 (three) years of experience in development of online platform or websites, portals.
- ✓ Availability of a portfolio of the previous projects: at least 3 (three) links to on-line courses created by a Contractor.
- ✓ At least 2 (two) recommendation letters from the previous Customer / Partner related to the creating on-line courses.
- ✓ Experience in creating at least 1 (one) on-line learning course in transparency, good governance, or other related topics is considered as an asset.
- ✓ Proposed expert team (Team Leader / Project Manager, Project Assistant / Copywriter, Videographer, IT Expert) should consist of both women and men (at least 25 % of the team are women, but not more than 75 %).
- ✓ Experience of previous successful cooperation with UN system organizations or international organizations will be considered as an asset.
- ✓ Availability of human resources that will ensure due quality and timely implementation of the contract. The project team will include Team Leader / Project Manager, Project Assistant / Copywriter, Videographer and IT Expert (please propose reasonable team composition, which may exceed the minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

Team Leader / Project Manager:

- ✓ At least a Master’s (or equivalent) degree in Law, Social sciences, Management, Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or another relevant field.
- ✓ Minimum 2 (two) years of professional experience in project management / team management.

	<ul style="list-style-type: none"> ✓ Minimum 2 (two) successfully implemented projects on / or video, multimedia content production and online platform development. ✓ Experience in cooperation with government institutions would be considered an asset. ✓ Fluency in Ukrainian and Russian. Working knowledge of English is an advantage. <p><i>Project Assistant / Copywriter:</i></p> <ul style="list-style-type: none"> ✓ At least Bachelor's degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere. ✓ Minimum 2 (two) years of professional experience in administrative support, video production, organization of training courses, copywriting, etc. ✓ Fluency in Ukrainian and Russian. Working knowledge of English is an advantage. <p><i>Videographer:</i></p> <ul style="list-style-type: none"> ✓ At least Bachelor's degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere. ✓ Minimum 2 (two) years of relevant experience in video and multimedia content production. ✓ Fluency in Ukrainian and Russian. Working knowledge of English is an advantage. <p><i>IT Expert:</i></p> <ul style="list-style-type: none"> ✓ At least Bachelor's degree in information technology, computer science or other related field. ✓ At least 2 (two) years of experience in software development and implementation is required. ✓ At least 2 (two) examples of interactive learning platforms and/or data visualization products developed by expert. ✓ Fluency in Ukrainian and Russian is required. <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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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 **2-2022-UNDP-UKR-RFP-RPP** dated **May 30, 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) Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).

b) Copies of other licenses or certificates (if any).

c) A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company / organization.

d) The company's portfolio of the previous projects (at least 3 (three) links to on-line courses created by the Contractor).

e) At least 2 (two) recommendation letters from the previous Customer / Partner related to the creating on-line courses.

f) Brief Company Profile (table below).

BRIEF COMPANY PROFILE

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

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

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

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

Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
References	At least 2 (two) recommendation letters from the previous Customer / Partner related to the creating on-line courses as well as contact details of referees.
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

a) Concept note of future on-line course in the form of presentation with visualization and ideas for interactive part.

b) A work plan with a proposed work schedule indicating the persons responsible for each area of activity.

C. Qualifications of Key Personnel

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

a) CVs of the project team members (Team Leader / Project Manager, Project Assistant / Copywriter, Videographer, IT Expert and others if applicable), including the information on education, language knowledge and experience in implementing similar projects/objectives.

b) Written confirmation from each team member that they are available for the entire duration of the contract.

Financial Proposal

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

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

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

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

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

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

A. Cost Breakdown per Deliverables*

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

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT**, indicate currency
1.	Deliverable 1	20%	
2.	Deliverable 2	40%	
3.	Deliverable 3	40%	
Total all-inclusive cost without VAT**, indicate currency		100%	

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

B. Cost Breakdown by Cost Components:

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

No.	Activity/Costs	Unit	Number	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
1.	Personnel				
1.1	Team Leader	month			
1.2	Project Assistant/Copywriter	month			
1.3	Videographer	month			
1.4	IT expert	month			
...					
2.	Administration Costs (if necessary)				
2.1					
...					
3.	Other (if any - to define clearly activities/costs)				
3.1	Video recording and editing	service			
...					
TOTAL without VAT**, indicate currency					

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

****Dear Partners!**

The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.

Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.

The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.

In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";
- Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;
- in column 2 of section B – supplier's (seller's) services nomenclature;
- in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;
- in columns 4 and 5 - unit of services measurement;
- in column 6 - quantity (volume) of services delivery;
- in column 7 - the price of the service unit supply, excluding VAT;

- *in column 8 - VAT rate code 903;*
- *in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*
- *in column 10 - supply volume, excluding VAT (prepayment amount).*

Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."

Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.

Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.

Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.

Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.

Terms of Reference

Project Title:	United Nations Recovery and Peacebuilding Programme
Post Title:	Creation of online course with videos (presentations and animation materials) on whistleblower's rights protection for anti-corruption compliance officers
Starting date of the assignment:	June 2022
Duration of the assignment:	Up to 6 months
Primary Supervisor's name and functional post:	Anti-corruption Specialist
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralization Reform)

I. Background Information

The United Nations Development Programme (UNDP) has been actively working in eastern Ukraine for the past decade, prior to the conflict, focusing on community and civil society development, and environmental protection.

Since 2015, upon request from the Government of Ukraine, UNDP started its work on addressing conflict-related challenges by early engagement, establishing partnerships through the **United Nations Recovery and Peacebuilding Programme (UN RPP)**. The UN RPP is a multi-donor funded framework programme, jointly implemented by four UN partnering agencies: UNDP, UN Women, FAO, and UNFPA in cooperation with the government of Ukraine.

The UN RPP was designed to **respond to and mitigate the causes and effects of the conflict**. The UN RPP is an integral component of the UNDP Country Programme. It is fully aligned with the United Nations Partnership Framework (UNPF), closely interlinked with the Democratic Governance and Reform Programme, operating national wide and in all of Ukraine's regions.

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralisation Reform

Component 3: Community Security and Social Cohesion.

The Programme is pooling funds employing a multi-sectoral programme-based approach and is implementing using an area-based methodology and unifying interventions framework for 12 projects funded by 12 international partners.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) had countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the oblasts. It will contribute to peacebuilding and prevent further escalation of conflict in Ukraine through effective and accountable decentralisation, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavour will be achieved through the pursuit of the following specific **objectives**:

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

One of the priorities of the objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services. Anti-corruption efforts are framed in the principles of good governance, including transparency, accountability, and participation of all stakeholders to ensure effective and efficient local governance for all people, including internally displaced persons. This will include a series of training sessions, on-line courses, elaboration of strategic anti-corruption plans and a small grants program.

In 2019, amendments to the Law of Ukraine "On corruption prevention" regarding whistleblowers were adopted. Under the national law compliance officers stand out as key implementors of anticorruption agenda at their place of work (on the central, regional or local level), including work with whistleblowers. To meet compliance officers' demands in enhancing and updating knowledge on whistleblowers, it is planned to create the on-line course on whistleblowing for anti-corruption compliance officers with the main focus on whistleblowers' rights protection. This will be used for follow-up trainings and consulting activities on the topic "Whistleblower's rights protection" for representatives of local authorities in Donetsk and Luhansk oblasts (government-controlled area).

II. Main objectives of the assignment

The UNDP is seeking a Contractor to develop the e-learning online course with videos (presentations and animation materials) on whistleblower's protection for anti-corruption compliance officers.

III. Duties and Responsibilities

Under the direct supervision of the Anti-corruption Specialist and in consultation with representatives of NACP (National corruption prevention agency) the Contractor will be responsible for the following key tasks:

1. Develop a detailed workplan with a timeline and a brief justification of the methods and tools that will be used. Submit workplan to the Anti-corruption Specialist for approval.
2. Develop the course that includes video lectures with screencasts, lecture materials, a dialogue simulator for modulating the compliance officer's communication with the whistleblower, tests for knowledge checking, game modules for mastering the procedure of examining whistleblowers' reports and working with the Unified portal of whistleblowers' reports, 3-d simulation of the compliance officer's interaction with whistleblowers, other interactive forms of learning (see Annex 2).
3. Video lectures are comprised of (but not limited to) the following topics:
 - International standards of whistleblowing and whistleblowers' rights guarantees (UN conventions, EU Directives, ECHR practice);
 - The definition, rights and guarantees of the whistleblower;
 - Scope of powers and principles of the compliance officer's interaction with whistleblowers regarding whistleblowers' rights protection;
 - Channels for whistleblowers' reports on corruption. The Unified portal of whistleblowers' reports;
 - Procedures for receiving and reviewing whistleblowers' reports;

