**REQUEST FOR PROPOSAL (RFP)**

**Creating a new system of transition from rehabilitation to employment, services and benefits**

|  |  |
| --- | --- |
| RFP Reference No.: | 20-2023-UNDP-UKR-RFP-DG |
| Quantum portal Negotiation No.: | UNDP-UKR-00093 |
| Country: | Ukraine |
| Issued on: | 02-Feb-2023 |

# SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

* Form A: Proposal Confirmation
* Form B: Checklist
* Form C: Technical Proposal Submission
* Form D: Proposer Information
* Form E: Joint Venture/Consortium/Association Information
* Form F: Eligibility and Qualification
* Form G: Format for Technical Proposal
* Form H: Format for CV of proposed key personnel
* Form I: Statement of Exclusivity and Availability
* Form J: Financial Proposal Submission
* Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the online portal and subscribe to this tender following the instructions in the system user guide. Should you require further clarifications, kindly communicate through the system as indicated in Section 3: Data Sheet.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000281016313&busRel=DQXgt7bL7oaiptFEuuXYt0LQHZyjNzWdBQ%3D%3D&_afrLoop=17068648163472527&_afrWindowMode=0&_afrWindowId=null&_adf.ctrl-state=1adawfditb_1&_afrFS=16&_afrMT=screen&_afrMFW=1600&_afrMFH=722&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=115&_afrMFG=0&_afrMFS=0&_afrMFO=0afrMFS=0&_afrMFO=0) to register a profile in the system and following the instructions in the guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders> . Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

We look forward to receiving your proposal.

UNDP in Ukraine

# SECTION 2: INSTRUCTIONS TO PROPOSERS

|  |  |
| --- | --- |
| GENERAL | |
| Scope | Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.  Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at [UNDP Programme and Operations Policies and Procedures/Procurement](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit).  As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature. |
| Interpretation of the RFP | Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP. |
| Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality | All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.  UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>  Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.  In pursuance of this policy, UNDP:   1. Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; 2. Further to the UNDP’s vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| Eligible proposers | Proposers shall have the legal capacity to enter into a binding contract with UNDP.  A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.  All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.  In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.  Similarly, the Bidders must disclose in their proposal their knowledge of the following:   * 1. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and   2. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.  The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.  Proposers shall not be eligible to submit a proposal if at the time of proposal submission:   * is included in the Ineligibility List, hosted by [UNGM](https://popp.undp.org/_layouts/15/WopiFrame.aspx), that aggregates information disclosed by Agencies, Funds or Programs of the UN System; * is included in the [Consolidated United Nations Security Council Sanctions List](https://www.un.org/securitycouncil/content/un-sc-consolidated-list), including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/securitycouncil/content/un-sc-consolidated-list)   is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms). |
| Proprietary information | The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm. |
| Publicity | During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP. |
| SOLICITATION DOCUMENTS | |
| Clarification of solicitation documents | Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.  UNDP will provide the responses to clarifications through the method specified in Section 3: Data Sheet.  UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary. |
| Amendment of solicitation documents | At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.  If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal. |
| PREPARATION OF PROPOSALS | |
| Cost of preparation of proposal | The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| Language | The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet. |
| Documents establishing eligibility and qualifications of the proposer | The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP’s satisfaction. |
| 11.a Documents comprising the proposal | The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:   * 1. Documents Establishing the Eligibility and Qualifications of the Bidder;   2. Technical Proposal;   3. Financial Proposal;   4. Proposal Security, if required by DS;   5. Any attachments and/or appendices to the Proposal. |
| Technical proposal format and content | The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.  The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive. |
| Financial proposal | The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.  Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.  Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Currencies | All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:   * UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange. * In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above. |
| Duties and taxes | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet |
| Proposal validity period | Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.  During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.  In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.  If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.  The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated. |
| Proposal security | A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.  The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.  If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.  In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.  Unsuccessful proposers’ proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).  The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:   * If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; * In the event the successful Proposer fails:   + to sign the contract after UNDP has issued an award; or   + to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer. |
| Joint Venture, Consortium or Association | If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:   * they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and * if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.   After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.  If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.  The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.  The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.  A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:   * Those that were undertaken together by the JV, Consortium or Association; and * Those that were undertaken by the individual entities of the JV, Consortium or Association.   Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.  JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |
| Only one proposal | The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.  Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:   * they have at least one controlling partner, director or shareholder in common; or * any one of them receive or have received any direct or indirect subsidy from the other/s; or * they have the same legal representative for purposes of this RFP; or * they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of another proposer regarding this RFP process; * they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one proposal. |
| Alternative proposals | Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.  If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response... |
| Pre-proposal conference | When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.  If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.  If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.  UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).  The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.  Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP. |
| Site inspection | When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.  If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer which does not attend the site inspection shall become ineligible to submit a proposal under this RFP.  If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.  Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.  Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:   * 1. loss of or damage to any real or personal property;   2. personal injury, disease or illness to, or death of, any person;   3. financial loss or expense, arising out of the carrying out of that site inspection; and   4. transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.   UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).  A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing. |
| Errors or omissions | Proposers shall immediately notify UNDPin writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.  Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults. |
| Proposers responsibility to inform themselves | Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:   * examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; * review the RFP to ensure that they have a complete copy of all documents; * obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; * verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site Inspection or any discussion with UNDP, its employees or agents; * attend any pre-proposal conference if it is mandatory under this RFP; * fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and * form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.   Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers. |
| No material change(s) in circumstances | The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:   * a change affecting any declaration, accreditation, license or approval; * major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; * a change to any information on which UNDP may rely in assessing proposals. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Instruction for proposal submission | The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.  The proposal shall be submitted? by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.  Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract. |
| **26A.**    **Online submission** | * 1. Electronic submission through online portal shall be governed as follows:   Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS;  The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.  The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided.  Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in DS.  Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal. |
|  | Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <http://www.timeanddate.com/worldclock/>. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognise the actual date and time that the proposal was received by UNDP.  UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended. |
| Withdrawal, substitution and modification of proposals | A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.  However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended. |
| Storage of proposals | Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet. |
| Proposal opening | There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal |
| Late proposals | Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.  In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.  Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP’s vendor sanctions procedures. |
| Evaluation of proposals | UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.  UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.  Evaluation of proposals shall be undertaken in the following steps:   * 1. Preliminary examination   2. Evaluation of minimum eligibility and qualification (if pre-qualification is not done)   3. Evaluation of technical proposals   4. Evaluation of financial proposals. |
| Preliminary examination | UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage. |
| Evaluation of eligibility and qualification | Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).  In general terms, vendors that meet the following criteria may be considered qualified:  a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;  b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,  c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;  d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;  e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and  f) They have a record of timely and satisfactory performance with their clients. |
| Evaluation of technical and financial proposals | The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.  When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.  In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.  The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.  When the Data Sheet specifies a **combined scoring method**, the formula for the rating of the proposals will be as follows:  Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Post-qualification/ Due Diligence | UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:   * 1. Verification of accuracy, correctness and authenticity of information provided by the proposer;   2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;   3. Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;   4. Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;   5. Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer;   6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of proposals | UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers’ responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).  UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.  Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the proposals. |
| Responsiveness of proposal | UNDP’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:   1. affects in any substantial way the scope, quality, or performance of the services specified in the contract; or 2. limits in any substantial way, inconsistent with the solicitation documents, UNDP’s rights or the proposer’s obligations under the contract; or 3. if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.   If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission. |
| Nonconformities, reparable errors and omission | Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.  Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.  For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows:   1. if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; 2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.   If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited. |
| Right to accept any proposal and to reject any or all proposals | UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| AWARD OF CONTRACT | |
| Award criteria | Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet. |
| Right to vary requirement at time of award | At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified 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 and the solicitation document. |
| Notification of award | Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract. |
| Debriefing | In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer’s submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer’s submission shall not be discussed. |
| Publication of contract award | UNDP will publish the contract award on UNDP Procurement Notices website at the [link](https://procurement-notices.undp.org/view_awards.cfm), which is linked to the [United Nations Global Marketplace](https://www.ungm.org/), with the RFP Reference number, the information of the awarded proposer’s company name, contract amount or LTA and the date of the contract. |
| Contract Signature | Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids. |
| Contract Type and General Terms and Conditions | The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Performance security | The successful Proposer, if so specified in Section 3: Data Sheetshall furnish a Performance Security in the amount and form specified herein: <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default&DefaultItemOpen=1> , within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).  Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer. |
| Bank guarantee for advance payment | Except when the interests of UNDP so require, it is UNDP’s standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form available at the [link](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default). Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. |
| Liquidated Damages | If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor’s delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order. |
| Proposal protest | Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP.  The following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html> |
| Other Provisions | In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.  UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.  The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 available at the [link](https://procurement-notices.undp.org/view_file.cfm?doc_id=243814). |

# SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

| **Ref. Article in Section 2** |  | **Specific Instructions / Requirements** |
| --- | --- | --- |
| 1. | Scope | The reference number of this Request for Proposal (RFP) is 20-2023-UNDP-UKR-RFP-DG  The services include **Creating a new system of transition from rehabilitation to employment, services and benefits** as further described in Section 5 of this RFP. |
| 2. | Eligible proposers | Proposers from all countries are eligible to participate in this proposal process. |
| 3. | Clarification of solicitation documents | Bidder must send their inquiries and request for clarifications using the messaging functionality in the portal.  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.  PLEASE PAY YOUR ATTENTION: QUOTE SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE SYSTEM. |
| Deadline for submitting requests for clarifications / questions:  Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. |
| supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system. |
| 4. | Language | All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in  ☒ English (preferred), and/or ☒ Ukrainian  In case of submission in Ukrainian language, bidders may be requested for provision of English translation of separate parts of the bid or bid as a whole. |
| 5. | Partial proposals | Submitting proposals for parts or sub-parts of the TOR is:  Not allowed |
| 6. | Currencies | Prices shall be quoted only in the currency indicated in the system. |
| 7. | Duties and taxes | All prices shall:  Be exclusive of VAT and other applicable indirect taxes. |
| 8. | Proposal validity period | 90 days |
| 9. | Proposal security | Not Required |
| 10. | Alternative proposals | Shall not be considered. |
| 11. | Pre-bidding conference | Will be conducted  Time and time zone: 11:00, Kyiv time (GMT+2)  Date : 09 February 2023  Venue: *20-2023-UNDP-UKR-RFP-DG – Pre-Bidding Conference Registration*  The focal point for the arrangement is: *UNDP Ukraine Procurement Unit*  E-mail: *procurement.ua@undp.org*  The pre-proposal conference is:  mandatory  not mandatory  Minutes of the pre-proposal conference will be disseminated directly in the system. |
| 12. | Site inspection | A site inspection will not be held. |
| 13. | Instructions for proposal submission | Proposals must be submitted directly in the online system.  Allowable manner of submitting proposals:  The Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements and/or line items/deliverables. Non-compliance with this instruction may result in rejection of the proposal received.   * File Format: .pdf/.doc/.docx * File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. * All files must be free of viruses and not corrupted*.* * It is recommended that the entire Proposal be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging receipt of the proposal by the system. |
| 14. | Deadline for proposal submission | Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. |
| 15. | Proposal Opening | Public proposal opening will **NOT** be held |
| 16. | Evaluation of technical and financial proposals | Evaluation will be based on:  Lowest price method (selects the lowest evaluated financial proposal of the technically responsive Proposers)  Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal  Other Click or tap here to enter text.  The maximum number of technical points is detailed in Section 4: Evaluation Criteria  To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation. |
| 17. | Right to vary requirement at time of award | The maximum percentage by which quantities may be increased/decreased is 25% |
| 18. | Contract award to one or more proposer | UNDP will award a contract to:  One Bidder Only |
| 19. | Type of contract to be awarded | Contract for Professional Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  See Section 6: for sample contract. |
| 20. | Expected date for commencement of contract | 31 March 2023 (Estimated date) |
| 21. | Conditions of contract to apply | General Terms and Conditions for contracts (goods and/or services)  See Section 6. |
| 22. | Performance Security | Not Required |
| 23.. | Advance payment | Not Allowed |
| 24. | Liquidated damages | Will be imposed as follows:  Percentage of contract price per week of delay: 1% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract. |
| 25. | 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 RequirementsAn organization submitting a proposal: Legally registered entity or consortia of firms;  At least 3 years of experience in the sphere of governance reforms;  Have proven experience of minimum 5 laws/subsidiary legislation, being developed by Contractor which were accepted by the government (short description and links should be provided);  At least three examples/samples/brief overview of analytical reports confirming experience in performing functional and institutional policy analyses of governmental or central public administration authorities (a list of analytical documents/reports supported by links to examples/samples to be specified in the company’s portfolio/profile);  Have proven experience (minimum 3 projects) in conducting design and support of similar works/projects with relevant scope and size of the current project (description and links to the relevant documents should be provided).  Experience in working with UN system organizations, other international organizations will be considered as an advantage.  Minimum team composition should include a Team Leader/Project Management and at least 4 (four) Specialists focusing on different sectors as per ToR requirements (CV with key personnel information should clearly reflect their name, nationality, educational qualification, relevant experience, the Position they will assume and their role as per the ToR requirements. Include an organization chart for the management of the project describing the relationship of key positions and designations). |

