



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: July 18, 2022
	REFERENCE: 110-2022-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“Development and implementation of the Good Governance School on the standards of citizen participation in public life in the terms of recovery of the territories”**.

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

Proposals may be submitted on or before **23:59 (Kyiv time) Monday, August 01, 2022** and via email to the address below:

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

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

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

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

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

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

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

The Offeror shall mark the email letter/s:

Subject of the message should include: **“110-2022-UNDP-UKR-RFP-RPP”** and **“Development and implementation of the Good Governance School on the standards of citizen participation in public life in the terms of recovery of the territories”**

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

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

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

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

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

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

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

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

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

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

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

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclcodeofconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclcodeofconduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:  
*Mustahsen Qureshi*  
CE3378EEF97C456...

**Mr. Mustahsen Qureshi,**  
**Senior Emergency Operations Manager**

**July 18, 2022**

DS  
*MA*

## Description of Requirements

<b>Context of the Requirement</b>	<b>“Development and implementation of the Good Governance School on the standards of citizen participation in public life in the terms of recovery of the territories”</b>
<b>Brief Description of the Required Services</b>	The main goal of this assignment is to elaborate and conduct the Good Governance School on the standards of citizen participation in public life in the terms of recovery of the territories (GG School), which is aimed to i) teach the local self-governments/civil-military administrations to be accountable for the actions and the results they achieve, ii) help citizens understand their civic responsibilities, and the importance of their participation in the recovery process of the territories, iii) master the system of anti-crisis management of territories for subsequent use.
<b>List and Description of Expected Outputs to be Delivered</b>	<p>Deliverable 1.</p> <ol style="list-style-type: none"> <li>1. The detailed implementation plan of GG School is developed and agreed upon by UN RPP.</li> <li>2. The team of experienced trainers of the GG School is provided and agreed upon by UN RPP.</li> <li>3. The training program and training materials of GG School are developed and agreed upon by UN RPP.</li> <li>4. Assessment of the achievement of the learning objectives and participants’ satisfaction through utilizing the pre-and end-of events evaluation tools has been carried out.</li> <li>5. The 1<sup>st</sup> 5 (five) days training is conducted in Lviv city for 20 unique participants.</li> <li>6. The narrative report is prepared and submitted.</li> </ol> <p>Deliverable 2.</p> <ol style="list-style-type: none"> <li>1. The 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> training with duration 5 (five) days of each are conducted in Lviv city for 60 unique participants.</li> <li>2. Assessment of the achievement of the learning objectives and participants’ satisfaction through utilizing the pre-and end-of events evaluation tools has been carried out.</li> <li>3. Narrative reports are provided upon the completion of each training.</li> </ol>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	Territorial Amalgamation Specialist
<b>Frequency of Reporting</b>	According to TOR attached
<b>Progress Reporting Requirements</b>	According to TOR attached
<b>Location of work</b>	According to TOR attached
<b>Expected duration of work</b>	According to the proposed timeframe specified in the attached TOR
<b>Target start date</b>	September 2022
<b>Target completion date</b>	November 2022
<b>Travels Expected</b>	According to TOR attached
<b>Special Security Requirements</b>	n/a
<b>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</b>	The Program does not provide premises, equipment, supporting personnel, services or logistic support.

<b>Implementation Schedule indicating breakdown and timing of activities/sub-activities</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<b>Currency of Proposal</b>	<input checked="" type="checkbox"/> United States Dollars (USD). UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a> or <input checked="" type="checkbox"/> UAH
<b>Value Added Tax on Price Proposal</b>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable <input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>
<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>A pre-proposal conference will be held on:</b>	Pre-Bidding Conference will be held on <b>Friday, July 22, 2022 at 11:00 (Kyiv time)</b> 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: <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a> Attn: Procurement Unit Subject: <b>110-2022-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration
<b>Payment Terms</b>	The payments shall be arranged in the following way:  30% - upon completion of Deliverable 1. 70% - upon completion of Deliverable 2.  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).
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	Programme Coordinator
<b>Type of Contract to be Signed</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract

<b>Criteria for Contract Award</b>	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
<b>Criteria for the Assessment of Proposal</b>	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal: 24,29% <input checked="" type="checkbox"/> Proposed work plan, methodology, and approach: 37,14% <input checked="" type="checkbox"/> Personnel: 38,57% <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<b>UNDP will award the contract to:</b>	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
<b>Contract General Terms and Conditions</b>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p><b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b></p>
<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
<b>Contact Person for Inquiries (Written inquiries only)<sup>1</sup></b>	<p><i>Procurement Unit UNDP Ukraine procurement.rpp.ua@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>1</sup> 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.

<b>Documents to be submitted in proposal</b>	<ul style="list-style-type: none"> <li>☑ Dully filled in and Signed Form for Submission of Proposal (Annex 2 to the Request for Proposal).</li> <li>☑ 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).</li> <li>☑ Copies of other licenses or certificates (if any).</li> <li>☑ A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.</li> <li>☑ Technical proposal in the form of a brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule, timeframe, and indication of the persons responsible for each area of activity. If any travels/business trips are expected, a detailed description should be also specified in the Technical proposal.</li> <li>☑ CVs of the project team members (Project Manager and Trainers) including the information on education, language knowledge, and experience in implementing similar projects/objectives, as well as confirmation from each team member that they are available for the entire duration of the contract.</li> <li>☑ Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</li> <li>☑ <b>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).</b></li> </ul>
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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 as mentioned above in «Documents to be submitted section".
- ✓ Offers must comply with general administrative requirements.

**Experience and Qualification Requirements**

***An organization submitting a proposal:***

- ✓ An entity with a valid registration at least 5 (five) years (for Ukrainian organizations – an organization should be registered in the territory controlled by the government of Ukraine).
- ✓ At least 5 (five) years of experience in the field of strengthening civil society at the local level, and/or facilitating a dialogue between local self-government and public representatives, and/or promoting good governance, LSGs institutional capacity building, and economic development.
- ✓ Proven experience in developing practical training materials, guidance, and manuals, focused on the territorial management, cooperation of LSGs, public activists, and the involvement of citizens in the public life of the community (at least 2 (two) samples to be provided).
- ✓ Proven experience in organizing and conducting educational short/long-term programs, and seminars (at least 2 (two) examples to be provided).
- ✓ Presence of a minimum 2 (two) positive reference letters similar to these Terms of Reference projects from previous Clients / Partners.
- ✓ Availability of human resources ensuring proper quality and timely performance of the contract, including Project Manager and Trainers (please propose reasonable team composition, which may exceed the minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

***Project Manager:***

- ✓ At least a Specialist/Master's degree in Social Sciences, Public Administration or other related field.
- ✓ Proven experience in elaboration of methodologies, project approaches, and detailed work plans (at least 2 (two) samples).
- ✓ Proven experience in overall project coordination management, including administrative control of the project's expense, preparation of invoices with supporting documentation, reporting, and the timely delivery of inputs (at least 2 (two) examples to be provided).
- ✓ Proven experience in developing and managing educational programs/thematic workshops/seminars for local government representatives, and civil activists (at least 2 (two) examples).

	<p><b><i>All the Trainers (exact number should be proposed by a Contractor):</i></b></p> <ul style="list-style-type: none"> <li>✓ At least a Specialist/Master's degree in Social Sciences, Public Administration, Law or other related field.</li> <li>✓ At least 2 (two) years of working experience in the sphere of good governance, participatory policy, and/or project /territorial management.</li> <li>✓ Proven experience in facilitating and delivering at least 5 (five) trainings/workshops for representatives of local self-government, civil-military administrations, and civil activists.</li> <li>✓ Proven experience in developing well-written and comprehensive training materials, manuals, evaluation/narrative reports, post-training assessments, and recommendations (at least 2 examples related to the subject to be provided).</li> <li>✓ The composition of proposed Trainers team is of both women and men (at least 40 % of the team are women, but not more than 60 %) is considered as an asset.</li> </ul> <p>Fluency in verbal and written Ukrainian is required among all members of the Project team.</p> <p>Other information is available on  <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>;  For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[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 **110-2022-UNDP-UKR-RFP-RPP** dated **July 18, 2022**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