- The compliance officer's interaction with special subjects of corruption prevention;
 - Cooperation with whistleblowers. Establishing psychological contact with whistleblowers by means of emotional intelligence. Procedural interview techniques usage in interaction with whistleblowers;
 - Creating favorable terms for whistleblowers and a corporate culture of respect for whistleblowers;
 - Best national and international practices of whistleblowers' rights protection.
4. Submit videos with screencasts and all additional materials for on-line course to the Anti-corruption Specialist for review and approval.
 5. Develop a user-friendly and easy-to-use e-learning online instruments for the course, including tests assessment, certificate issuing, etc. (see Annexes 1 and 2). When creating the course, the main colours, logos, navigation elements should be used in accordance with Visual and Communication Guideline UN RPP and the NAPC Brand Book (Guideline and Brand Book will be provided upon request). All visual components of on-line course must be submitted to and approved by Communication Specialist UN RPP.
 6. Upload an online course on the temporary online education platform before transferring this course to NACP and create a link on <https://unrpp.school/> platform.
 7. Submit e-learning online course to Anti-corruption Specialist for proof-reading and testing.
 8. Prepare a Final Report with recommendations, challenges, lessons learned etc.
 9. Submit the final version of e-learning online course and the Final Report to the Anti-corruption Specialist for approval.

IV. Requirements for warranty support / Product handover

Contractor should provide administration support services, including service maintenance (elimination of errors, software malfunctions, fixing bugs and other relevant problems upon UNDP request), quality hosting and secure domain name for 1 (one) year since contract commencement.

Along with the Course, Contractor shall transfer to UNDP all copyright (namely: a) the exclusive right to use the produced video and audio clips, b) the exclusive right to authorize or prohibit the use of the produced video and audio clips by other persons) and related rights, right of ownership to the video and all video materials related to preparation of the video.

V. Deliverables

In view of the above, the Contractor will provide the following deliverables:

No.	Deliverables	Deadline
1.	Detailed workplan with a timeline and a brief justification of the methods and tools that will be used is developed, submitted to and approved by the Anti-corruption Specialist.	By the end of 1 st week since contract commencement
2.	Develop the course that includes video lectures with screencasts, lecture materials, a dialogue simulator for modulating the compliance officer's communication with the whistleblower, tests for knowledge checking, game modules for mastering the procedure of examining whistleblowers' reports and working with the Unified portal of whistleblowers' reports, 3-d simulation of the compliance officer's interaction with whistleblowers, other interactive forms of learning are included in the course. Video lectures comprised of respective topics are created.	By the end of 18 th week since contract commencement

	Videos with screencasts and all additional materials for on-line course are submitted to and approved by the Anti-corruption Specialist.	
3.	<p>A user-friendly and easy-to-use e-learning online instruments for the course, including tests assessment, certificate issuing, etc. (see Annex 2 and 3) are developed.</p> <p>An online course is uploaded on the temporary online education platform before transferring this course to NACP and a link on https://unrpp.school/ platform is created.</p> <p>E-learning online course is submitted to Anti-corruption Specialist for proof-reading and testing.</p> <p>The final version of e-learning online course is submitted and approved by the Anti-corruption Specialist.</p> <p>Final Report is prepared, submitted, and approved by the Anti-corruption Specialist.</p>	By the end of 24 th week since contract commencement

IV. Monitoring / Reporting requirements / Quality assurance measures

The Contractor will directly report to UNDP Anti-corruption Specialist and Programme Coordinator on weekly or any other agreed basis. The Contractor will participate in the Project meetings (by Skype) and will share work progress.

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

All reports and studies UNDP shall be transmitted electronically (Formats of: * .docx, * .xlsx, * .pptx, * .pdf) on electronic source or in the form of electronic communication. The studies/research/reports should be written in Ukrainian.

In the event of any unforeseen situations - or questions about the quality of research - all materials will be transferred to the working group comprised of representatives of UNDP, NACP and other experts involved. As a guarantee of high quality of materials will be held meetings and consultations at which all materials will be reviewed and all comments and revisions will be accepted.

