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REQUEST FOR PROPOSAL

Company for the Elaboration of Investment Profiles and a Local Investment Attraction Framework

RFP No.: 443-2020-UNDP-UKR-RFP

Project: UN Recovery and Peacebuilding Programme

Country: Ukraine

Issued on: 25 August 2020

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.rpp.ua@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:





Name: Mr. Ivan Borysov

Name: Mr. Sukhrob Kakharov

Title: Procurement Associate

Title: Operations manager, UNDP

Date: **August 25, 2020**

Date: **August 25, 2020**



Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the	<p>8.1 The Proposal shall comprise of the following documents:</p>

Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission</p>

	of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.

<p>Email Submission</p>	<p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in</p>

	<p>the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,

	<ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information

	<p>provided by the Bidder;</p> <ul style="list-style-type: none"> b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

	<p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=de

	fault
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Ukrainian, Russian, English Any language listed is acceptable, English is preferable. Certificates, registration documents, licenses issued in local language do not require translation.
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Pre-Bidding Conference will be held on 01-Sep-2020 at 15-00 pm 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: 443-2020-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed

9	40	Performance Security	Not Required
10	18	Currency of Proposal	<p>United States Dollar</p> <p><input checked="" type="checkbox"/> Local Currency – can be considered.</p> <p>Reference date for determining UN Operational Exchange Rate: August 2020, please refer to treasury.un.org</p>
11	31	Deadline for submitting requests for clarifications/questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p><i>Procurement Unit</i></p> <p><i>UNDP Ukraine</i></p> <p>procurement.rpp.ua@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://procurement-notice.undp.org
14	23	Deadline for Submission	Till 09.09.2020, Wednesday, 11:59 (midday) Kyiv time
14	22	Allowable Manner of Submitting Proposals	<p>Only through e-tendering system</p> <p>https://etendering.partneragencies.org</p>
15	22	Proposal Submission Address	<p>Official Address for e-submission: e-tendering system</p> <p>https://etendering.partneragencies.org</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files, ZIP archives only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted.

			<ul style="list-style-type: none"> ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Time Zone to be Recognized: [Kyiv +2] ▪ Max. File Size per transmission: 20 MB <ul style="list-style-type: none"> ▪ Mandatory subject of email: 443-2020-UNDP-UKR-RFP National Company for the Elaboration of Investment Profiles and a Local Investment Attraction Framework ▪ Other conditions: <i>Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</i>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70% of the obtainable score of 700 points.</p>
18		Expected date for commencement of Contract	September 2020
19		Maximum expected duration of contract	18 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	UNDP Contract for Goods and Services
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Mixed Goods and Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Required documents

<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment's implementation methodology for conducting the assessment of investment environment at the local level, as well as the elaboration of the Investment profiles of the pilot communities and Local Investment Standard (Image strategies) with indication approach to the performance of each Stage.
<input checked="" type="checkbox"/>	Copy of the Statute/Charter of the applicant.
<input checked="" type="checkbox"/>	Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	Minimum 2 references on similar projects from previous clients.

Duly signed Technical proposal as per Forms A, B and E, including information as follows:

- An officially registered company or organization in Ukraine. Applicants might submit their proposals as members of the partnership. In this case, the contract will be concluded with the principal organization. The principal organization shall conclude all partnership agreements. A legal partnership registration address is not required for these purposes. However, various organizations or companies shall commit themselves to cooperate to fulfil the terms of the contract;
- Has at least 5 implemented projects on development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs (to prove the expertise the bidder can provide a list of developed and adopted documents on investment assessment, samples of the elaborated investment profiles, local investment development programs, links to official websites of local self-government bodies containing approved project materials, copies of positive findings of project expertise);
- has proven experience in the field of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches in creating favourable conditions for businesses and investment attraction at the local level;
- At least 2 references from past customers on similar activities;
- Has the experience in the development of guidelines, manuals, etc. on creating favourable conditions for businesses and investment attraction at the local level.
- CVs of responsible staff highlighting experiences in servicing similar contracts, including relevant certificates, accreditations and awards received as per Form E, Section 3 with indication of the role in the team:

Project Team Leader:

- At least a Master's degree in economics, law, management and other relevant fields;
- At least 5 years of experience in work supervision in the field of project management, economics, law, as well as the creation of favourable conditions for businesses and investment attraction at the local level;
- At least 5 projects on the development of investment profiles of the communities and investment procedures regulations documents at the local level (design and implementation of the investment development programs at the local level);
- At least 3 projects on the capacity building on the raising of the investment attraction at the local level;
- Proficiency in English.