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

***a) Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).***

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

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

***d) Minimum 2 (two) positive reference letters on similar to these Terms of Reference projects from previous Clients / Partners.***

***e) Brief Company Profile (table below).***

<b>BRIEF COMPANY PROFILE</b>	
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	

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

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

#### B. Proposed Methodology for the Completion of Services

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

***a) Technical proposal in the form of a brief description of the assignment implementation with an indication approach to the performance of each stage. If any travels/business trips are expected, a detailed description should be also specified in the Technical proposal.***

***b) A work plan with the proposed work schedule, timeframe, and indication of the persons responsible for each area of activity.***

#### C. Qualifications of Key Personnel

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

***a) CVs of the project team members (Project Manager and Trainers) including the information on education, language knowledge, and experience in implementing similar projects/objectives.***

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

## Financial Proposal

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

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

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

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

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

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

### A. Cost Breakdown per Deliverables\*

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

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT**, indicate currency
1.	Deliverable 1	30%	
2.	Deliverable 2	70%	
<b>Total all-inclusive cost without VAT**, indicate currency</b>		100%	

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

**B. Cost Breakdown by Cost Components:**

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

No.	Activity/Costs	Unit	Number	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
<b>1.</b>	<b>Staff</b>				
1.1	Project Manager	Month			
1.2	Trainer 1	Daily fee			
1.3	Trainer 2	Daily fee			
1.4	Trainer 3	Daily fee			
1.5	Trainer 4	Daily fee			
...	...				
<b>2.</b>	<b>Implementation costs</b>				
2.1					
...					
<b>3.</b>	<b>Administrative costs (if any – to define activities/costs)</b>				
3.1					
...					
<b>4.</b>	<b>Logistical costs</b>				
4.1	Travel costs				
4.2	Accommodation	night			
4.3	Daily allowance	day			
...	...				
<b>5.</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
5.1					
<b>TOTAL without VAT**, indicate currency</b>					

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

*[Designation]*

*[Date]*

*\*\*Dear Partners!*

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

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

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

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

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*

- Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*

- in column 2 of section B – supplier's (seller's) services nomenclature;*
- in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*

- in columns 4 and 5 - unit of services measurement;*

- in column 6 - quantity (volume) of services delivery;*

- in column 7 - the price of the service unit supply, excluding VAT;*

- in column 8 - VAT rate code 903;*

- in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*

- in column 10 - supply volume, excluding VAT (prepayment amount).*

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

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

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

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

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

**Terms of Reference**

<b>Project Name:</b>	UN Recovery and Peacebuilding Programme
<b>Description of the assignment:</b>	Development and implementation of the Good Governance School on the standards of citizen participation in public life in the terms of recovery of the territories
<b>Starting Date of Assignment:</b>	September 2022
<b>Duration of Assignment:</b>	September - November 2022 (up to 3 months)
<b>Country/place of implementation:</b>	Lviv, Lviv oblast Ukraine
<b>Expected Places of Travel:</b>	Lviv, Lviv oblast, Ukraine
<b>Primary Supervisor's name and functional post:</b>	Territorial Amalgamation Specialist Local Governance and Decentralisation Reform Component, UN Recovery and Peacebuilding Programme
<b>Secondary Supervisor's name and functional post:</b>	Programme Coordinator (Local Governance and Decentralisation Reform)

**I. BACKGROUND**

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

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

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

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

- Component 1: Economic Recovery and Restoration of Critical Infrastructure
- Component 2: Local Governance and Decentralization Reform
- Component 3: Community Security and Social Cohesion.

