



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: January 28, 2021
	REFERENCE: 14-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Conducting situation analysis and assessment of needs in hromadas of Donetsk and Luhansk oblasts”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Thursday, February 11, 2021** and via email to the address below:

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

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

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

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

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

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

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

The Offeror shall mark the email letter/s:

Subject of the message should include: **“14-2021-UNDP-UKR-RFP-RPP”** and **““Conducting situation analysis and assessment of needs in hromadas of Donetsk and Luhansk oblasts”**

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

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

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

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

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/dam/undp/img/corporate/procurement/UN%20Supplier%20Code%20of%20Conduct.pdf>

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Manal Fouani

**Ms. Manal Fouani,
UNDP Deputy Resident Representative**

January 28, 2021

Description of Requirements

Project name:	“Conducting situation analysis and assessment of needs in hromadas of Donetsk and Luhansk oblasts”
Brief Description of the Required Services	<p>1) to prepare and conduct comprehensive research in hromadas of Donetsk and Luhansk oblasts to assess their needs and priorities in the context of socio-economic development of the territories, as well as, their awareness of the decentralisation processes and benefits of amalgamation at the local level;</p> <p>2) to prepare the situation analysis of research assessment and analytical research product based on the assessment of needs in the hromadas of Luhansk and Donetsk oblasts.</p>
The overall objective	The goal of Decentralisation and Local Governance Component is to contribute to local self-governance to enhance its capacity for gender-responsive decentralisation, administrative reforms, and the qualified delivery of services in hromadas of Donetsk and Luhansk oblasts. To observe the current situation in hromadas from different points of view, and to identify the priority needs, the situation analysis and assessment of needs are to be done both at community residents’ and the local self-government level. This approach is also expected to mobilize people into action to address the problematic issues, voice their opinion, raise the level of awareness and understanding of decentralisation processes at the local level.
Person to Supervise the Work/Performance of the Service Provider	The Contractor will regularly communicate with the Territorial Amalgamation Specialists of the RPP Programme, Decentralisation, and Local Governance Component, and will share his/her work progress.
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	February 2021
Target completion date	April 2021
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based

	<p>on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org</p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> UAH</p>
Value Added Tax on Price Proposal	<p><input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable</p> <p><input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p>
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<p><input type="checkbox"/> 30 days</p> <p><input type="checkbox"/> 60 days</p> <p><input checked="" type="checkbox"/> 90 days</p> <p><input type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on Thursday, February 04, 2021 at 11:00 (Kyiv time) via Skype.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: procurement.rpp.ua@undp.org</p> <p>Attn: Procurement Unit</p> <p>Subject: 14-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract.</p> <p>Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> • 60% - upon completion of Deliverable 1 • 40% - upon completion of Deliverable 2 <p>The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Territorial Amalgamation Specialists of the RPP Programme, Decentralisation, and Local Governance Component.</p>
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p> <p><input checked="" type="checkbox"/> Contract for Professional Services</p> <p><input type="checkbox"/> Long-Term Agreement</p> <p><input type="checkbox"/> Other Type of Contract</p>
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p>

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 28,57%</p> <p><input checked="" type="checkbox"/> Proposed implementation plan (methodology, structure, content, technical support) 28,57%</p> <p><input checked="" type="checkbox"/> Experience of personnel and hired specialists 42,86%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Contractor</p> <p><input type="checkbox"/> One or more Contractors.</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Description of Requirements (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3)</p> <p><input checked="" type="checkbox"/> Contract for professional services template (Annex 4)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link:</p> <p>https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Contact Person for Inquiries (Written inquiries only)¹	<p><i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

<p>Documents to be submitted in proposal</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal). <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Copies of other licenses or certificates (if any). <input checked="" type="checkbox"/> Company's profile (date of creation, size, number of staff/consultants, description of key staff) setting out previous experience in implementing similar projects. <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"/> The company's portfolio of the previous projects (at least 2 (two) examples of experience in organization and facilitation of field assessments and at least 2 (two) examples of experience in preparation/development of analytical survey/research products, links are applicable). <input checked="" type="checkbox"/> Brief description of the assignment implementation with an indication approach to the performance. A work plan with the proposed work schedule indicating the persons responsible. <input checked="" type="checkbox"/> Personal CVs of the Project Team, including information about past experience in similar projects / assignments, as well as their confirmation of their availability if selected for this project. <input checked="" type="checkbox"/> Matrix of the experience, language skills, residency of the proposed Interviewers. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous customers <input checked="" type="checkbox"/> Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).
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Other Information Related to the RFP