Key Experts 1 and 2 (sociologists):

- Higher education in the field of sociology, management, analysis and other relevant fields;
- At least 5 years of experience in the field of sociology, surveys and analysis;
- At least two projects on the assessment of the investment environment and raising the opportunities for doing business at the local level.

Key Expert 3 (investment expert):

- Higher education in the field of economics, finance, tax, investment policy or another related sphere;
- At least 5 years of experience in the field of local investment policies assessment;
- At least two projects on the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level.

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

- Training certificates of the personnel proposed for the assignment, relevant to the requirements of the TOR;
- **Financial proposals as per forms F and G.** Financial proposal must be **in a separate file and password protected.**

Documents to be ready for provision on pre-employment check for the staff proposed for the assignment:

- At least three professional references;
- Signed Non-Disclosure Agreement in accordance with UNDP template.

Preliminary Examination Criteria

Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirements:

- 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 documentation, including documentation regarding the company's legal status and registration

Offeror must attest that it has all the required licenses, permits and related paperwork to operate a security guard service in accordance with all applicable laws, rules and regulations of the jurisdiction wherein it is providing services. A copy of the license or registration certificate to operate as a security provider in Country issued by the Government / Authority in Country is provided.

Confirm that the proposed salaries are in line with the requirements stated in the TOR and correspond to the market. Confirm that the Offeror, if awarded the contract, will compensate their proposed personnel in accordance with the amount of salary and benefits indicated in Offeror's proposed Price.

Offers must comply with general administrative requirements:

- properly registered and licensed company, acting on the market for at least 3 years

Other information: For the information, please contact **procurement.rpp.ua@undp.org**

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
Financial Standing	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	The expertise of Firm/Organization	210
2.	Proposed Methodology, Approach and Implementation Plan	280
3.	Personnel	210
	Total	700

Section 1. Experience of Organization		Points obtainable
1.1	Officially registered organization/company in Ukraine (minimum 3 years – 20 points, 4-5 years – 30 points, 6–7 years- 40 points).	40
1.2	Experience of the organization in the field of the development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs (5 projects – 30 points, 6-7 projects – 45 points, more than 7 – 60 points).	60
1.3	Experience of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to the creating favourable conditions for businesses and investment attraction at the local level (2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 60 points).	60
1.4	Experience in development of guidelines, manuals, etc. on the creation of favourable conditions for businesses and investment attraction at the local level (1 item – 10 points, 2 items – 20 points, more than 2 – 30 points).	30
1.5	Submitted recommendations from past customers in similar sphere (2 recommendations – 10 points; 3 and more recommendations – 20 points).	20
Total Section 1		210

Section 2. Proposed concept, work plan and approach		Points obtainable
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? In general, the technical proposal meets the objectives and scope of work – up to 30 points; The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated – up to 60 points; The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – up to 80 points.	80
2.2	How well developed is the methodology for implementation of a pilot project? The methodology contains some inconsistencies – up to 60 points; The methodology is well designed but lowly realistic – up to 80 points; There are thoroughly developed methodology and approach, which meets the conditions of reality – up to 100 points.	100
2.3	How well detailed and realistic is the work plan? The developed work plan contains separate inconsistencies – up to 50 points; The work plan is well designed but lowly realistic – up to 70 points;	100

	There are perfectly designed work plan and approach, which meets the conditions of reality – up to 100 points.	
Total Section 2		280

Section 3. Key Personnel		Points obtainable
	Project Team Leader	
3.1	Higher education in the field of economics, law, management and other relevant fields (equivalent to the educational qualification level "Specialist/Master" – 5 points, "Candidate of Science" or above – 10 points).	10
3.2	Professional experience in project management, economics, law, as well as the creation of favourable conditions for businesses and investment attraction at the local level (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 15 points)	15
3.3	Work experience in the field the development of investment profiles of the communities and investment procedures regulations documents at the local level (5 projects – 5 points, 6-7 projects – 10 points, 8 projects and more – 20 points).	20
3.4	Experience in the capacity building on the raising of the investment attraction at the local level (3 projects – 5 points, 4 projects – 10 points, more than 4 projects – 15 points)	15
3.5	Proficiency in English	5
Intermediate score by criteria 3.1 – 3.5		65
	Key Expert 1	
4.1	Higher education in the field of sociology, management, analysis and other relevant fields (equivalent to the educational qualification level "Specialist / Master" – 5 points, "Candidate of Science" or above – 10 points).	10
4.2	Work experience as a sociologist (in the field of sociology, surveys and analysis) (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points).	15
4.3	Experience in implementation of the projects on investment environment and raising the opportunities for doing business at the local level (2 projects – 10 points, 3 projects – 15 points, more than 3 projects – 20 points)	20
Intermediate score by criteria 4.1 – 4.3		45
	Key Expert 2	
5.1	Higher education in the field of sociology, management, analysis and other relevant fields (equivalent to the educational qualification level "Specialist / Master" – 5 points, "Candidate of Science" or above – 10 points).	10
5.2	Work experience as a sociologist (in the field of sociology, surveys and analysis) (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points).	15
5.3	Experience in implementation of the projects on investment environment and raising the opportunities for doing business at the local level (2 projects – 10 points, 3 projects – 15 points, more than 3 projects – 20 points)	20