V. Proposed Payment Schedule

20% - upon completion of Deliverable 1.

40% - upon completion of Deliverable 2.

40% - upon completion of Deliverable 3.

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

VI. Minimum Qualifications and Experience

- A company / organisation with a valid registration for at least 2 (two) years (for Ukrainian companies / organizations – company / organization should be registered in the territory controlled by the government of Ukraine).
- At least 3 (three) years of experience in development of online platform or websites, portals.

- Availability of a portfolio of the previous projects: at least 3 (three) links to on-line courses created by a Contractor.
- At least 2 (two) recommendation letters from the previous Customer / Partner related to the creating on-line courses.
- Experience in creating at least 1 (one) on-line learning course in transparency, good governance, or other related topics is considered as an asset.
- Proposed expert team (Team Leader / Project Manager, Project Assistant / Copywriter, Videographer, IT Expert) should consist of both women and men (at least 25 % of the team are women, but not more than 75 %).
- Experience of previous successful cooperation with UN system organizations or international organizations will be considered as an asset.
- Availability of human resources that will ensure due quality and timely implementation of the contract. The project team will include Team Leader / Project Manager, Project Assistant / Copywriter, Videographer and IT Expert (please propose reasonable team composition, which may exceed the minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

Team Leader / Project Manager:

- At least a Master's (or equivalent) degree in Law, Social sciences, Management, Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or another relevant field.
- Minimum 2 (two) years of professional experience in project management / team management.
- Minimum 2 (two) successfully implemented projects on / or video, multimedia content production and online platform development.
- Experience in cooperation with government institutions would be considered an asset.
- Fluency in Ukrainian and Russian. Working knowledge of English is an advantage.

Project Assistant / Copywriter:

- At least Bachelor's degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere.
- Minimum 2 (two) years of professional experience in administrative support, video production, organization of training courses, copywriting, etc.
- Fluency in Ukrainian and Russian. Working knowledge of English is an advantage.

Videographer:

- At least Bachelor's degree in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere.
- Minimum 2 (two) years of relevant experience in video and multimedia content production.
- Fluency in Ukrainian and Russian. Working knowledge of English is an advantage.

IT Expert:

- At least Bachelor's degree in information technology, computer science or other related field.
- At least 2 (two) years of experience in software development and implementation is required.
- At least 2 (two) examples of interactive learning platforms and/or data visualization products developed by expert.
- Fluency in Ukrainian and Russian is required.

VII. Documents to be Included when Submitting the Proposals

Applicants shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).
<input checked="" type="checkbox"/>	A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company / organization.
<input checked="" type="checkbox"/>	A work plan with a proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Concept note of future on-line course in the form of presentation with visualization and ideas for interactive part.
<input checked="" type="checkbox"/>	CVs of the project team members (Team Leader / Project Manager, Project Assistant / Copywriter, Videographer, IT Expert and others if applicable), including the information on education, language knowledge and experience in implementing similar projects/objectives, as well as confirmation from each team member that they are available for the entire duration of the contract.
<input checked="" type="checkbox"/>	The company's portfolio of the previous projects (at least 3 (three) links to on-line courses created by the Contractor).
<input checked="" type="checkbox"/>	At least 2 (two) recommendation letters from the previous Customer / Partner related to the creating on-line courses.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the work plan.

VIII. Evaluation Criteria and Evaluation Method**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 Qualifications and Experience and
- passed the 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 a 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 the financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

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

Technical criteria

Summary of Technical Proposal Evaluation Form	Score Weight	Max Points obtainable
Experience of Company / Organization submitting the proposal	33%	230
Proposed Concept and Workplan	28%	200
Personnel	39%	270
Total	100%	700

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

Technical Evaluation Forms:

- Form 1. Experience of Company / Organization submitting the proposal.
- Form 2. Proposed Concept and workplan.
- Form 3. Personnel