Administrative Requirements:

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

- ✓ Offers must be submitted within the stipulated deadline
- ✓ Offers must meet required Offer Validity
- ✓ Offers have been signed by the proper authority
- ✓ Offers include requested company/organization documentation, including documentation regarding the company/organization’s legal status and registration
- ✓ Offers must comply with general administrative requirements:

An organization submitting a proposal is:

- ✓ A company with valid registration for at least 5 (five) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- ✓ Proven experience in organization and facilitation of field assessments (including focus group discussions, individual and group expert interviews, large scale household surveys) in different sectors, including the administrative reform, dynamics of the socio-economic process, municipal and regional development (at least 2 (two) examples should be provided).
- ✓ Proven experience in preparation/development of analytical survey/research products (at least 2 (two) examples should be provided).
- ✓ Experience working in different locations in Donetsk and Luhansk oblasts, including rural settlements will be an asset.
- ✓ Experience working in a 20 km zone from the “contact line” will be an asset.

Project Manager:

- ✓ At least a Master/Specialist Degree (or equivalent) in Social Science, Exact Science or a related field.
- ✓ Proficiency in developing research methodologies, preparation/developing analytical survey/research products (at least 2 (two) examples should be provided).
- ✓ Proved professional experience in organization and facilitation of field assessments and sociological research (practical experience in the creation of polls’ grid, survey logistics, etc) (at least 2 (two) examples should be provided).
- ✓ Professional experience in preparing different reporting documents, processing/scripting questionnaires (at least 2 (two) examples should be provided).
- ✓ Previous experience with a multilateral or international organization and/or NGO project funded by the international donor will be an advantage.

Interviewer:

- ✓ Experience in conducting at least 3 (three) survey in Face-to-face.
- ✓ Excellent proficiency in spoken and written Russian and Ukrainian.

	<p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 14-2021-UNDP-UKR-RFP-RPP dated January 28, 2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached

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

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

Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 (two) previous clients/customers for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

B. Proposed Methodology for the Completion of Services

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

Must include:

- 1. A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.***
- 2. Brief description of the assignment implementation with an indication approach to the performance. A work plan with the proposed work schedule indicating the persons responsible.***

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Project Manager).***
- b) Personal CV of the Project Manager, including information about previous experience in similar projects/assignments and confirmation of his/her availability if selected for this project.***
- c) Matrix of the experience, language skills, residency of the proposed Interviewers.***
- d) Written confirmation from each team member that they are available for the entire duration of the contract.***

Financial Proposal

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

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

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

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

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

A. Cost Breakdown per Deliverables*

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal (such as travel, living allowances, salary of staff, stationary, equipment rent etc.).

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	60%	
2.	Deliverable 2	40%	
Total all-inclusive cost without VAT, indicate currency			

**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	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
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1.	Staff				
1.1	Project manager salary	Month			
1.2	Interviewer 1	Month			
1.3	Interviewer 2	Month			
1.3	Interviewer 3	Month			
..	...	Month			
2.	Cost of implementation				
2.1					
2.2					
2.3					
3.	Administration costs (if any)				
3.1					
3.2					
4.	Logistical costs				
4.1					
4.2					
5.	Other costs (if any – to define activities/costs)				
TOTAL without VAT, indicate currency					

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

Annex 3.**Terms of Reference**

Project Name:	Recovery and Peacebuilding Programme
Description of Assignment:	Conducting situation analysis and assessment of needs in hromadas of Donetsk and Luhansk oblasts
Expected Places of Travel:	46 territorial hromadas in Donetsk Oblast (GCA), 26 territorial hromadas in Luhansk Oblast (GCA)
Primary Supervisor's name and functional post:	Territorial Amalgamation Specialists in Donetsk and Luhansk oblasts
Secondary Supervisor's name and functional post:	Programme Coordinator (Local Governance and Decentralisation Reform)
Starting Date of Assignment:	February - March 2021
Duration of Assignment:	2 months
Administrative Arrangement:	Working space and equipment will not be provided by the Project. The Contractor is responsible for all administrative arrangements
Payment arrangements:	Lump-sum (payments linked to deliverables)
Selection Method:	Desk review

I. Background

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery, and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB), and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

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

The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with

the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).