# 

**SECTION 4: EVALUATION CRITERIA**

**Preliminary Examination Criteria**

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance** |
| Completeness of the Proposal | All documents requested in Section 2: Instruction to Proposers have been provided and are complete. |
| Proposer accepts UNDP General Conditions of Contract as specified in Section 6. | Form C: Technical Proposal Submission |
| Proposal Validity | Form C |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Minimum Eligibility and Qualification Criteria**

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

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

|  |  |
| --- | --- |
| **Eligibility Criteria** | **Documents to establish compliance** |
| Proposer is a legally registered entity | Form D: Proposer Information |
| Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4. | Form C: Technical Proposal Submission |
| No conflicts of interest in accordance with Section 2 Article 4. | Form C: Technical Proposal Submission |
| The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future | Form C: Technical Proposal Submission |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Qualification Criteria** | **Documents to establish compliance** |
| History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years1. | Form F: Eligibility and Qualification |
| Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years. | Form F: Eligibility and Qualification |
| Previous Experience: |  |
| At least 3 years of experience in the sphere of governance reforms | Form F: Eligibility and Qualification |
| Have proven experience of minimum 5 laws/subsidiary legislation, being developed by Contractor which were accepted by the government (short description and links should be provided)  *For JV/Consortium/Association, all Parties cumulatively should meet requirement* | Short description/overview and links should be provided  Form F: Eligibility and Qualification |
| At least three examples/samples/brief overview of analytical reports confirming experience in performing functional and institutional policy analyses of governmental or central public administration authorities (a list of analytical documents/reports supported by links to examples/samples to be provided)  *For JV/Consortium/Association, all Parties cumulatively should meet requirement* | A list of analytical documents/reports supported by links to examples/samples to be provided/  Form F: Eligibility and Qualification |
| Have proven experience (minimum 3 projects) in conducting design and support of similar works/projects with relevant scope and size of the current project  *For JV/Consortium/Association, all Parties cumulatively should meet requirement* | Description and links to the relevant documents should be provided /  Form F: Eligibility and Qualification |
| Financial Standing: |  |
| Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last two years | Copy of audited financial statements for the last three years. /  Form F: Eligibility and Qualification |
| Turnover: Proposers should have annual turnover of minimum USD 600,000.00 for the last three years (2020-2022).  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification |

**Technical Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Summary of technical proposal evaluation sections** | | **Points obtainable** |
| 1. | Profile of Firm/Organization, experience in the implementation of the similar projects | 210 |
| 2. | Proposed methodology, approach and implementation plan | 210 |
| 3. | Management Structure and proposed personnel | 280 |
|  | **Total** | 700 |

|  |  |  |
| --- | --- | --- |
| **Section 1. Profile of Firm/Organization, experience in the implementation of the similar projects** | | **Points**  **obtainable** |
| 1.1 | Experience in the sphere of governance reforms  minimum 3 years - 52 points,  4-6 years – 57 points,  more than 6 years – 65 points | 65 |
| 1.2 | Experience in development of laws/subsidiary legislation  at least 5 laws/subsidiary legislation were developed – 30 points,  6-10 laws/subsidiary legislation – 40 points;  11 and more laws/subsidiary legislation – 50 points | 50 |
| 1.3 | Experience in performing functional and institutional policy analyses of governmental or central public administration authorities  minimum 3 examples/samples/brief overviews - 40 points,  4-6 examples/samples/brief overviews– 45 points,  more 6 examples/samples/brief overviews – 55 points | 55 |
| 1.4 | Experience in conducting design and support of similar works/projects with relevant scope and size of the current project  at least 3 projects were developed – 25 points, 4-7 laws/subsidiary legislation – 30 points; 8 and more laws/subsidiary legislation – 35 points | 35 |
| 1.5 | Successful experience in working with UN system organizations, other international organizations: availability of experience – 5 points, no experience – 0 points. | 5 |
| **Total Section 1** | | **210** |