	Intermediate score by criteria 5.1 – 5.3	45
	Key Expert 3	
6.1	Higher education in the field of economics, finance, tax, investment policy or another related sphere (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 5 points).	10
6.2	Experience in the field of local investment policies assessment (5 years – 10 points, 6-7 years– 15 points, more than 7 years – 20 points).	20
6.3	Experience in the elaboration of the proposals on the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level (2 projects – 10 points, 3 projects – 15 points, more than 3 projects – 25 points)	25
	Intermediate score by criteria 6.1 – 6.3	55
Total Section 3		210

Section 5. Terms of Reference

TERMS OF REFERENCE

Project Name:	UN Recovery and Peacebuilding Programme, Local Governance and Decentralization Reform Component
Post Title:	National Company for the Elaboration of Investment Profiles and a Local Investment Attraction Framework
Expected Places of Travel:	Selected communities of Donetsk and Luhansk Oblasts, government-controlled area (GCA) (at least 2 visits to each community)
Primary Supervisor's name and functional post:	Strategic Planning Specialist
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralization Reform)
Starting Date of Assignment:	September 2020
Duration of Assignment:	18 months

1. BACKGROUND

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.

The main goal of Objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services. Activities are aimed at achieving nationwide decentralization reform processes, improving access to quality administrative and social services and enhancing local self-governance's capacity for participatory strategic planning and transparent implementation.

Decentralisation processes have provided the communities with a number of opportunities, as well as a number of obligations in the sphere of territorial investment promotion. It requires to foster the communities' capacities in absorbing and processing data, analysis and using tools for attracting investment for local economic development. The programme will support the elaboration of communities' investment attraction profiles with a list of industries that can be developed in a given territory and would attract investment.

To assist in addressing the above-mentioned issues, the Programme is looking to contract a qualified National Company for the Elaboration of the Communities' Profiles and Local Investment Attraction Framework (hereafter – Contractor).

II. MAIN OBJECTIVES OF THE ASSIGNMENT

To create the conditions for effective investment attraction, building trust towards local authorities and promoting a positive image of the communities, the following objectives should be achieved:

- Statistical data on all relevant information in the pilot communities collected, processed and analysed.
- Dialogue between business, local authority and civil society was established.
- Investment profiles of the pilot communities and Local Investment Attraction Framework elaborated and disseminated.
- Unified Local Investment Attraction Model elaborated and presented.
- The elaborated products duly presented and promoted.

III. SCOPE OF WORK

Stage 1. Preparatory works:

1.1. Develop a work plan which includes timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment;

1.2. Suggest methodology for the selection of 20 pilot communities in Donetsk and Luhansk oblasts in government-controlled areas, among the UN RPP's target communities and clear the methodology with UN RPP. Together with UN RPP conduct the selection of the pilot communities.

UN RPP's target communities (ATCs and prospective ATCs):

- in Donetsk Oblast – Soledar, Volnovakha, Mariinka, Kurakhove, Verkhnyotoretske, Krasnohorivka, Toretsk, Druzhkivka, Dobropillya, Bakhmut, Vuhledar (city councils), Siversk, Zvanivka, Khlibodarivka, Pervomaiske, Ocheretyne, Velyka Novosilka (settlement councils);
- in Luhansk Oblast – Shchastia, Hirske, Zolote, Popasna, Kreminna, Rubizhne, Sievierodonetsk (city councils), Bilovodsk, Stanytsia Luhanska, Novoaidar, Krasnorichenske, Bilokurakyne, Troitske, Bilolutsk, Markivka, Milove (settlement councils), Nyzhnyoteple, Shyrokyi, Krasna Talivka, Nyzhnia Duvanka, Pryvillia, Kamianka, Lozno-Oleksandrivka (village councils);

1.3. Specify/supplement (if necessary) a detailed methodology for the elaboration of community investment profiles, as well as Local Investment Attraction Framework and agree with UN RPP.