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 Decentralization Reform.

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying intervention framework for 16 projects funded by 10 international partners and is worth about 52 million USD.

In October 2018, four UN agencies (UNDP, UN Women, FAO, and the UNFPA) have 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 regions. It will contribute to peace build 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 endeavor 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.

Post factum the decentralisation reform and local self-governance reorganization the number of territorial hromadas in Ukraine was reduced to 1470. Accordingly, the appropriate changes have taken place at each oblast level. By the end of 2020, 46 territorial hromadas in Donetsk oblast and 26 territorial hromadas in Luhansk oblast⁴ have been created, and approximately 50% of newly elected leaders came to local self-governance. While 18 hromadas of Donetsk and Luhansk oblast were left without participation in Ukrainian 2020 local elections due to their proximity to "contact line" in the conditions of the ongoing conflict in Eastern Ukraine. According to the Law, that Verkhovna Rada passed on December 17, 2020, the military-civil administrations (MCA) are created and function in those 18 territorial hromadas.

The goal of Decentralisation and Local Governance Component is to contribute to local self-governance to enhance its capacity for gender-responsive decentralisation, administrative reforms, and the qualified

⁴ **46 amalgamated territorial hromadas in Donetsk oblast**

Druzhkivka, Lymani, Kramatorsk, Kostiantynivka, Mykolaivka, Novodonetsk, Oleksandrivka, Sviatohirsk, Sloviansk, Andriyivka, Illinivka, Cherkasy (Kramatorskyi raion), Bahmut, Zvanivska, Soledar, Svitlodar (MCA), Chasivvyar, Toretsk (MCA), Siversk (Bahmutskyi raion), Bilozersk, Hrodiivka, Dobropillya, Kryvorizhii, Kurakhove, Myrnohrad, Novohrodivka, Pokrovsk, Udachne, Shakhove, Avdiivka (MCA), Mariinka (MCA), Ocheretyne (MCA), Selydove, (Pokrovskyi raion) Velykonovosylka, Volnovakha (MCA), Vugledar (MCA), Olhynska (MCA), Khlibodarivka, Myrne (MCA), Komarske, Staromlynivka (Volnovaskyi raion), Kalchyk, Mangush, Mariupol, Sartana (MCA), Nykolske (Mariupolskyi raion)

26 amalgamated territorial hromadas in Luhansk oblast

Bilovodsk, Biloluts'k, Markivka, Mylove, Novopskov, Starobilsk, Chmyrivka, Shulginka (Starobilaskyi raion), Bilokyrakine, Kolomyichikha, Krasnorichenske, Lozno-Oleksandrivka, Nyzhnieduvanka, Svatove, Troitske (Svativskyi raion), Hirske (MCA), Kreminna, Lysychansk (MCA), Popasna (MCA), Rubizhne, Sievierodonetsk (MCA) (Sievierodonetskyi raion), Nyzhnioteple (MCA), Novoidar, Stanytsia Luhanska (MCA), Shyrokyi (MCA), Shchastia (MCA) (Shchastynskyi raion)

delivery of services in hromadas of Donetsk and Luhansk oblasts. To observe the current situation in hromadas from different points of view, and to identify the priority needs, the situation analysis and assessment of needs are to be done both at community residents' and the local self-government level. This approach is also expected to mobilize people into action to address the problematic issues, voice their opinion, raise the level of awareness and understanding of decentralisation processes at the local level.

Within the Decentralization and Local Governance Component, the Program plans to engage Organization/Agency/Bureau (hereinafter – Contractor):

- 1) to prepare and conduct comprehensive research in hromadas of Donetsk and Luhansk oblasts to assess their needs and priorities in the context of socio-economic development of the territories, as well as, their awareness of the decentralisation processes and benefits of amalgamation at the local level;
- 2) to prepare the situation analysis of research assessment and analytical research product based on the assessment of needs in the hromadas of Luhansk and Donetsk oblasts.

2. Main Objectives of the Assignment

Specifically, the assignment aims to prepare and carry out the situation analysis and assessment of needs in territorial hromadas of Donetsk and Luhansk oblasts (72 hromadas in total).