|  |  |  |
| --- | --- | --- |
| **Section 2. Proposed methodology approach and implementation plan** | | **Points**  **obtainable** |
| 2.1 | Does the proposed methodology and approach of the technical proposal adequately meet the objectives and scope of work?  - In general, the technical proposal meets the objectives and scope of work; however, may have minor inconsistencies – 94 points;  - The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated – 104 points;  - The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commeasurable scope of work – 110 points. | 110 |
| 2.2 | How well developed, reasonable and reliable is the proposed work plan?  - The developed work plan is general in nature, without description and details – 85 points;  - The developed work plan contains a description and generally meets the objectives of the Terms of Reference - 93 points;  - The developed work plan describes in detail the algorithm of the ToR tasks with the indication of the involved specialists and the gradual transfer of the results of the work - 100 points | 100 |
| **Total Section 2** | | **210** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3. Management Structure and Key Personnel** | |  | **Points**  **obtainable** |
|  | Qualifications of key personnel proposed |  |  |
| 3.1 | **Project Manager/Team Lead** |  | 70 |
|  | * University degree in Economics, Sociology, Management, Public Administration, Law, Psychology, or other similar fields (Bachelor’s degree – 6 pts., Master’s degree – 8 pts., Ph.D or equivalent – 10 pts.); | 10 |  |
|  | * At least 10 years of experience in project managing/ managing similar assignments (5 years – 12 pts., 6-8 years – 13 pts., more than 8 years – 15 pts.); | 15 |  |
|  | * At least 5 years of experience in laws/subsidiary legislation development (5 years – 12 pts., more than 5 years – 15 pts.); | 15 |  |
|  | * Experience of collaborating with central public administration representatives would be an asset (each year – 2 pts, up to max 10 pts.; no such an experience – 0 pts) | 10 |  |
|  | * Experience in working with a high number of different stakeholders involved into one project - at least 2 years (2 years – 7 pts., each additional year – 1 pts., up to 10 pts.). | 10 |  |
|  | * Fluency in Ukrainian and working knowledge of English is required (Ukrainian and working knowledge of English – 7 pts., Proficiency in Ukrainian and English – 10 pts.) | 10 |  |
| 3.2 | **Specialist 1** |  | 60 |
|  | * University degree in Economics, Sociology, Policy Administration, Management, Law, PR, Communication or other similar fields (Bachelor’s degree – 6 pts., Master’s degree – 8 pts., Ph.D or equivalent – 10 pts.) | 10 |  |
|  | * At least 3 years of professional experience in the development and/or implementation of policies (3 years – 10 pts., each additional year – 1 pts., up to max of 15 pts.) | 15 |  |
|  | * Experience of collaborating with central public administration representatives will be an asset (each year – 3 pts., up to 15 pts.; no such an experience – 0 pts) | 15 |  |
|  | * Working experience with UN Agencies and/or other international organizations would be an asset (each year – 2 pts., up to 10 pts.; no such an experience – 0 pts) | 10 |  |
|  | * Fluency in Ukrainian and at least working knowledge of English is required (Ukrainian and working knowledge of English – 7 pts., Proficiency in Ukrainian and English – 10 pts.) | 10 |  |
| 3.3 | **Specialist 2** |  | 50 |
|  | * University degree in Law, Economics, Mathematics, Sociology, IT or other similar fields (Bachelor’s degree – 6 pts., Master’s degree – 8 pts., Ph.D or equivalent – 10 pts.) | 10 |  |
|  | * At least 5 years of relevant professional experience in the field of public reforms, elaboration, and coordination of concepts and legislation (5 years – 10 pts., each additional year – 1 pts., up to max of 15 pts.) | 15 |  |
|  | * Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 10 pts., each additional project – 1 pts., up to max of 15 pts.) | 15 |  |
|  | * Fluency in Ukrainian and at least working knowledge of English is required (Ukrainian and working knowledge of English – 7 pts., Proficiency in Ukrainian and English – 10 pts.) | 10 |  |
|  | **Specialist 3** |  | 50 |
|  | * University degree in Sociology, Economics, Public Administration, Management or other similar fields (Bachelor’s degree – 6 pts., Master’s degree – 8 pts., Ph.D or equivalent – 10 pts.) | 10 |  |
|  | * At least 2 years of relevant professional experience organising the process of empirical data collection and managing the research team (2 years – 7 pts., each additional year – 1 pts., up to max of 10 pts.); | 10 |  |
|  | * At least 2 years of relevant professional experience in the field of organizing research (qualitative/quantitative) (2 years – 7 pts., each additional year – 1 pts., up to max of 10 pts.); | 10 |  |
|  | * Minimum 2 projects in conducting data collection methods and preparing research documents (2 projects – 7 pts., each additional project – 1 pts., up to max of 10 pts.) | 10 |  |
|  | * Fluency in Ukrainian, English will be a strong asset; (Ukrainian– 7 pts., Ukrainian and at least working knowledge of English – 10 pts.) | 10 |  |
|  | **Specialist 4** |  | 50 |
|  | * University degree in Communication, PR, Economics, Sociology, Management or other similar fields (Bachelor’s degree – 6 pts., Master’s degree – 8 pts., Ph.D or equivalent – 10 pts.) | 10 |  |
|  | * At least 2 years of relevant professional experience in the field of communication campaign (2 years – 7 pts., each additional year – 2 pts., up to max of 15 pts.) | 15 |  |
|  | * Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 10 pts., each additional project – 2 pts., up to max of 15 pts.) | 15 |  |
|  | * Fluency in Ukrainian, English will be a strong asset; (Ukrainian– 7 pts., Ukrainian and at least working knowledge of English – 10 pts.) | 10 |  |
| **Total Section 3** | |  | **280** |

# SECTION 5: TERMS OF REFERENCE

**Terms of Reference**

**for**

**Creating a new system of transition from rehabilitation to employment, services and benefits**

Project title: Supporting the rehabilitation of persons with disabilities caused by the war

Timeframe: The entire assignment has to be accomplished during April 2023 – October 2023

1. **Background Information on the Project:**

According to a social report by the Ministry of Social Policy of Ukraine (2020) a significant number of the population of Ukraine needs rehabilitation services. Thus, in Ukraine there are more than 2.7 million people with disabilities. Annually, about 600 thousand people need provision of technical and other rehabilitation equipment. The State Budget of Ukraine for 2020 provided UAH 1.6 billion for these purposes. In 2020, at the expense of at the expense of the Fund for Social Protection of Persons with Disabilities, 407,286 applications for the provision of technical and other rehabilitation equipment were satisfied for a total amount of over UAH 1.5 billion.

A significant amount of state funding of expenditures aimed at improving the condition and quality of provision of rehabilitation facilities for persons with disabilities, children with disabilities and other categories of the population confirms the priority of this direction of the state policy in the field of social protection. The issue of providing persons with disabilities with technical and other rehabilitation equipment is becoming increasingly important, as the total number of persons registered with the social protection bodies, and the quantitative need to provide them with technical and other rehabilitation equipment from year to year are growing significantly from year to year.

Additionally, the impact of the war on the social sector in Ukraine is unprecedented. The war has furthermore caused significant disruption of public service delivery, specifically in social services, affecting vulnerable social groups such as persons with disabilities. The human impact of the war is enormous. As armed violence continues, people are increasingly exposed to explosions, burns, and trauma injuries. War-related injuries have been increasing. The number of people with disabilities (PWDs) caused by the war – both combatants and civilians - has led to increased special demands on medical and psycho-social services, which are expected to continue growing substantially over time. Among PWDs, there are persons with disabilities who have an impairment due to explosive ordnances (EO) (both civilians and veterans), and veterans who often have access to a disability pension and free health services due to their services.

Rehabilitation of PWDs encompasses a holistic set of interventions to address impairments—activity limitations, and participation restrictions, as well as personal and environmental factors that have an impact on one’s functioning and health. Early Rehabilitation is recognized as being an integral part of a patient’s recovery in conflicts and disasters. Starting in acute care, early rehabilitation can help prevent complications, speed recovery, and help ensure continuity of care.