1.4. The methodology should also include measures aimed at attracting all stakeholders to participate in the formation of the investment profiles and training activities on the use of elaborated products.

1.5. The Contractor should conduct the inception workshop (or two workshops) for selected pilot communities in order to present the scope, main objectives and expected results of the assignment. The scope, programme and modalities of the inception workshops should be agreed with UN RPP.

The Objectives of Stage 2. Assessment of the investment environment conducted:

2.1. Based on the proposed methodology, review the regional investment environment, consisting of the quality of the national and regional legislative framework in the field of investment, level of regional investment development and social-economic programs, including strengths and weaknesses. The Contractor should also review the information materials elaborated by the UN RPP on the current situation of the business climate in the region.

2.2. The assessment should also include a desk research consisting of the social-economic development of the pilot communities, target groups, as well as the long-term investment policy or lack thereof in target communities. It will also include a review of companies, land plots and other objects attractive for the investors and assess the impact of the local authorities on the business environment. The assessment should rely on the findings and recommendations of the regulation environment assessment, participatory diagnostic study and other relevant assessments, provided by the UN RPP.

2.3. The assessment should also include the field research consisting of the focus groups, interviews and surveys with the representatives of the regional and local authorities, businesses, potential investors and other stakeholders in order to identify the conditions for efficient investment activity.

2.4. The scope, draft documents and timelines of the focus groups, interviews and surveys should be developed by the Contractor and agreed by UN RPP.

2.5. The elaboration of an analytical report (not less than 40 A4 pages in 12 Arial fonts, regular line spacing, in the Ukrainian language) which should be approved by UN RPP;

The Objectives of Stage 3. Investment profiles and Local Investment Attraction Framework of the pilot communities elaborated:

3.1. When compiling an investment profile of the pilot community, it is necessary to follow the requirements regarding its structure, using the findings of the assessment conducted as part of this assignment. However, the Contractor can propose amendments to the below-mentioned structure.

- a) The first section of the document is the message of the local authority in the respective community. It should also include information about the features of the geographical location and its economic features. In this section, attention is focused on the uniqueness of the territory in terms of its history.
- b) The second section of the profile is devoted to economic potential. Information about:
 - natural resources potential;
 - the functioning of key sectors of the local economy and their further prospects;
 - industrial infrastructure;
 - demographic resources;
 - the activities of financial institutions and fiscal authorities.
- c) The third section is fully devoted to investments, in particular, projects and investment sites related to the territory. This section should be accompanied by statistical and analytical tables, diagrams and figures that give a clear idea to investors about the investment activities of the community.
- d) In the fourth section, the contractor should specify the correct contact details of the community.
- e) The Investment profiles should be elaborated both in paper and digital form (.docx and ready to print .pdf versions, not less than 10 A4 pages in 12 Arial fonts, regular line spacing) in Ukrainian and English languages. The scope, format, design and size should be adopted by UN RPP.
- f) The Contractor should ensure the printing of at least 50 copies of the investment profiles for each community.

3.2. The Contractor should elaborate the Local Investment Attraction Framework for each pilot community, following the principles, listed below:

- a) Local Investment Attraction Framework is aimed at attracting investment in the community and represents a structured set of documents regulating the procedures of support, planning and implementation of investment projects, coordination of the activities of the local executive authorities in delivering local services and promotion of the investment opportunities of the community.
- b) Key Local Investment Attraction Framework provisions should include but not limited to:

- Policy guidance to introduce the Local Investment Attraction Framework and establishing assessment criteria for achievement of certain indicators, a set of key provisions of the Framework and requirements to match them, model documents (standard operating procedures of the council for business development and investment attraction, rules of support of the investment projects, investment site passport), a standard roadmap of implementation of the Framework in municipal entities.
 - Investment profile.
 - Legal framework.
 - An advisory body on investment and entrepreneurship development (Council, Steering Committee or another relevant body).
 - Structural unit / designated official responsible for the attraction of investments and investor relations policy (single window for investors in the community).
 - Investment sites.
 - Municipal services.
 - Available infrastructure.
 - Tax exemptions and other preferences for investments projects.
 - Support for small and medium businesses.
 - Interactive Internet-based information resource.
 - A monitoring system of implementation of the Framework provisions and fulfilment of performance indicators
- c) When preparing a Local Investment Attraction Framework, the Contractor should assess the local brand's present situation, analyse the competition's activity and determine the most important directions for development as well as target groups. It also should help to develop and appropriately emphasise the unique merits of the community which will form a basis for creating its image.
- d) The Framework should be based on the international standards in the sphere of investment regulations, as well as relevant national legislation, regional and local regulation. It should also rely on the knowledge products, elaborated by UN RPP, in particular, Model of participatory identification of local investment priorities, Administrative Burden Solutions Model, Marketing Strategies of the communities, Model for acquiring additional financial resources and investments for implementation of the development projects in territorial communities.
- e) The Framework should be elaborated both in paper and digital form (.docx and ready to print .pdf versions, not less than 40 A4 pages in 12 Arial fonts, regular line spacing) in Ukrainian and English languages.
- f) The Contractor should design a short version of the Framework in the form of a Unified Local Investment Attraction Model (.docx and ready to print .pdf versions, not less than 40 A4 pages in 12 Arial fonts, regular line spacing) in Ukrainian and English languages, and provide the printing of at least 5 copies for each pilot community. The scope, format, design and size should be adopted by UN RPP.
- g) The Contractor should provide all necessary support to the pilot communities in the preparation of the Framework to be adopted at the local level as a regulation policy in the sphere of investment development according to local procedures.

3.3. The Contractor should also provide technical support to the dissemination of the elaborated products, which should include the following activities:

- a) Conduct the assessment of the pilot communities' technical opportunities (web page, or other relevant resources), as well as review the status of the web pages of investment portals of Donetsk and Luhansk oblasts. The assessment should include the recommendations on the placement of investment profiles of the communities at the mentioned resources.
- b) Provide placement of the investment profiles on the web pages of investment portals of Donetsk and Luhansk oblasts, and relevant web pages or other relevant resources of the pilot communities.

The Objectives of Stage 4. Visual presentation of the results:

4.1. Conduct two presentations of the elaborated results for representatives of the UN RPP target communities of Donetsk and Luhansk oblasts. The programme, scope and format of presentations should be suggested by the Contractor and agreed by UN RPP.

IV. EXPECTED PROJECT DELIVERABLES

Deliverables of Stage 1 (duration – 4 weeks since the start of the contract):

- A detailed work plan was developed including full steps to be used for the implementation of individual activities, timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment and agreed with UN RPP;
- The methodology of selection elaborated and adopted by UN RPP;
- Pilot communities were selected and approved by UN RPP;
- Working groups on the elaboration of the assignment in each pilot community established;
- the inception workshop (or two workshops) for selected pilot communities to present the scope, main objectives and expected results of the assignment conducted;
- An Inception Report, which contains the results of Stage 1 is elaborated and approved by UN RPP.

Deliverables of Stage 2 (duration – 16 weeks since the start of the contract):

- The assessment of regional and local investment environment, including all the provisions, described in the objectives of Stage 2, conducted and approved by UN RPP;
- Focus groups, interviews and surveys with the representatives of local authorities, businesses, potential investors and other stakeholders in order to identify the conditions for efficient investment activity, conducted;
- The analytical report based on findings of the research elaborated and approved by UN RPP;
- First Interim Report on the implementation of all objectives of Stage 2 elaborated and approved by UN RPP.

Deliverables of Stage 3 (duration – 70 weeks since the start of the contract):

- investment profiles of the pilot communities developed and approved by UN RPP;
- at least 50 copies of the investment profiles for each pilot community printed;
- the Local Investment Attraction Framework for each pilot community elaborated approved by UN RPP;
- technical support to the adoption of the Framework at the local level as a regulation policy in the sphere of investment development according to local procedures, provided to each of the pilot communities;
- a short version of the Framework in the form of Unified Local Investment Attraction Model designed, elaborated and approved by UN RPP;
- at least 5 copies of for each pilot community printed;
- the assessment of the pilot communities` technical opportunities (web page, or other relevant resources), as well as the status of the web portals of Donetsk and Luhansk oblasts, conducted and approved by UN RPP;
- placement of the investment profiles on the web pages of investment portals of Donetsk and Luhansk oblasts, and relevant web pages of the pilot communities provided;
- Second Interim Report on the implementation of all objectives of Stage 3 elaborated and approved by UN RPP.

Deliverables of Stage 4 (duration – 72 weeks since the start of the contract):

- two presentations of the elaborated results for representatives of the UN RPP target communities of Donetsk and Luhansk oblasts conducted;
- A Final Report on project implementation drafted up and agreed by UN RPP.

V. DURATION OF WORK.

The estimated duration of work shall be 72 weeks from the start of the contract.