In October 2018, UNDP signed an agreement for a multi-year project under the EU Support to the East of Ukraine programme. In 2021, the EU-funded project was amended to extend its scope through the EU4Resilient Regions programme. It has recently been amended to ensure that the approach implemented under UN RPP

can help address the devastation and increased needs of the civilian population as a result of the ongoing war, and where it will be required. The project has the following specific objectives:

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development, and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprises (MSMEs) 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 direct impacts of the conflict.

One of the priorities of objective 1 is to enhance local capacity for gender-responsive decentralisation and administrative reforms to improve governance, local development, and the delivery of services.

In light of the significant institutional and governance changes that the decentralisation reform has introduced, the local governments have had to strengthen their governance competences and capacities. Progress has been achieved at territorial level thanks to the support of the UN Recovery and Peacebuilding Programme benefiting, in particular from SIDA's funding, to increase good governance and citizens engagement in the regions. Yet, more has to be achieved by local self-government to establish sustainable models of democratic processes, allowing for a meaningful gender-balanced citizens participation in the act of local governance and decision making.

Good Governance School on the standards of citizen participation in public life in the terms of recovery of the territories (GG School) is being implemented under SIDA Project "Local self-governments' adherence to Good Governance principles, supported by genuine and productive gender-balanced citizens participation, for improved environmental protection and social services in eastern Ukraine". It is aimed at strengthening adherence by local governments/civil-military administrations to Good Governance principles, citizens' engagement at the local level to the recovery processes of their territories, deep study of crises management and ways to establish work.

Keeping pace with the developing plans of the Government of Ukraine for the post-war restoration of territories, the current Terms of Reference aims to provide support to the frontline oblasts/territories of Ukraine<sup>4</sup>, which have been affected much more than the others in Ukraine, and need support in the peace recovery issues, good governance in their territories, including public participation, improved service delivery, and greater environmental protection.

In this regard, UNDP is looking for an experienced company/organization/institution (Contractor) with appropriate capabilities, capacity, and a core team that will be able to provide high-quality and duly performed tasks set out in this document.

## II. MAIN GOAL AND OBJECTIVES OF THE ASSIGNMENT

The main goal of this assignment is to elaborate and conduct the Good Governance School on the standards of citizen participation in public life in the terms of recovery of the territories (GG School), which is aimed to i) teach the local self-governments/civil-military administrations to be accountable for the actions and the results they achieve, ii) help citizens understand their civic responsibilities, and the importance of their

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<sup>4</sup> The city and village territorial communities from the following indicative list of regions will be involved in participating in the GG School: Donetsk, Luhansk, Sumi, Chernihiv, Kharkiv, Dnipro, Zaporijjia, Mykolayiv oblasts

participation in the recovery process of the territories, iii) master the system of anti-crisis management of territories for subsequent use.

Thus, the main tasks of the GG School are the following:

- Develop a specialized training program, for representatives of local self-government/civil-military administrations and NGO leaders, focused on the principles of good governance, balanced productive participation of citizens, human rights and gender equality, crisis, and project management, inventory of destroyed and damaged objects and lands, integrated development and reconstruction of territories.
- Conduct training (5-days, 40 academic hours of each training) for at least 80 participants.

The GG School shall contribute to the achievement of the following objective:

At least 80 representatives from local self-governments/civil-military administrations of target territories go through the training program and get skilled to apply the knowledge to recover from hardships, ensure good governance, and active citizens' involvement in their territorial communities.

### III. SCOPE OF WORK

The Contractor will be responsible for performing the following tasks:

1. Develop and agree with UN RPP on the detailed implementation plan of GG School (including the concept, timeframes, expected results, evaluation tools, etc.).
2. Provide a team of experienced trainers to ensure the qualified training process to achieve relevant fulfillment of the GG School objectives.
3. Develop the training program of GG School (the duration of 1 training is 5 (five) working days (equal to 40 academic hours)), which must include (but not limited to) the following topics:
  - Key principles of the Good Governance Code. Human rights and gender equity.
  - Gender Balanced Citizen Participation. Improving the efficiency of citizens' involvement in decision-making processes. Building the dialogue between the community and local government. Participation tools in the formulation and implementation of development policies.
  - Crisis management/conflict management.
  - Tools for the economic development of communities. Project-based management as an instrument of community development.
  - Territorial management, spatial planning, and reconstruction. Inventory of lands and fixed assets of territorial communities.