Evaluation of technical proposal		Maximum score	Company / Other organization		
Form 1			A	B	C
Experience of Company / Organization submitting the proposal					
1.1	Experience in development of online platform or websites, portals: - 3 years – 40 points; - 4 years – 45 points; - 5 years and more – 50 points.	50			
1.2	Availability of a portfolio of the previous projects: - 3 (three) links to on-line courses created by a Contractor – 40 points - more than 3 (three) links – 50 points	50			
1.3	Experience in creating of on-line learning courses in transparency, good governance, or other related topics: - 1 course created – 40 points; - no courses – 0 points.	40			
1.4	Recommendation letters from the previous Customer/Partner related to the creating on-line courses: 2 letters – 30 points; 3 letters – 35 points;	40			

	4 and more letters – 40 points.				
1.5	Experience of previous successful cooperation with UN system organizations or other international organizations: availability of experience – 20 points; no experience – 0 points.	20			
1.6	Composition of Proposed experts team: Meeting the requirement “Proposed expert team (Team Leader / Project Manager, Project Assistant / Copywriter, Videographer, IT Expert) consists of both women and men (at least 25 % of the team are women, but not more than 75 %) – 30 points; Not meeting the requirement ““Proposed expert team (Team Leader / Project Manager, Project Assistant / Copywriter, Videographer, IT Expert) consists of both women and men (at least 25 % of the team are women, but not more than 75 %) – 0 points.	30			
Overall score on Form 1		230			

Evaluation of technical proposal		Maximum score	Company / Other organization		
Form 2			A	B	C
Proposed Concept and workplan					
2.1	<p>How well-elaborated, reasonable and reliable is the Concept note?</p> <p>- The proposed Concept note (based on presentation of future on-line course content with visualisation and ideas for interactive part) was developed with an incomplete understanding and unclear vision – 70 points.</p> <p>- The proposed Concept note (based on presentation of future on-line course content with visualisation and ideas for interactive part) logically describes a sequence of works – 90 points.</p> <p>- The proposed Concept note (based on presentation of future on-line course content with visualisation and ideas for interactive part) includes thorough criteria demonstrating its feasibility – 110 points.</p>	110			

2.2	<p>How well developed and reliable is the work plan?</p> <p>- The proposed work plan contains some discrepancies – 70 points.</p> <p>- The organization provided a balanced and realistic work plan – 90 points.</p>	90			
Overall score on Form 2		200			

Evaluation of technical proposal Form 3		Maximum score	Company / Other organization		
			A	B	C
Personnel					
Team Leader / Project Manager					
3.1	Educational background in Law, Social sciences, Management, Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or another relevant field (Master’s degree or equivalent – 7 points, PhD or equivalent and higher – 10 points).	10			
3.2	Professional experience in project management / team management (2 years – 16 points, 3 years or more – 20 points).	20			
3.3	Successfully implemented projects on / or video, multimedia content production and online platform development (2 projects – 25 points, 3 projects and more – 30 points).	30			
3.4	Experience in cooperation with government institutions (availability of experience – 10 points, no experience – 0 points).	10			

3.5	Language knowledge (Fluency in Ukrainian and Russian – 7 points, Fluency in Ukrainian, Russian and working knowledge of English – 10 points).	10			
Interim score according to criteria 3.1 – 3.5		80			
Project Assistant / Copywriter					
3.6	Educational background in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere (Bachelor's degree or equivalent – 7 points, Master's degree or equivalent and higher – 10 points).	10			
3.7	Professional experience in administrative support, video production, organization of training courses, copywriting, etc (2 years – 25 points, 3 – 4 years – 27 points, 5 years or more – 30 points).	30			
3.8	Language knowledge (Fluency in Ukrainian and Russian – 7 points, Fluency in Ukrainian, Russian and working knowledge of English – 10 points).	10			
Interim score according to criteria 3.6 – 3.8		50			
Videographer					
3.9	Educational background in Computer Science, Computer Engineering, Telecommunications, Information and Communication Technology or other ICT-related sphere (Bachelor's degree or equivalent – 16 points, Master's degree or equivalent and higher – 20 points).	20			
3.10	Relevant experience in video and multimedia content production (2 years – 26 points, 3 years – 27 points, 4 years or more – 30 points).	30			