VI. RECOMMENDATIONS AND REQUIREMENTS TO IMPLEMENT THE OBJECTIVES

General Recommendations

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

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

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

Requirements to implement objectives

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

Recommendations on Contractor's team

To optimize the time required to complete the assignment, in addition to the Project Leader, at least 3 experts should be included in the project team: 2 sociologists, 1 investment expert. The Contractor is not limited to suggest own team structure.

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

Travels of the Contractor's team and accommodation if the need should be included in the scope of the proposal.

VII. REQUIREMENTS FOR MONITORING / REPORTING

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

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

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

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

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

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

III. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

An organization submitting a proposal:

- An officially registered company or organization. Applicants might submit their proposals as members of the partnership. In this case, the contract will be concluded with the principal organization. The principal organization shall conclude all partnership agreements. A legal partnership registration address is not required for these purposes. However, various organizations or companies shall commit themselves to cooperate to fulfil the terms of the contract;
- Has at least 5 implemented projects on development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs (to prove the expertise the bidder can provide a list of developed and adopted documents on investment assessment, samples of the elaborated investment profiles, local investment development programs, links to official websites of local self-government bodies containing approved project materials, copies of positive findings of project expertise);
- has proven experience in the field of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches in creating favourable conditions for businesses and investment attraction at the local level;
- At least 2 references from past customers on similar activities;
- has the experience in the development of guidelines, manuals, etc. on creating favourable conditions for businesses and investment attraction at the local level.

Staff:

Project Team Leader:

- At least a Master's degree in economics, law, management and other relevant fields;
- At least 5 years of experience in work supervision in the field of project management, economics, law, as well as the creation of favourable conditions for businesses and investment attraction at the local level;
- At least 5 projects on the development of investment profiles of the communities and investment procedures regulations documents at the local level (design and implementation of the investment development programs at the local level);
- At least 3 projects on the capacity building on the raising of the investment attraction at the local level;
- Proficiency in English.

Key Experts 1 and 2 (sociologists):

- Higher education in the field of sociology, management, analysis and other relevant fields;
- At least 5 years of experience in the field of sociology, surveys and analysis;
- At least two projects on the assessment of the investment environment and raising the opportunities for doing business at the local level.

Key Expert 3 (investment expert):

- Higher education in the field of economics, finance, tax, investment policy or another related sphere;
- At least 5 years of experience in the field of local investment policies assessment;
- At least two projects on the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level.

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

IX. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:

<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment's implementation methodology for conducting the assessment of investment environment at the local level, as well as the elaboration of the Investment profiles of the pilot communities and Local Investment Standard (Image strategies) with indication approach to the performance of each Stage.
<input checked="" type="checkbox"/>	Copy of the Statute/Charter of the applicant.
<input checked="" type="checkbox"/>	Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	Minimum 2 references on similar projects from previous clients.

X. PROPOSED PAYMENT SCHEDULE:

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

- After achieving the result of Stage 1 and submission of the Inception Report – 15%;
- After achieving the result of Stage 2 and submission of the First Interim Report – 30%;
- After achieving the result of Stage 3 and submission of the Second Interim Report– 40%;
- After complete achievement of all the results and submission of the Final Report – 15%.

XI. SELECTION PROCESS

Evaluation and comparison of applications.

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

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

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

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

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

Minimum evaluation criteria

(The companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation)

1. Organization/company officially registered for at least 3 years;
2. Experience of the organization in the field of on the development Has at least 5 implemented projects on development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs;
3. Experience of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to the creating favourable conditions for businesses and investment attraction at the local level.
4. Experience in development of guidelines, manuals, etc. on the creation of favourable conditions for businesses and investment attraction at the local level.
5. Submitted recommendations from past customers in similar activities.

Evaluation Criteria for Technical Proposals

The generalized form of technical proposal evaluation		Score Share	Maximal score	Company			
1	The expertise of Firm/Organization	30%	210				
2	Proposed Methodology, Approach and Implementation Plan	40%	280				
3	Personnel	30%	210				
	Total score	100%	700				

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

The technical proposal evaluation forms are as follows:

Form 1. Experience of the organization

Form 2. Proposed work plan, methodology and approach

Form 3. Staff and invited experts/ consultants

Technical Proposal Evaluation Criteria

Technical Proposal Evaluation Form 1	Maximal Score	Organization		
		A	B	C

Experience of Organization					
1.1	Officially registered organization/company in Ukraine (minimum 3 years – 20 points, 4-5 years – 30 points, 6–7 years- 40 points).	40			
1.2	Experience of the organization in the field of the development of investment profiles of the communities, the developed and approved documents on investment environment assessment, local investment development programs (5 projects – 30 points, 6-7 projects – 45 points, more than 7 – 60 points).	60			
1.3	Experience of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to the creating favourable conditions for businesses and investment attraction at the local level (2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 60 points).	60			
1.4	Experience in development of guidelines, manuals, etc. on the creation of favourable conditions for businesses and investment attraction at the local level (1 item – 10 points, 2 items – 20 points, more than 2 – 30 points).	30			
1.5	Submitted recommendations from past customers in similar sphere (2 recommendations – 10 points; 3 and more recommendations – 20 points).	20			
Total score in Form 1		210			

Technical Proposal Evaluation Form 2		Maximal Score	Organization		
			A	B	C
Proposed concept, work plan and approach					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? In general, the technical proposal meets the objectives and scope of work – up to 30 points; The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated – up to 60 points; The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – up to 80 points.	80			
2.2	How well developed is the methodology for implementation of a pilot project? The methodology contains some inconsistencies – up to 60 points; The methodology is well designed but lowly realistic – up to 80 points; There are thoroughly developed methodology and approach, which meets the conditions of reality – up to 100 points.	100			

2.3	How well detailed and realistic is the work plan? The developed work plan contains separate inconsistencies – up to 50 points; The work plan is well designed but lowly realistic – up to 70 points; There are perfectly designed work plan and approach, which meets the conditions of reality – up to 100 points.	100			
	Total score in Form 2.	280			

Technical Proposal Evaluation Form 3		Maximal Score	Company / other organization		
			A	B	C
Staff					
	Project Team Leader				
3.1	Higher education in the field of economics, law, management and other relevant fields (equivalent to the educational qualification level “Specialist/Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
3.2	Professional experience in project management, economics, law, as well as the creation of favourable conditions for businesses and investment attraction at the local level (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 15 points)	15			
3.3	Work experience in the field the development of investment profiles of the communities and investment procedures regulations documents at the local level (5 projects – 5 points, 6-7 projects – 10 points, 8 projects and more – 20 points).	20			
3.4	Experience in the capacity building on the raising of the investment attraction at the local level (3 projects – 5 points, 4 projects – 10 points, more than 4 projects – 15 points)	15			
3.5	Proficiency in English	5			
	Intermediate score by criteria 3.1 – 3.4	65			
	Key Expert 1				
4.1	Higher education in the field of sociology, management, analysis and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
4.2	Work experience as a sociologist (in the field of sociology, surveys and analysis) (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points).	15			

4.3	Experience in implementation of the projects on investment environment and raising the opportunities for doing business at the local level (2 projects – 10 points, 3 projects – 15 points, more than 3 projects – 20 points)	20			
	Intermediate score by criteria 4.1 – 4.3	45			
	Key Expert 2				
5.1	Higher education in the field of sociology, management, analysis and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
5.2	Work experience as a sociologist (in the field of sociology, surveys and analysis) (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points).	15			
5.3	Experience in implementation of the projects on investment environment and raising the opportunities for doing business at the local level (2 projects – 10 points, 3 projects – 15 points, more than 3 projects – 20 points)	20			
	Intermediate score by criteria 5.1 – 5.3	45			
	Key Expert 3				
6.1	Higher education in the field of economics, finance, tax, investment policy or another related sphere (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 5 points).	10			
6.2	Experience in the field of local investment policies assessment (5 years – 10 points, 6-7 years– 15 points, more than 7 years – 20 points).	20			
6.3	Experience in the elaboration of the proposals on the elaboration of investment profiles of the communities and investment procedures regulations documents at the local level (2 projects – 10 points, 3 projects – 15 points, more than 3 projects – 25 points)	25			
	Intermediate score by criteria 6.1 – 6.3	55			
	Total score in Form 3	210			

Cost Breakdown by Cost Component:

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

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	The amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	4 months	1		
1.2	Key Expert 1	4 months	1		
1.3	Key Expert 2	4 months	1		
1.4	Key Expert 3	4 months	1		
...	...				
2	Costs of Implementation				
2.1	Conduction of focus groups	event	1		
2.1	Conduction of interviews	interview	1		
2.2	Conduction of surveys	survey	1		
2.3	Elaboration of investment profiles	Item	1		
2.4	Elaboration of the Local Investment Attraction Framework	Item	1		
2.5	Elaboration of the Unified Local Investment Attraction Model	Item	1		
2.6	The programme, scope and format of presentations	Item	1		
2.7	Presentations of the elaborated visual guide	item	2		
2.8	Other (if any - define activities/costs)				
3	Administration Costs (if necessary)				
3.1	Organization of research process				
3.2	Organization of focus groups	event			
3.3	Organization of interviews	event			
3.4	Organization of surveys	event			
3.5	Organization of presentations	event			
3.6	Other (if any - to define activities/costs)				
...					
4	Travel and Lodging				
4.1	Travel costs (tickets)	Travel for 1 person			