GG school should combine interactive training techniques, such as discussion, lecture, case study, role-playing, and behavior modeling simulations, to fully engage the participants and suggest they learn through active participation.

4. Develop and submit the training materials of GG School to UNRPP for further printing (PDF/PowerPoint/Word format). Materials must be pre-agreed with UN RPP.
5. Utilize the pre-and end-of events evaluation tools to assess the achievement of the learning objectives and participants' satisfaction (the form will be provided by the UNRPP but should be adapted according to the training's specific aims and indicators).
6. Conduct 4 (four) trainings with 20 participants per each training (duration is 5 days working days of each training (equal to 40 academic hours totally), Saturday and Sunday should be excluded from the

program). The 4 (four) trainings of GG School will take place in Lviv city, the exact venue will be provided to the Contractor upon signing the Contract. The lists of 80 unique participants will be provided by UN RPP.

7. Upon each training (4 in total) prepare narrative reports that include: pre-and end-of evaluation forms, trainers' reports/recommendations, and training materials (PDF/PowerPoint/Word format).

#### General provisions:

- The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.
- All the offline activities within this assignment should be organized and conducted with the observance of sanitary-hygienic and sanitary-anti-epidemic rules and norms stipulated by the World Health Organization about the coronavirus disease (COVID-19) advice for the public WHO COVID-19:
  - Ensure policies and procedures related to COVID-19 are posted, available, and communicated to all participants. Put up COVID-19 posters in the facility and classroom to communicate key messages such as physical distancing of 2 meters, hand hygiene, and how to screen for symptoms.
  - Ensure participants have positioned a minimum of 2 meters from one another and remain at a safe distance at all times.
  - Provide the participants with a necessary number of fabric medical masks.
  - Ensure personal hygiene can be maintained through access to running water and soap, or hand sanitizer with at least 60% alcohol.
  - Ensure instructors and participants can wash or sanitize their hands frequently, especially when they arrive, before and after touching commonly-touched surfaces, and before leaving.
  - Ensure all surfaces in the training room (tables, chairs, countertops, doorknobs, light switches, etc.) are disinfected before and after the training using appropriate cleaning products.
  - Ensure any training equipment, tools or props are cleaned and sanitized before and after use.
- The Contractor is responsible for ensuring the presence of trainers during the school according to the schedule for the timely completion of the task.
- The contractor will promote UNDP's mandate as a gender-responsive organization with zero tolerance to any kind of discriminatory and abusive behaviour, including sexual harassment, sexual misconduct and apply the UN System Code of Conduct (<https://www.un.org/management/sites/www.un.org.management/files/un-system-model-code-conduct.pdf>).
- Ensuring the reference to the UN Recovery and Peacebuilding Programme funded by the Swedish International Development Cooperation Agency (SIDA) in all the products created under the contract is mandatory and must be agreed with UNDP.
- In case of deterioration of general epidemiological/political situation in the country/oblasts UNDP reserves the right to review the conditions to conduct the events, for example, change the offline training/round tables to online events.
- The conference service of the GG School, including transportation of the participants from territorial communities to venue and back, accommodation, and meals will be provided by UN RPP, through the UNDP Long Term Agreement partners. The expenses of trainers (accommodation and meals) during the events are covered by UNRPP.

- The UN RPP specialist should be informed of each GG School training at least 7 (seven) days before the start, and the agendas and schedule should be submitted for approval. UNRPP reserves the right to attend the events of GG School.