The main objectives of the assignment are the following:

- 1) Conducting representative household survey (Face-to-face interview) of 2,500 respondents in hromadas of Donetsk and Luhansk oblasts' (GCA) to receive the baseline information allowing to assess the situation on decentralization related issues;
- 2) Mailing questionnaire (Web survey) to the local self-government of Donetsk and Luhansk oblasts (72 in total) to identify their needs and demands in the process of structural and administrative reorganization and management;
- 3) Developing the situation analyses of the research in hromadas, that should include Excel tables containing all questionnaires coded on each oblast and each hromada;
- 4) Preparing analytical products "Data processed for findings of public opinion poll" and "Data on technical and administrative capacity of Local self-government" with graphics, charts, and descriptive part.

3. Description of Responsibilities / Scope of Work

The Contractor will be responsible for preparing and implementing the following objectives:

1. The Contractor should process, structure and script the following documents to the appropriate software format (Lemur, SurveyMonkey, Dataline, etc.) to ensure qualified research process and provide the obtained data in the format SPSS, *.xlsx:
 - **Questionnaire 1** to be designed in the form of a Face-to-face survey and aims to learn the awareness of residents in 72 hromadas of Donetsk and Luhansk oblast in decentralisation issues, involvement of the population in local social and economic life, the level of satisfaction with the administrative services delivery in different sectors, etc.
The initial questions for Questionnaire 1 (up to 50 in total) will be provided by UN RPP for further processing and adapting to the Face-to-face survey form. The processed draft of the Questionnaire 1 must be agreed with UN RPP.

Questionnaire 2 to be designed in the form of WEB-Survey and aims to get feedback from the management of the local village/city councils concerning the factors, that restrain the effective performance of local self-government in each hromada, and to determine the type and scope of assistance required to proper institutional development. The initial questions for Questionnaire 2, correlated with Decentralisation and Local Governance Component activity's portfolio, will be

provided by UN RPP for further processing. The processed draft of the Questionnaire 2 must be agreed upon with UN RPP and sent by e-mails to the management of 72 hromadas (e-mails and UN RPP letter of support will be provided by UN RPP).

2. Develop and agree with UN RPP the methodology of Face-to-face survey on Questionnaire 1 for the residents of hromadas in Luhansk and Donetsk oblasts (2,500 residents in 72 hromadas in total). The methodology should base upon general principles of conducting an independent quantitative sociological survey according to clearly established criteria. The methodology should include:
 - screening selection of respondents with the breakdown by age/gender/type of settlement, and population density in “contact line”;
 - scheme and location of the interview, any changes to the plan should be immediately agreed with UN RPP;
 - precise interview plan, up to 10 minutes per respondent, in compliance with quarantine restrictions in connection to COVID-19;
 - guides to polling (method; approach to interviewee; behavior during interviews, understandable word, step-by-step guide to cover all questions that will be discussed;
 - sampling (quota) lists for each interviewer and each day of polling, indicating time and location of the interview (at least 1 page per each oblast; A4 format, Calibri, font size 12).
3. Provide a team of experienced interviewers (exact number to be determined by bidder) to ensure the Face-to-face survey of Questionnaire 1 (2,500 respondents in 72 hromadas) in time and at the high professional level. Provide necessary logistical support, using the tablet devices with GPS localization while the interview process.
4. Conduct Face-to-face interviews on Questionnaire 1 for community residents in Luhansk and Donetsk oblasts (2,500 residents in 72 hromadas in total) according to the schedule and methodology approved. Interviews should be conducted in Ukrainian/Russian, taking into account the needs of respondents.
5. Organize the Web Survey of Questionnaire 2 through email to the management of village/urban village/city councils in Donetsk and Luhansk oblasts (72 in total) followed by UNRPP official letter and the link to a web browser with the questionnaire, so that respondents (representative of local councils in 72 hromadas) could enable point-and-click responses, provide structured answers. The UNRPP letter and email addresses will be provided by UN RPP.
6. Upon the completion of the survey two analytical products: **"Findings of public opinion poll"** on the results of Face-to-face survey and **"Data on Technical and administrative capacity of Local self-government"** on the results of WEB-Survey, should be developed, that include basic descriptive statistics:
 - survey design and methodology,
 - geographic coverage, type of settlement;
 - selection description, number of surveys conducted per location;
 - main results of the empirical stages of the (opinion polling), gender and age aspects should be considered;
 - quality control results;
 - aggregated answers to the questions that should be assessed using opinion polling, with simple averages calculated;
 - general description of the tendencies at hromada's and oblast level, pointing out the coincidences and the differences in the respondents' answers regarding the survey topic.