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

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in password protected file. Electronic format of submission only)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> • Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; • Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; • License to provide security services issued by Ukrainian authorities; • Income Statement and Balance Sheets for the past 2 years; • Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 2 years • Duly signed Technical proposal as per Forms A, B and E • CVs of responsible staff highlighting experiences in servicing similar contracts, including relevant certificates,

accreditations and awards received as per Form E, Section 3;

- Training certificates of the personnel proposed for the assignment, relevant to the requirements of the TOR;
- Life and health insurance for UPSS provider personnel, copy of the insurance agreement;
- **Financial proposals as per forms F and G.** Financial proposal must be **in a separate file and password protected.**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN for the last 3 years:

Nº	Name of the project	Client	Price	Duration	Activities within the project	Status or completion date	Contacts for information (name, telephone, email)
1							
2							
3							

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's experience and reputation on the market

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevant certificates and association membership confirming documents.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Bidder's capability and expertise

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.
A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
Brief description of the assignment's implementation methodology for conducting the assessment of investment environment at the local level, as well as the elaboration of the Investment profiles of the pilot communities and Local Investment Standard (Image strategies) with indication approach to the performance of each Stage.
Minimum 2 references on similar projects from previous clients.

SECTION 3: Management Structure and Key Personnel

Availability of professional security personnel for performing the duties:

Provide CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).

Nº	Name	Position	Qualification	Work experience (place, position, experience)	Status: temporary/per manent
1					
2					
3					
...					

- 3.1 Staffing table for this project, including key roles, number of guards, number of shifts, approach to the shift duration, etc.
- 3.2 Roles and responsibilities of the key actors identified in your staffing table (e.g., representative, supervisor, guards, etc.), ensuring that they cover the whole spectrum of services that are required in the TOR.
- 3.3 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.
- 3.4 Details of the average salary of the company's staff involved in the project, employee benefits, and days off.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a file separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of proposal may be UAH or USD, though USD is highly recommended as the price of the contract will be based on the proposal and its currency and will not be changed in its duration. Thus, USD price proposal provides better option for currency risk mitigation.

A. Cost Breakdown per Deliverables*

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

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

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Amount, currency, excl. VAT
Deliverable 1 (After achieving the result of Stage 1 and submission of the Inception Report)		
Deliverable 2 (After achieving the result of Stage 2 and submission of the First Interim Report)		
Deliverable 3 (After achieving the result of Stage 3 and submission of the Second Interim Report)		
Deliverable 4 (After complete achievement of all the results and submission of the Final Report)		
Total (please indicate currency)	100%	

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

B. Cost Breakdown by Cost Component:

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

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	The amount, currency excl. VAT
1	Personnel				
1.1	Team Leader	4 months	1		
1.2	Key Expert 1	4 months	1		
1.3	Key Expert 2	4 months	1		
1.4	Key Expert 3	4 months	1		
...	...				
2	Costs of Implementation				
2.1	Conduction of focus groups	event	1		
2.1	Conduction of interviews	interview	1		
2.2	Conduction of surveys	survey	1		
2.3	Elaboration of investment profiles	Item	1		
2.4	Elaboration of the Local Investment Standards (Image Strategies)	Item	1		
2.5	Elaboration of the Unified Local Investment Standard Model	Item	1		
2.6	The programme, scope and format of presentations	Item	1		
2.7	Presentations of the elaborated visual guide	item	2		
2.8	Other (if any - define activities/costs)				
3	Administration Costs (if necessary)				
3.1	Organization of research process				
3.2	Organization of focus groups	event			

3.3	Organization of interviews	event			
3.4	Organization of surveys	event			
3.5	Organization of presentations	event			
3.6	Other (if any - to define activities/costs)				
...					
4	Travel and Lodging				
4.1	Travel costs (tickets)	Travel for 1 person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
4.4	...				
5	Other costs (if any - to define activities/costs)				
5.1		Item			
5.2	...				
	Total (please indicate currency)				

"Duly authorized to sign the proposal for and on behalf of" _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____