#### **IV. EXPECTED OUTPUTS**

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

##### **Deliverable 1.**

1. The detailed implementation plan of GG School is developed and agreed upon by UN RPP.
2. The team of experienced trainers of the GG School is provided and agreed upon by UN RPP.
3. The training program and training materials of GG School are developed and agreed upon by UN RPP.
4. Assessment of the achievement of the learning objectives and participants' satisfaction through utilizing the pre-and end-of events evaluation tools has been carried out.
5. The 1<sup>st</sup> 5 (five) days training is conducted in Lviv city for 20 unique participants.
6. The narrative report is prepared and submitted.

Estimated duration to complete: by the end of the 7<sup>th</sup> week of the assignment

##### **Deliverable 2.**

1. The 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> training with duration 5 (five) days of each are conducted in Lviv city for 60 unique participants.
2. Assessment of the achievement of the learning objectives and participants' satisfaction through utilizing the pre-and end-of events evaluation tools has been carried out.
3. Narrative reports are provided upon the completion of each training.

Estimated duration to complete: by the end of the 13<sup>th</sup> week of the assignment

#### **V. 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 amount will be paid in two (2) tranches as per the delivery of outputs outlined above and executed upon submission of required reports:

30% - upon completion of Deliverable 1.

70% - upon completion of Deliverable 2.

#### **VI. REQUIREMENTS FOR MONITORING / REPORTING/ QUALITY ASSURANCE MEASURES**

The Contractor will report to the Territorial Amalgamation Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme for the above outputs to be accepted and approved. A detailed work plan for achieving these outputs shall be discussed with the Contractor in advance before the start of the assignment.

In case of quality problems, all materials will be transferred to the relevant experts for consideration and making appropriate comments and amendments. The Contractor must undertake corrective measures in the GG School program in case the expected outcomes are not achieved, and the evaluation reveals "bottlenecks": the corresponding changes and additions should be made during the program.

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

All reports for UNDP shall be transmitted electronically (formats of: \*.docx, \*.xlsx, \*.pptx, \*.pdf) on electronic source or in the form of electronic communication. The reports must be written in Ukrainian.

## **VII. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

Qualification requirements for the organization-participant in the competition:

- An entity with a valid registration at least 5 (five) years (for Ukrainian organizations – an organization should be registered in the territory controlled by the government of Ukraine).
- At least 5 (five) years of experience in the field of strengthening civil society at the local level, and/or facilitating a dialogue between local self-government and public representatives, and/or promoting good governance, LSGs institutional capacity building, and economic development.
- Proven experience in developing practical training materials, guidance, and manuals, focused on the territorial management, cooperation of LSGs, public activists, and the involvement of citizens in the public life of the community (at least 2 (two) samples to be provided).
- Proven experience in organizing and conducting educational short/long-term programs, and seminars (at least 2 (two) examples to be provided).
- Presence of a minimum 2 (two) positive reference letters similar to these Terms of Reference projects from previous Clients / Partners.
- Availability of human resources ensuring proper quality and timely performance of the contract, including Project manager and Trainers (please propose reasonable team composition, which may exceed the minimum required, but pay attention that only qualification of the experts included in TOR will be assessed in scoring):

### **Project Manager:**

- At least a Specialist/Master's degree in Social Sciences, Public Administration or other related field.
- Proven experience in elaboration of methodologies, project approaches, and detailed work plans (at least 2 (two) samples).
- Proven experience in overall project coordination management, including administrative control of the project's expense, preparation of invoices with supporting documentation, reporting, and the timely delivery of inputs (at least 2 (two) examples to be provided).
- Proven experience in developing and managing educational programs/thematic workshops/seminars for local government representatives, and civil activists (at least 2 (two) examples).

### **All the Trainers (exact number should be proposed by a Contractor):**

- At least a Specialist/Master's degree in Social Sciences, Public Administration, Law or other related field.
- At least 2 (two) years of working experience in the sphere of good governance, participatory policy, and/or project /territorial management.
- Proven experience in facilitating and delivering at least 5 (five) trainings/workshops for representatives of local self-government, civil-military administrations, and civil activists.
- Proven experience in developing well-written and comprehensive training materials, manuals, evaluation/narrative reports, post-training assessments, and recommendations (at least 2 examples related to the subject to be provided).
- The composition of proposed Trainers team is of both women and men (at least 40 % of the team are women, but not more than 60 %) is considered as an asset.