The Government of Ukraine has a wide set of policies regulating the sphere of social and medical services, as well as referral paths, for PWDs. But while the Government of Ukraine has a wide range of rehabilitation centres operating at different levels in structures on under different ministries, the rehabilitation system lacks capacities, funds and is in dire need of modernization – a fact already prominent before the full-scale war. In addition, the rehabilitation facilities often face difficulties in terms of dealing with this new type of war inflicted injuries and traumas and are unable to match the current shift in demand. Responding to this challenge, UNDP with support of the Governments of South Korea and Germany, is implementing a project aimed at responding to the immediate needs in terms of service provision as well as economic integration of PWDs with injuries caused by the war, by enhancing capacities of rehabilitation facilities across Ukraine and partnering with civil society for increased livelihood opportunities, while underpinning the Governments long-term rehabilitation agenda for PWDs and continued work for a Barrier-free Environment in Ukraine.

The project aims to enhance the resilience, physical and mental well-being of persons with disabilities in Ukraine through the strengthening of rehabilitation services, expansion of the disability inclusion agenda and improvement of their socio-economic integration. It works in partnership with the Office of the President of Ukraine, Ministry of Social Policy of Ukraine, Ministry of Health of Ukraine, Ministry of Veterans Affairs of Ukraine, and local administrations, and focuses on 1) Support to the Government of Ukraine to develop and implement policies intended to uphold the rights of persons with disabilities, with a focus on rehabilitation; 2) Enhancing the capacities of local stakeholders in the field of rehabilitation; and 3) Creation of conditions for the socio-economic integration of persons with disabilities.

The project seeks to urgently support the government to emphasize the reformation of the social benefits system in order to contribute to the rehabilitation of people allowing them to be active players at social and economic life.

In the context of this assignment, UNDP seeks to contract a qualified company that will provide a comprehensive analysis (legal and business process as is) of the current social policy system supporting the rehabilitation of persons with disabilities including those who were injured because of the war. Based on the information obtained during consultations with key stakeholders, and in line with best international standards/practices the Contractor is expected to prepare the process matrix and financial model of the new social services and social benefits delivery model to be, as well as to contribute to the development of solutions for optimization and digitalization of new service processes.

1. **DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK**

Further implementation of changes in approaches to social insurance will require a detailed study of the existing national legislation, business process and best practices of reference countries to compare social insurance systems. In this regard, a new system model of transition from rehabilitation to employment, services and disbursements is planned to be established in accordance to the terms of reference that was developed and agreed with the Office of the President, Ministry of Social Policy of Ukraine and other relevant stakeholders. Analytical review and law draft as well as a preparation of message frame for the communication campaign on new service delivery model needs to be developed.

The following activities will be implemented:

* Analytical review of the conditions for legal and business processes as is (including criteria review for covering insurance risks with a single social contribution;
* Conducting a comparative analysis of social insurance systems based on relevant experiences of other countries;
* Developing a financial model for the transformation of revenues and distribution of social insurance payments;
* Proposing solutions for the optimization and digitalization of new service processes to emphasize the reformation of the social benefits system in order to contribute to the rehabilitation of people allowing them to be active players at social and economic life.

In order to achieve the stated objectives, the selected contactor will have the following responsibilities:

1. To prepare an analytical review of the conditions and criteria for covering insurance risks with a single social contribution, to develop a financial model for the transformation of revenues and distribution of social insurance benefits;
2. To develop a financial model for the transformation of revenues and distribution of social insurance benefits;
3. To draft a new system of transition from rehabilitation to employment, services and disbursements;
4. To prepare drafts of the legal acts, subsidiary legislation and supplementary documents;
5. To support the communication of the new social services and social benefits delivery model.

The selected contractor should transfer all intellectual property rights to the Ministry of Social Policy (according to a special agreement between the contractor, Project ‘Supporting the rehabilitation of persons with disabilities caused by the war’).

1. **Deliverables AND IMPLEMENTATION SCHEDULE**

The incumbent will be responsible for the following specific deliverables:

|  |  |  |
| --- | --- | --- |
| **Deliverable #** | **Task description** | **Deadline** |
| **Deliverable #1** | **Prepare an analytical review** of the legal aspects of interaction and business process as is. The review should include conditions and criteria for covering insurance risks with a single social contribution and consist of a clear formulation of such risks, a comprehensive review of the conditions, principles, terms of insurance payments.  In addition, conduct a comparative analysis of social insurance systems and make proposals for Ukraine based on relevant experiences of other countries (min. 2 countries).  Analytical review should also include analyzing of private insurance companies that have products similar to social insurance and determine their interest in participating in public insurance. Elaborating recommendations on the mechanisms for engaging private insurance companies.  Insured events / payments:  - temporary disability, including maternity (sick leave)  - accidents at work and occupational diseases (insurance payments)  - disability (disability pension)  - unemployment (unemployment benefits and social services)  - loss of breadwinner (survivor's pension)  **Expected result**:  Analytical review document with generalized above mentioned tasks in .docx format (5-15 pages, Times New Roman font with 12 font size, line and paragraph spacing 1.0)  Detailed recommendations in Ukrainian in the form of policy proposals (concepts) based on national legislation and international best-practice informed by the conducted analytical review. Recommendations should be prepared in .docx format (5-15 pages, Times New Roman font with 12 font size, line and paragraph spacing 1.0)  Presentation materials should be prepared in .pptx format (5 slides min., Times New Roman font, 12 font size) **and presented to the key stakeholders, the feedback received and revised accordingly.**  NB. list of reference countries for comparison of social insurance systems needs to be agreed with UNDP. | Up to 2 months from the contract signing |
| **Deliverable #2** | **Development of the new service delivery financing model** (transition from rehabilitation to employment, services and benefits) **and process matrix to be** based on stakeholders' feedback.  To develop a financial model for the transformation of revenues and distribution of social insurance benefits, packages of services and payments. Identify needs among those already receiving social benefits and model potential changes in need.  Defining the place and role of disability status in the system to be. Analysis of the term ‘disability’, proposals for changes and approaches**.**  **Expected result**:  Proposed recommendations on optimization and digitalization of the new service delivery model. Elaborated detailed concepts in the form of policy proposals, based on national legislation and international best-practice. The concept has to include suggestions for replacing the functions of the medical and social expert commission. Recommendations should be prepared in Ukrainian in .docx format (10-20 pages, Times New Roman font with 12 font size, line and paragraph spacing 1.0)  Presentation materials should be prepared in .pptx format (5 slides min., Times New Roman font, 12 font size) **and presented to the key stakeholders, the feedback received and revised accordingly.** | Up to 3 months from the contract signing |
| **Deliverable #3** | **Preparation of drafts laws/**legal acts/subsidiary legislation and supplementary documents after approval of the results of deliverables 1 and 2.  Developed drafts need to be reviewed by the Ministry of Social Policy and comments need to be incorporated into the final version.  **Expected result**:  Draft laws and supplementary documents (explanatory notes, comparative tables in accordance with the Regulation), should be prepared in .docx format (min 5 pages, Times New Roman font with 12 font size, line and paragraph spacing 1.0)  Presentation materials should be prepared in .pptx format (5 slides min., Times New Roman font, 12 font size). | Up to 4 months from the contract signing |
| **Deliverable #4** | **Support the communication** of the new service delivery model:   * Preparation of messages for the communication campaign; * Focus groups (FG) to be held to determine the attitudes of the population towards future key messages of the communication campaign; (min. 5 FG need to be held with different target audiences, needs to be approved with key stakeholders); * Organizational and communication support for the implementation of processes; * Assistance in the development of education and training materials for training specialists (as a minimum, the following should be developed: a two-day training course program in the format of the guidelines, containing key information about the new service delivery model. The course should contain an introductory part, the main part, work in groups part as well as contain a part of the FAQ. Guidelines should be min. 5 pages, Times New Roman font with 12 font size, line and paragraph spacing 1.0); * Assistance in working with institutions regarding reorganization, adaptation of statutory and internal documents, communication, etc.   **Expected result**:  A communication framework for different target audiences has been prepared (.docx format) min. 10 pages, Times New Roman font with 12 font size, line and paragraph spacing 1.0;  Education and training materials, based on new legislation, developed and advocacy for adoption by the Ministry of Social Policy;  Developed and agreed with UNDP information materials (content, and design of visual messages for different types of info layouts; as a minimum the following information material should be developed: 10 posts on social media, 3 leaflets templates, 3 one-page templates about new service delivery model, etc.); | Up to 5 months from the contract signing |

UNDP will provide payments upon provision of deliverables duly certified by UNDP in accordance with the table above. UNDP will be the ultimate authority to control the quality of work results and assess the Contractor’s performance during the assignment.

Payments are made in four tranches as per the Schedule of payments indicated in the table above.

In particular, the payment schedule will be as follows:

|  |  |
| --- | --- |
| Deliverable 1 | 25% |
| Deliverable 2 | 25% |
| Deliverable 3 | 35% |
| Deliverable 4 | 15% |

1. **monitoring/REPORTING requirements**

UNDP Project ‘Supporting the rehabilitation of persons with disabilities caused by the war’ Manager in close coordination with the Health Governance Officer will supervise the work of the contractor through regular in person and e-mail/or telephone / Skype communication. Upon completion of the task, the deliverables will be checked by the Project ‘Supporting the rehabilitation of persons with disabilities caused by the war’ team. Should any travel be needed for the assignment, which is not envisaged at this stage, the related costs will be covered additionally, therefore, the incumbent should not include this cost in his/her financial proposal.

The Company’s Implementation Team:

* The team will ensure that the tasks are implemented timely, as agreed in the work plan and the contract. The contractor will be responsible for timely completion of their milestones;
* The team members will be responsible for accessing any documentation relating to their assignment and will treat this information as confidential;
* The team members will be responsible to follow-up with the setting agenda of meetings and interviews;
* The team will flag UNDP of any problems faced during conduct of the work, any foreseen delays, etc. on time, to ensure a development of a risk mitigation measure.

**Use of Reports/Documents**

No report or document should be published or distributed to third parties without approval of UNDP. The Tentative Work Plan provided hereinabove may be amended upon Contractor’s suggestions and/or mutual discussion of UNDP and the Contractor and solely upon a written consent. Any unauthorized breach of terms and conditions of the agreed plan may lead to termination of the contract.

1. **REQUIREMENTS FOR CONTRACTOR**

For the company:

* Legally registered entity or consortia of firms (with an annual turnover of minimum USD 650,000.00 for the last three years (2020-2022))
* At least 3 years of experience in the sphere of governance reforms;
* Have proven experience of minimum 5 laws/subsidiary legislation, being developed by Contractor which were accepted by the government (short description and links should be provided);
* At least three examples/samples/brief overview of analytical reports confirming experience in performing functional and institutional policy analyses of governmental or central public administration authorities (a list of analytical documents/reports supported by links to examples/samples to be specified in the company’s portfolio/profile);
* Have proven experience (minimum 3 projects) in conducting design and support of similar works/projects with relevant scope and size of the current project (description and links to the relevant documents should be provided).
* Experience in working with UN system organizations, other international organizations will be consider as an advantage.

Tentative team

The Contractor should propose the project team composed of the following specialists/ experts

1. **Project Manager/Team Lead**

|  |
| --- |
| University degree in Economics, Sociology, Management, Public Administration, Law, Psychology, or other similar fields |
| At least 5 years of experience in project managing/ managing similar assignments; |
| At least 5 years of experience in laws/subsidiary legislation development; |
| Experience of collaborating with central public administration representatives will be an asset |
| Experience in working with many different stakeholders involved into one project |
| Fluency in Ukrainian and working knowledge of English, Fluent English will be a strong asset |

1. **Specialist 1**

|  |
| --- |
| University degree in Economics, Sociology, Policy Administration, Management, PR, Communication or other similar fields |
| At least 3 years of professional experience in the development and/or implementation of policies |
| Experience of collaborating with central public administration representatives will be an asset |
| Working experience with UN Agencies and/or other international organizations will be an asset |
| Fluency in Ukrainian and working knowledge of English, Fluent English will be a strong asset |

1. **Specialist 2**

|  |
| --- |
| University degree in Law, Economics, Mathematics, Sociology, IT or other similar fields; |
| At least 5 years of relevant professional experience in the field of public reforms, elaboration, and coordination of concepts and legislation; |
| Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project |
| Fluency in Ukrainian and working knowledge of English, Fluent English will be a strong asset; |