3.11	Language knowledge (Fluency in Ukrainian and Russian – 7 points, Fluency in Ukrainian, Russian and working knowledge of English – 10 points).	10			
Interim score according to criteria 3.9 – 3.11		60			
IT expert					
3.12	Educational background in information technology, computer science or other related field (Bachelor's degree – 7 points, Master degree or equivalent and higher – 10 points).	10			
3.13	Experience in software development and implementation (2 years – 25 points, 3 or more – 30 points).	30			
3.14	Examples of interactive learning platforms and/or data visualization products developed by expert (2 examples – 30 points, 3 or more examples – 35 points).	35			
3.15	Fluency in Ukrainian and Russian – 5 points.	5			
Interim score according to criteria 3.12 – 3.15		80			
Overall score on Form 3		270			

IX. Financial Proposal

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

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

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

A. Cost Breakdown per Deliverables

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

No.	Deliverable	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	20%	
2.	Deliverable 2	40%	
3.	Deliverable 3	40%	
Total all-inclusive cost without VAT, indicate currency		100%	

B. Cost Breakdown by Cost 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 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.	Personnel				
1.1	Team Leader	month			
1.2	Project Assistant/Copywriter	month			
1.3	Videographer	month			
1.4	IT expert	month			
...					
2.	Administration Costs (if necessary)				
2.1					
...					
3.	Other (if any - to define clearly activities/costs)				
3.1	Video recording and editing	service			
...					
TOTAL without VAT, indicate currency					

Annex 1. Technical requirements for e-learning online course

Minimum technical requirements:

1. Minimum functional requirements to the Learning Management System stated:

- built-in user authorization system via the e-mail;
- automatic and comprehensive adaptation of all the product web-pages for mobile devices;
- user authentication system;
- built-in certificates generation system with the availability to verify each certificate's authenticity.

The LMS must support at least two latest versions of the following browsers: Safari, Opera, Google Chrome, Mozilla Firefox.

2. Minimum technical requirements:

Video track requirements:

Video file duration: 5 to 15 minutes.

Resolution: 2560x1440 without digital coding artifacts

Bitrate: 40 Mbps or higher

Codec: h.264

Container: mp4

Number of plans: 2 (general and major)

Requirements for the background: solid white or solid pastel color or solid dark color

Lighting requirements if needed: bright studio light of neutral light temperature without sharp shadows.

Audio track requirements:

Audio codec: AAC

Sample rate: 48 kHz

Audio Quality: High

Bitrate: 320 kbps

No digital coding artifacts, extraneous noise and audio interference.

Lack of desynchronization with the video track or mounting gluing, which negatively affects the perception of the audiovisual series of educational videos.

3. Learning management system requirements

Educational data placement: **LMS [platform name] domain [platform address www.]**

The developed online platform and website must be designed in such a way that they can be used for:

- Placement of project materials: manuals, recommendations, videos uploaded to the YouTube platform, best practices, etc., in electronic form in the most common file types (mostly text files), in particular, PDF as an attachment, and other formats - DOC, DOCX, PPT, PPTX, XLS, XLSX. MP4, MOV, WMV, etc.
- conducting online courses for about X users (provided that about X users can participate in the course at different times - ie at peak hours), consisting of X separate modules, where each module will be a separate video with supporting materials (for example, PDF files) - the online course will be available to all users;
- conducting online tests on the course materials for all users with user authorization via e-mail - user data must be stored and protected in accordance with applicable standards;
- Collecting information through online surveys (multiple choice), providing the user with instant results based on the answers provided - possible, but not required, with the ability to download the results in the form of a text file (eg PDF).

Annex 2. General requirements for the development of course modules

The course should include video lectures with screencasts, lecture materials, a dialogue simulator for modulating the compliance officer's communication with the whistleblower, tests for knowledge checking, game modules for mastering the procedure of examining whistleblowers' reports and working with the Unified portal of whistleblowers' reports, 3-d simulation of the compliance officer's interaction with whistleblowers, other interactive forms of learning.

Program. It should contain a breakdown of at least 9 topics. The draft of program for approval must be in Word format in Ukrainian.

Presentations. The drafts of presentations for approval should be prepared in PowerPoint for each unit. Each presentation should be up to 20 slides (can be increased on request). Slide language is Ukrainian.

Text. Each draft of presentation for approval requires a separate Word document with text for each slide. This text will be read by a professional speaker. The average reading duration should be approximately 130 words per minute (for example, in the case of 5-minute presentation of one unit in the document should be approximately $5 \times 130 = 650$ words for reading by the speaker). The language of the text is Ukrainian.