Calculated averages should be graphically (graph, diagram, etc.) presented in and commented. It is expected that information about each question of the questionnaire will be positioned on one slide (except information about age and gender) or can logically join two questions in one slide (by prior approval with UN RPP).

7. The final datasets in CSV and SPSS formats should be submitted to UN RPP upon the completion assignment. Excel tables should contain all questionnaires coded (on each territory), stratification of each answer by principal groups, and graphs representing the above stratifications.
8. A consolidated final report about the total volume of work performed should be prepared at the end of the assignment, submitted to and accepted by the UN RPP specialist.

4. Deliverables

Given the above, the Contractors' responsibilities will be to provide the following deliverables within 2 months since contract commencement:

Deliverable 1. (up to 1,5 month)

- Questionnaires 1 and 2 are processed, scripted, and agreed upon by UN RPP.
- Schedule and methodology for Face-to-face interview and Web survey are submitted to and approved by UN RPP.
- Face-to-face interviews are conducted in 72 hromadas of Donetsk and Luhansk oblasts, the Web Survey to 72 village/urban village/ city councils is accomplished, the results are received and processed.
- Interim report with a description of all completed tasks prepared and submitted to UN RPP.

Estimated duration to complete up to 1,5 month since contract commencement.

Deliverable 2. (up to 2 months)

- Each of the analytical products: "Findings of public opinion poll" and "Data on Technical and administrative capacity of Local self-government" developed following the scope of work, submitted to and accepted by UN RPP.
- The final datasets in CSV and SPSS formats are submitted and accepted by UN RPP.
- Consolidated final report about the total volume of work performed is prepared, submitted to, and accepted by UN RPP specialist.

Estimated duration to complete: by the end of the 2nd month since contract commencement.

5. Proposed payment schedule

Payments will be made upon full completion and acceptance of contractual obligations by signing the act of acceptance by the component manager. The negotiated amount will be paid in two (2) tranches as per the delivery of outputs outlined above and executed upon submission of required reports:

60% - upon completion of Deliverable 1

40% - upon completion of Deliverable 2

6. Monitoring/Reporting Requirements

The Contractor will regularly communicate with the Territorial Amalgamation Specialists of the RPP Programme, Decentralisation, and Local Governance Component, and will share his/her work progress. Also, the Contractor will submit reports to the Project: weekly progress report, interim report, and a consolidated final report at the end of the assignment. The weekly report should include work progress as well as issues to be addressed, the interim report should be prepared on the results of Deliverable 1 period, while the consolidated final report at the end of the assignment should include the summarized results, lessons learned. The reports shall be made in Ukrainian with main findings and conclusions.

All reports and studies UNDP shall be transmitted electronically (Formats of *.xlsx, *.pptx) on the electronic source or in the form of electronic communication with the attached final product, which is also accompanied

by an official letter in the paper version of the Contractor about the data transmission of products to the UN RPP.

7. Experience and Qualifications Requirements

The competition may be attended by an officially registered institution, commercial organization, public or charitable organization.

An organization submitting a proposal should meet the following requirements:

- A company with valid registration for at least 5 (five) years (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine);
- Proven experience in organization and facilitation of field assessments (including focus group discussions, individual and group expert interviews, large scale household surveys) in different sectors, including the administrative reform, dynamics of the socio-economic process, municipal and regional development (at least 2 (two) examples should be provided);
- Proven experience in preparation/development of analytical survey/research products (at least 2 (two) examples should be provided);
- Experience working in different locations in Donetsk and Luhansk oblasts, including rural settlements will be an asset;
- Experience working in a 20 km zone from the “contact line” will be an asset.

An organization must have a team with at least the next professionals with the following roles and required qualifications:

Project Manager requirements:

- At least a Master/Specialist Degree (or equivalent) in Social Science, Exact Science or a related field;
- Proficiency in developing research methodologies, preparation/developing analytical survey/research products (at least 2 (two) examples should be provided);
- Proved professional experience in organization and facilitation of field assessments and sociological research (practical experience in the creation of polls’ grid, survey logistics, etc) (at least 2 (two) examples should be provided);
- Professional experience in preparing different reporting documents, processing/scripting questionnaires (at least 2 (two) examples should be provided);
- Previous experience with a multilateral or international organization and/or NGO project funded by the international donor will be an advantage.