1. **Specialist 3**

|  |
| --- |
| University degree in Sociology, Economics, Public Administration, Management or other similar fields; |
| At least 2 years of relevant professional experience organising the process of empirical data collection and managing the research team; |
| At least 2 years of relevant professional experience in the field of organizing research (qualitative/quantitative); |
| Minimum 2 projects in conducting data collection methods and preparing research documents; |
| Fluency in Ukrainian, English will be a strong asset; |

1. **Specialist 4**

|  |
| --- |
| University degree in Communication, PR, Economics, Sociology, Management or other similar fields |
| At least 2 years of relevant professional experience in the field of communication campaign |
| Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project |
| Fluency in Ukrainian, English will be a strong asset |

1. **DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL**

|  |  |
| --- | --- |
|  | Letter of interest/proposal, which outlines previous experience in implementing similar projects and competitive advantages of the applicant company |
|  | Information about the organisation with other requested information (experience in the implementation of the similar projects, experts’ team, etc.)  Organization’s portfolio, that should include the following:  - implemented projects in the field of governance reform (description and links to the developed (at least) 5 laws/subsidiary legislation, which were accepted by the government)  - sufficient information about proper work(s)/project(s) on performing functional and institutional policy analyses of governmental or central public administration authorities (supported by links to the at least three examples/samples/brief overview of the relevant analytical documents/reports clearly confirming experience in the field)  - examples/samples of the documents confirming experience (minimum 3 executed projects) in conducting design and support of similar works/projects with relevant scope and size of the current project (description and links to the relevant documents) |
|  | Resume/CVs of all the experts/specialists intended, clearly indicating their qualifications and experience, as well as confirmation of their availability if selected for this project (for externally engaged experts). |
|  | Financial proposal |
|  | Proposed working plan with suggested timeline (Gannt chart with key stages and events, their dates and places) as well as responsible staff for each activity, methodology, and approach for the development of the campaign, targeting, messaging etc. |
|  | At least 2 recommendation letters from previous customers/clients/partners regarding the performance of similar work |

# SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

## 6.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process

# SECTION 7: PROPOSAL FORMS

**Form A: Proposal Confirmation**

**Form B: Checklist**

**Form C: Technical Proposal Submission**

**Form D: Proposer Information**

**Form E: Joint Venture/Consortium/Association Information**

**Form F: Eligibility and Qualification**

**Form G: Format for Technical Proposal**

**Form H: Format for CV of proposed key personnel**

**Form I: Statement of Exclusivity and Availability**

**Form J: Financial Proposal Submission**

**Form K: Format for Financial Proposal**

## FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and attaching in the respective requirements section of Negotiation in Quantum eTendering portal

|  |  |  |
| --- | --- | --- |
| From: | Insert name of proposer |  |
| Subject | RFP reference 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | |

|  |  |
| --- | --- |
| **Check the appropriate box** | **Description** |
|  | **YES**, we intend to submit a proposal. |
|  | **NO**. We are unable to submit a competitive proposal for the requested services at the moment |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
|  | The requested services are not within our range of supply |
|  | We are unable to submit a competitive proposal for the requested services at the moment |
|  | The requested services are not available at the moment |
|  | We cannot meet the requested terms of reference |
|  | The information provided for proposal purposes is insufficient |
|  | Your RFP is too complicated |
|  | Insufficient time is allowed to prepare a proposal |
|  | We cannot meet the delivery requirements |
|  | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below. |
|  | Sustainability criteria/requirements are too stringent (if applicable) |
|  | We do not export |
|  | We do not sell to the UN |
|  | Your requirement is too small |
|  | Our capacity is currently full |
|  | We are closed during the holiday season |
|  | We had to give priority to other clients’ requests |
|  | The person handling proposals is away from the office |
|  | Other (please provide reasons below): |
| Further information: Click or tap here to enter text. | |
|  | We would like to receive future RFPs for this type of services |
|  | We don’t want to receive RFPs for this type of services |

Questions to the Supplier concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text.

## FORM B: CHECKLIST

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

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

**Technical Proposal:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Proposal Forms?** |  |
| * Form C: Technical Proposal Submission |  |
| * Form D: Proposer information |  |
| * Form E: Joint Venture/Consortium/Association Information |  |
| * Form F: Eligibility and Qualification |  |
| * Form G: Technical Proposal |  |
| * Form H: CVs of proposed key personnel |  |
| * Form I: Statements of exclusivity and availability for key personnel |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4 in Quantum system?** |  |
| **Have you provided the required documents in support of Form D: Proposer Information?** |  |

**Financial Proposal:**

|  |  |
| --- | --- |
| * Form J: Financial Proposal Submission |  |
| * Form K: Financial Proposal |  |

## FORM C: TECHNICAL PROPOSAL SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

We, the undersigned, offer to supply the services required for **Creating a new system of transition from rehabilitation to employment, services and benefits** in accordance with your Request for Proposals No. **20-2023-UNDP-UKR-RFP-DG**. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

**Proposer Declaration:** on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them. |
|  |  | I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period. |
|  |  | **Ethics**: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group. |
|  |  | I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15); |
|  |  | **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future. |
|  |  | **Proposal Validity Period:** I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period. |
|  |  | I/We understand and recognize that you are not bound to accept any proposal you receive. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf. |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Proposer*]