Fluency in verbal and written Ukrainian is required among all members of the Project team.

## VIII. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Applicants shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).
<input checked="" type="checkbox"/>	A letter of interest/letter of offer, which outlines previous experience in implementing similar projects and the competitive advantages of the applicant company/organization.
<input checked="" type="checkbox"/>	Technical proposal in the form of a brief description of the assignment implementation with an indication approach to the performance of each stage. A work plan with the proposed work schedule, timeframe, and indication of the persons responsible for each area of activity. If any travels/business trips are expected, a detailed description should be also specified in the Technical proposal.
<input checked="" type="checkbox"/>	CVs of the project team members (Project Manager and Experts) including the information on education, language knowledge, and experience in implementing similar projects/objectives, as well as confirmation from each team member that they are available for the entire duration of the contract.
<input checked="" type="checkbox"/>	Minimum 2 (two) positive reference letters similar to these Terms of Reference projects from previous Clients / Partners.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the work plan.

## IX. EVALUATION CRITERIA

### Evaluation and comparison of proposals

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

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

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

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

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

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

**Technical criteria**

Summarized evaluation form of the technical proposal		Score weight	Maximum points obtainable
1.	Experience of the company/organization submitting the proposal	24,29 %	170
2.	Proposed work plan, methodology, and approach	37,14 %	260
3.	Personnel	38,57 %	270
<b>Total score</b>		<b>100%</b>	<b>700</b>

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

Technical evaluation forms:

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

Form 2. Proposed work plan, methodology, and approach

Form 3. Personnel

**Technical Evaluation Forms**

Evaluation of technical proposals		Maximum score	Company/Other organization		
Form 1			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Proven experience in the field of strengthening civil society at the local level, and/or facilitating a dialogue between local self-government and public representatives, and/or promoting good governance, LSGs institutional capacity building, and economic development:  5 years – 20 points, 6-7 years – 25 points, 8 years and more – 35 points	35			
1.2	Proven experience in developing practical training materials, guidance, and manuals, focused on the territorial management, cooperation of LSGs, public activists, and the involvement of citizens in the public life of the community (at least 2 (two) samples to be provided):  2 samples – 30 points, 3-4 samples – 35 points, 5 and more samples – 45 points	45			

1.3	Proven experience in organizing and conducting educational short/long-term programs, and seminars, (at least 2 (two) examples to be provided):  2 samples – 30 points, 3-4 samples – 35 points, 5 and more samples – 45 points	45			
1.4	Presence of a minimum 2 (two) positive reference letters similar to these Terms of Reference projects from previous Clients / Partners:  2 letters – 30 points, 3-4 letters – 35 points, 5 and more letters – 45 points	45			
Overall score on Form 1		<b>170</b>			

Evaluation of technical proposals		Maximum score	Company/Other organization		
Form 2			A	B	C
Proposed implementation plan, methodology, and approach					
2.1	Does the submitted Technical proposal sufficiently meet the objectives and scope of work? <ul style="list-style-type: none"><li>- The Technical proposal generally meets the objectives and scope of work – 85 points.</li><li>- The Technical proposal corresponds well to the task, but the workload is overstated/understated – 90 points.</li><li>- The Technical proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 100 points.</li></ul>	100			
2.2	How well developed and reliable is the work plan? <ul style="list-style-type: none"><li>- The proposed work plan contains some discrepancies – 65 points.</li><li>- The organization provided a balanced and realistic work plan – 80 points.</li></ul>	80			
2.3	How well developed, reasonable and reliable is the approach to implementation of services? <ul style="list-style-type: none"><li>- The approach was developed with an incomplete understanding of current realities and compliance with the objectives – 65 points.</li><li>- The approach logically describes a sequence of works – 70 points.</li><li>- The approach includes thorough criteria demonstrating its feasibility – 80 points.</li></ul>	80			
Overall score on Form 2		260			