Additional materials. Materials should be prepared for each topic. This can include copyrighted materials of consultant selected by the UNDP, as well as links to materials in the public domain (it is important to keep in mind that the links should not go to another video, or to a document / book with a volume of more than 20 pages).

Tests for assessing knowledge. Tests should be for each topic (5-10 questions), as well as a final test (up to 20 questions). The text of the tests should be in Ukrainian in Word format (with assessment options, yes / no, answer options, etc.).

Production of training video content:

- Each topic should include 1-6 videos with animation and presentation. Videos should be in an animated presentation format.
- Video content with animation and presentation materials should be accompanied by voice-over text, the text should be read by the speaker in Ukrainian.
- The speaker's intonation should be consistent with the training material, with the necessary pauses, accents, stresses, etc.
- At the beginning of each course, the speaker should indicate the topic of the course and its developer (UNDP, NACP and Contractor).
- The contractor must unify all the slides in a single style and tailored to the branding of UNDP.
- At the beginning of each video it is necessary to place logos (logos will be provided).
- The end of each video should also show the UNDP logo and the text of the disclaimer (provided by UNDP).
- All created e-learning materials must have a unique, universal graphic design that matches the topics they cover.
- Video content should be at least 5 minutes in length, but not exceeds 60 minutes (if it's long, it should be broken into short videos of no more than 5-15 minutes). The duration and content of each topic must be agreed upon with UNDP.
- Video recordings must have Ukrainian subtitles.
- Images, graphics and illustrations should be used in the video to facilitate the learning process.
- Video content should be structured clearly and conveniently, and divided into sections, categories and subcategories.



- All ready-made materials for training, including video materials, should be transferred to UNDP but should not be transferred to third parties, as it is the intellectual property of UNDP.
- The final visual design must be agreed with UNDP.
- The contractor must provide UNDP with all the source files and copyrights for the developed products.

Design. The design should meet the educational objectives of the course, be fascinating, modern, restrained and unobtrusive. When working with the course, users should have no problems, regardless of whether they have special technical knowledge. Course navigation should be simple, obvious and effective.

Other requirements:

- Prepare images for each topic to be displayed on the main page.
- Develop a certificate design and agree with UNDP (costs of UNDP designer will be covered by UNDP).
- An image should be placed at the top of the main page, previously agreed with UNDP, corresponding to the course theme. Also, a text about the project should be added to the main page (will be provided by UNDP).
- At the bottom of the page should be a footer with information about project support, a disclaimer.
- Upon completion of the online course, all administrator rights, codes, instructions to coding, logins and passwords from the system should be transferred to UNDP.

Model Contract

<p>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</p> 	<p>Contract for Goods and/or Services Between the United Nations Development Programme and</p> 
<p>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна</p> <p>2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:</p>	<p>1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine</p> <p>2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:</p>
<p>3. Посилання на номер договору (напр., номер присудження договору):</p>	<p>3. Contract Reference (e.g. Contract Award Number):</p>
<p>4. Довгострокова угода: Ні</p>	<p>4. Long Term Agreement: No</p>
<p>5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services</p>
<p>6. Тип Послуг:</p>	<p>6. Type of Services:</p>
<p>7. Дата початку Договору:</p>	<p>7. Contract Starting Date:</p>
<p>8. Дата завершення Договору:</p>	<p>8. Contract Ending Date:</p>
<p>9. Загальна сума Договору: 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:</p> <p>Посада: керівник Адреса: Номер телефону: Факс: Email:</p>	<p>13. Contractor's Contact Person's Name:</p> <p>Title Address: Telephone number: Fax: Email:</p>
<p>14. Ім'я контактної особи ПРООН:</p> <p>Посада: Адреса: Тел.: Email:</p>	<p>14. UNDP Contact Person's Name:</p> <p>Title: Address: Telephone number Email:</p>
<p>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ</p>	<p>15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU</p>

<p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>	<p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>
<p>Від імені Підрядника / For the Contractor</p>	<p>Від імені ПРООН / For UNDP</p>
<p>Підпис / Signature:</p>	<p>Підпис / Signature:</p>
<p>Ім'я / Name:</p>	<p>Ім'я / Name:</p>
<p>Посада / Title:</p>	<p>Посада / Title:</p>
<p>Дата / Date:</p>	<p>Дата / Date:</p>