Interviewer requirements:

(number of Interviewers to be determined by bidder)

- Experience in conducting at least 3 (three) survey in Face-to-face;
- Excellent proficiency in spoken and written Russian and Ukrainian.

8. Documents to be Included when Submitting the Proposals

Applicants shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	Registration documents of the company (or individual entrepreneur), a copy of the certificate of registration of taxpayers.
<input checked="" type="checkbox"/>	Company’s profile (date of creation, size, number of staff/consultants, description of key staff) setting out previous experience in implementing similar projects.
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	The company’s portfolio of the previous projects (at least 2 (two) examples of experience in organization and facilitation of field assessments and at least 2 (two) examples of

	experience in preparation/development of analytical survey/research products, links are applicable).
<input checked="" type="checkbox"/>	Brief description of the assignment implementation with an indication approach to the performance. A work plan with the proposed work schedule indicating the persons responsible.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the workplan.
<input checked="" type="checkbox"/>	Personal CV of the Project Manager, including information about previous experience in similar projects/assignments and confirmation of his/her availability if selected for this project.
<input checked="" type="checkbox"/>	Matrix of the experience, language skills, residency of the proposed Interviewers.
<input checked="" type="checkbox"/>	Minimum 2 (two) references on similar projects from previous clients.

9. Minimum Evaluation Criteria

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with the evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that are:

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

In the First Stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per the below Evaluation Criteria. In the Second Stage, the price proposals of all offerors, who have attained a minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights of 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price. The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the bidder that submitted the winning proposal.

Technical criteria

Summarized evaluation form of the technical proposal	Score weight	Maximum points obtainable
Experience of the company/organization submitting the proposal	28,57%	200
Proposed implementation plan (methodology, structure, content, technical support)	28,57 %	200
Experience of personnel and hired specialists	42,86 %	300
Total	100%	700

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

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

Form 2. Proposed implementation plan (methodology, structure, content, technical support)

Form 3. Experience of personnel and hired specialists

Technical Proposal Evaluation Criteria

Technical Proposal Evaluation Form 1		Max Score	Company / Other organization		
			A	B	C
Experience of the company/organization submitting the proposal					
1.1	A company with valid registration for at least 5 (five) years (60 points max): 5 years – 50 points, 6-7 years – 55 points, more than 7 – 60 points	60			
1.2	Proven experience in organization and facilitation of field assessments (including focus group discussions, individual and group expert interviews, large scale household surveys) in different sectors, including the administrative reform, dynamics of socio-economic processes, municipal and regional development (60 points max): 2 examples – 45 points, 3-4 examples – 50 points, 5 and more samples – 60 points	60			
1.3	Proven experience in preparation/development of analytical survey/research products (60 points max): 2 examples – 45 points, 3-4 examples – 50 points, 5 and more examples – 60 points	60			
1.4	Experience working in different locations in Donetsk and Luhansk oblasts, including rural settlements (10 points max): Experience working in different locations in Donetsk and Luhansk oblasts, including rural settlements – 10 points, No experience - 0 points	10			
1.5	Experience working in 20km zone from “contact line” (10 points max): No experience - 0 points Experience working in 20km zone from “contact line” - 10 points,	10			
Total score in Form 1 (1.1-1.5)		200			

Technical Proposal Evaluation Form 2		Max Score	Company / Other organization		
			A	B	C
Proposed implementation plan (methodology, structure, content, technical support)					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? (70 points max): - In general, the technical proposal meets the objectives and scope of work – 55 points; - Meets the objectives well, but the scope of work is overestimated/underestimated – 60 points; - Describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – 70 points.	70			
2.2	How well the methodology is reflected in the technical proposal? (70 points max): - The methodology contains separate inconsistencies – 50 points; - The methodology is well designed but lowly realistic – 60 points;	70			

	- There are a perfectly designed methodology and approach, which meets the conditions of reality – 70 points.				
2.3	How well detailed and realistic is the work plan? (60 points max): - The developed work plan contains separate inconsistencies – 50 points; - The work plan is well designed but lowly realistic – 55 points; - There are perfectly designed work plan and approach, which meets the conditions of reality – 60 points.	60			
	Total score in Form 2 (2.1-2.3)	200			