Evaluation of technical proposals		Maximum score	Company/Other organization		
Form 3					
Personnel					
	<b>Project Manager</b>				
3.1	The educational level in Social Sciences, Public Administration or other related field:  Specialist/Master – 20 points; Ph.D. and above – 30 points	30			
3.2	Proven experience in elaboration of methodologies, project approaches, and detailed work plans:  2 samples – 20 points, 3-4 samples – 25 points, 5 and more samples – 30 points	30			
3.3	Proven experience in overall project coordination management, including administrative control of the project's expense, preparation of invoices with supporting documentation, reporting, and the timely delivery of inputs:  2 examples – 20 points, 3-4 examples – 25 points, 5 and more examples – 35 points	35			
3.4	Proven experience in developing and managing educational programs/thematic workshops/seminars for local government representatives, and civil activists:  2 examples – 15 points, 3-4 examples – 20 points, 5 and more examples – 25 points	25			
Interim score by criteria 3.1 – 3.4		120			
	<b>Trainers</b> <i>Applicable for all the offered candidates</i>				
3.5	The educational level in Social Sciences, Public Administration, Law, or other related fields:  All the candidates have Specialist/Master's degree – 25 points; more than half of candidates have Ph.D. and above, and the rest of candidates have Specialist/Master's degree – 30 points	30			
3.6	Proven experience in the sphere of good governance, participatory policy and/or project /territorial management:  All the candidates have 2 years of experience – 25 points; more, than half of the candidates have 3 and	40			

	more years of experience, and the rest of candidates have 2 years of experience – 40 points				
3.7	Proven experience in facilitating and delivering trainings/ workshops by all the candidates for representatives of local self-government, civil-military administrations, and civil activists:  5 trainings – 25 points, 6-9 training – 30 points, 10 and more trainings – 35 points	35			
3.8	Proven experience in developing a well-written and comprehensive training materials, manuals, evaluation/narrative reports, post-training assessments, and recommendations by all the candidates:  2 samples – 15 points, 3-4 samples – 20 points, 5 and more samples – 30 points	30			
3.9	Composition of proposed Trainers team  - meeting the requirement “at least 40 % of the team are women, but not more than 60%” – 15 points.  - not meeting the requirement - 0 points.	15			
Interim score by criteria 3.5 – 3.9		150			
Overall score on Form 3		270			

## X. FINANCIAL PROPOSAL

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

### A. Cost Breakdown per Deliverables

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

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	30%	
2.	Deliverable 2	70%	
Total all-inclusive cost without VAT, indicate currency		100%	



**B. Cost breakdown by components:**

The Contractors 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
<b>1.</b>	<b>Staff</b>				
1.1	Project Manager	Month			
1.2	Trainer 1	Daily fee			
1.3	Trainer 2	Daily fee			
1.4	Trainer 3	Daily fee			
1.5	Trainer 4	Daily fee			
...	...				
<b>2.</b>	<b>Implementation costs</b>				
2.1					
...					
<b>3.</b>	<b>Administrative costs (if any – to define activities/costs)</b>				
3.1					
...					
<b>4.</b>	<b>Logistical costs</b>				
4.1	Travel costs				
4.2	Accommodation	night			
4.3	Daily allowance	day			
...	...				
<b>5.</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
5.1					
<b>TOTAL without VAT, indicate currency</b>					

## Annex 4.

## Model Contract

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

ЄДРПОУ		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"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>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.</li> <li>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.</li> </ol> <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><b>НА ПОСВІДЧЕННЯ ЧОГО</b>, 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"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>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</li> <li>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.</li> </ol> <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><b>IN WITNESS WHEREOF</b>, 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>	
<b>Від імені Підрядника / For the Contractor</b>		<b>Від імені ПРООН / For UNDP</b>	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	