## FORM D: PROPOSER INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

|  |  |
| --- | --- |
| **RFP Reference** | Click or tap here to enter text. |
| **Legal name of Proposer** | Click or tap here to enter text. |
| **Legal Address, City, Country** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |
| **Year of registration** | Click or tap here to enter text. |
| **Proposer’s Authorized Representative information** | Name and Title: Click or tap here to enter text.  Telephone numbers: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| **Legal structure** | Choose an item. |
| **No. of full-time employees** | Click or tap here to enter number. |
| **No. of staff involved in similar contracts** | Click or tap here to enter number. |
| **Are you a UNGM registered vendor?** | Yes  No If yes, insert UNGM Vendor Number |
| **Years of supplying to UN organisations** | Click or tap here to enter text. |
| **Are you a** Click or tap here to enter text.**vendor?** | Yes  No If yes, insert Vendor Number |
| **Countries of operation** | Click or tap here to enter text. |
| **Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)** | Click or tap here to enter text. |
| **Commercial Representatives in the country: Name/Address/Phone (for international companies only)** | Click or tap here to enter text. |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | Click or tap here to enter text. |
| **Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent?** *(If yes, provide a Copy of the valid Certificate):* | Tick all that apply and **provide supporting documentation**:  Corporate Environmental Policy  ISO 14001  ISO 14064  Other, specify Click or tap here to enter text. |
| **Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?**   * **Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.** * **Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.** * **Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.** | Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:  Tick all that are attached:  Formal statement  Sustainability report  UN Global Compact Communication on Progress  Other, specify Click or tap here to enter text. |
| **Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?**  *(If yes, please provide details and documentation]* | Click or tap here to enter text. |
| **Is your company a member of the UN Global Compact?** | Choose an item.  If yes, please provide link to Global Compact profile:  Click or tap here to enter text. |
| **Bank Information** | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. |
| **Contact person that** Click or tap here to enter text. **may contact for requests for clarifications during Proposal evaluation** | Name and Title: Click or tap here to enter text.  Telephone numbers: Click or tap here to enter text.  Email: Click or tap here to enter text. |

## FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

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

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | Click or tap here to enter text. |

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

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

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## FORM F: ELIGIBILITY AND QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

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

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| No non-performing contracts during the last 3 years | | | |
| Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

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

* + - 1. Please list only previous similar completed assignments confirming at least 3 years of experience in the sphere of governance reforms

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + - 1. Please list minimum 5 implemented projects in the field of governance reform (description and links to the developed (at least) 5 laws/subsidiary legislation, which were accepted by the government)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + - 1. Please list minimum 3 proper work(s)/project(s) on performing functional and institutional policy analyses of governmental or central public administration authorities (supported by links to the at least three examples/samples/brief overview of the relevant analytical documents/reports clearly confirming experience in the field)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + - 1. Please list minimum 3 executed projects confirming the experience in conducting design and support of similar works/projects with relevant scope and size of the current project (description and links to the relevant documents to be provided)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years (2020-2022)** | Year | Currency | Amount |
| Year | Currency | Amount |
| Year | Currency | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (state currency) | **Historic information for the last 3 years (2020-2022)** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

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

* 1. Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM G: FORMAT FOR TECHNICAL PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

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

**Section 1: Proposer’s qualification, capacity and expertise**

1.1 Letter of interest/proposal, which outlines previous experience in implementing similar projects and competitive advantages of the applicant company.

1.2 Information about the organization with another requested information (experience in the implementation of the similar projects, experts’ team, etc.).

Organization’s portfolio, that should include the following:

- implemented projects in the field of governance reform (description and links to the developed (at least) 5 laws/subsidiary legislation, which were accepted by the government);

- sufficient information about proper work(s)/project(s) on performing functional and institutional policy analyses of governmental or central public administration authorities (supported by links to the at least three examples/samples/brief overview of the relevant analytical documents/reports clearly confirming experience in the field);

- examples/samples of the documents confirming experience (minimum 3 executed projects) in conducting design and support of similar works/projects with relevant scope and size of the current project (description and links to the relevant documents);

1.3 At least 2 recommendation letters from previous customers/clients/partners regarding the performance of similar work

**Section 2: Proposed Methodology, Approach and Implementation Plan**

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

2.1 A detailed description of the approach and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organized, controlled and delivered.

2.2 The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.

2.2 Proposed working plan with suggested timeline (Gannt chart with key stages and events, their dates and places) as well as responsible staff for each activity

2.3 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.5. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

**Section 3: Management Structure and Key Personnel**

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in Form H and the statement of exclusivity and availability using the format in Form I.

**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

|  |  |  |
| --- | --- | --- |
| **Position (as per ToR)** |  | |
| **Personnel Information** | Name: | |
|  | Nationality: | Date of birth: |
|  | Language Proficiency: | |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
|  | Address of employer: | |
|  | Telephone: | Email: |
|  | Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* | |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* | |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. | |

Summarize professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project as well as links confirming experience if required by ToR.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel

Date (Day/Month/Year)

**FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABLITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer Click or tap here to enter text.in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

|  |  |
| --- | --- |
| **From** | **To** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other Click or tap here to enter text. solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name:

Title:

Date:

Signature:

## FORM J: FINANCIAL PROPOSAL SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal 20-2023-UNDP-UKR-RFP-DG.

We are hereby submitting our Financial Proposal in the amount indicated herewith.

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

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

Please enter the total amount of your financial proposal in the system as a response to this question. Make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

## FORM K: FORMAT FOR FINANCIAL PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | 20-2023-UNDP-UKR-RFP-DG (Quantum portal Negotiation Number: UNDP-UKR-00093) | | |

The proposer is required to prepare the Financial Proposal following the below format and submit it separately from the Technical Proposal as indicated in the Instruction to Proposers. **The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer**. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal.

**Currency of the proposal:** Click or tap here to enter text.

**Table 1: Cost Breakdown per Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Total (indicate currency), without VAT** | **Percentage of**  **Total Price**  **(Weight for**  **payment)** | **Total (please indicate currency), without VAT** |
| 1 | **Deliverable 1** | 25% |  |
| 2 | **Deliverable 2** | 25% |  |
| 3 | **Deliverable 3** | 35% |  |
| 4 | **Deliverable 4** | 15% |  |
|  | **Total all-inclusive cost without VAT** | **100%** |  |

**Table 2: Cost breakdown by components**

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Activity/Costs** | **Unit** | **Number** | **Price per unit without VAT, currency** | **Cost per unit without VAT, currency** |
| 1. | Staff | | | | |
| 1.1 | Team Leader | Month |  |  |  |
| 1.2 | Specialist 1 | Month |  |  |  |
| 1.3 | Specialist 2 | Month |  |  |  |
| 1.5 | … |  |  |  |  |
| 2. | Cost of implementation | | | | |
| 2.1 | Prepare an analytical review |  |  |  |  |
| 2.2 | Development of the new service delivery financing model and process matrix to be |  |  |  |  |
| 2.3 | Preparation of drafts laws |  |  |  |  |
| 2.4 | Support the communication |  |  |  |  |
| 2.5 | ….. |  |  |  |  |
| 3. | Administrative costs (if any) | | | | |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 4. | Other costs (if any – to define activities/costs) | | | | |
| 4.1 |  |  |  |  |  |