Technical Proposal Evaluation Form 3		Max Score	Company / Other organization		
			A	B	C
Experience of personnel and hired specialists					
	Project Manager				
3.1	Higher education degree in Social Science, Exact Science or a related field (equivalent to the educational qualification level Specialist/Master) (40 points max): - Specialist/Master – 35 points; - PhD or equivalent – 40 points	40			
3.2	Proficiency in developing research methodologies, preparation/developing analytical survey/research products (60 points max): 2 examples – 40 points; 3-4 examples – 50 points; 5 and more examples – 60 points	60			
3.3	Proved professional experience in organization and facilitation of field assessments and sociological research: practical experience in the creation of polls’ grid, survey logistics, etc. (70 points max): 2 examples – 45 points, 3-4 examples – 55 points; 5 and more examples – 70 points	70			
3.4	Professional experience in preparing different reporting documents, processing/scripting questionnaires (50 points max): 2 examples – 35 points, 3-4 examples – 40 points, 5 and more examples – 50 points	50			
3.5	Previous experience with a multilateral or international organization and/or NGO project funded by the international donor (10 points max): - No experience – 0 points - Previous experience with a multilateral or international organization and/or NGO project funded by the international donor – 10 points	10			
	Total score (3.1-3.5)	230			
	Interviewer				
3.6	Experience in surveying Face-to-face format (50 points max): - All candidates have prior experience of conducting 3 surveys – 20 points,	50			

	- All candidates have prior experience of conducting 4 surveys – 35 points, - All candidates have prior experience conducting 5 and more surveys – 50 points				
3.7	Language Skills (20 points max): - All candidates can work in Russian and Ukrainian – 20 points; - Anything less – 0 points	20			
	Total score (3.6-3.7)	70			
	Total score in Form 3 (3.1-3.7)	300			

10. Financial Proposal

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

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

Because the procurement of services is carried out within the framework of the international technical assistance project, the quotations/invoices for payment must be provided without VAT.

Purchase of equipment/technical devices (phones, laptops, others) is not allowed at the expense of the project.

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.



No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	60%	
2.	Deliverable 2	40%	
Total all-inclusive cost without VAT, indicate currency		100%	

B. Cost breakdown by components:

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

Nº	Activity/Costs	Unit	Number	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1.	Staff				
1.1	Project manager salary	Month			
1.2	Interviewer 1	Month			
1.3	Interviewer 2	Month			
1.3	Interviewer 3	Month			
..	...	Month			
2.	Cost of implementation				
2.1					
2.2					
2.3					
3.	Administration costs (if any)				
3.1					
3.2					
4.	Logistical costs				
4.1					
4.2					
5.	Other costs (if any – to define activities/costs)				
TOTAL without VAT, indicate currency					

Model Contract

Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та		Contract for Goods and/or Services Between the United Nations Development Programme and	
			
<i>Empowered lives. Resilient nations.</i>		<i>Empowered lives. Resilient nations.</i>	
1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна		1. Country Where Goods Will be Delivered and/or Services Will be Provided: Ukraine	
2. ПРООН <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:		2. UNDP <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Посилання на номер договору (напр., номер присудження договору):		3. Contract Reference (e.g. Contract Award Number):	
4. Довгострокова угода: Ні		4. Long Term Agreement: No	
5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги		5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services	
6. Тип Послуг:		6. Type of Services:	
7. Дата початку Договору:	8. Дата завершення Договору:	7. Contract Starting Date:	8. Contract Ending Date:
9. Загальна сума Договору: 9a. Передплата: Не застосовується		9. Total Contract Amount: 9a. Advance Payment: Not applicable	
10. Загальна вартість Товарів та/або Послуг: <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів		10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат		11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Назва(Ім'я) Підрядника:		12. Contractor's Name:	
13. Ім'я контактної особи Підрядника: Посада: керівник Адреса: Номер телефону: Факс: Email:		13. Contractor's Contact Person's Name: Title Address: Telephone number: Fax: Email:	
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: Email:		14. UNDP Contact Person's Name: Title: Address: Telephone number Email:	
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку:		15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name:	

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