



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: May 21, 2021
	REFERENCE: 261-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for : **implementing "Peer-to-peer mentorship program for ex-combatants: veteran to veteran "**.

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

Proposals may be submitted on or before **11:59 PM (Kyiv Time, GMT +3) Friday, June 04, 2021** via email to the address below:

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

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

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

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

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

Messages should **not exceed 20 MB in size**. Offers larger than 20 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and the solicitation documents. Messages larger than 20 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“261-2021-UNDP-UKR-RFP-RPP”** and: **“Peer-to-peer mentorship program for ex-combatants: veteran to veteran”**.

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

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

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

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

A two-stage procedure is utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of technical proposals.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

*Sincerely yours,*



*Ms. Agnes Kochan,  
Operations Manager  
UNDP Ukraine*

*May 21, 2021*

*Md*

## Annex 1

## Description of Requirements

Context of the Requirement	Implementing "Peer-to-peer mentorship program for ex-combatants: veteran to veteran"
Brief Description of the Required Services	<p>UNDP recognizes the importance of peer support between ex-combatants on the way to positive reintegration. This specific assignment is part of a broader scale task supporting ex-combatants to reintegrate into their communities and build sustainable links with local authorities, law enforcement bodies and other stakeholders.</p> <p>The mentorship programme will take off in five oblasts: Donetsk and Luhansk oblasts (Government controlled areas), Zaporizhzhia, Zhytomyr Dnipropetrovsk oblasts. The programme will bridge professionals (ex-combatants acting as mentors, from one side) and professionals to be (protégés from the other side) who share post-deployment reintegration experience. The program will be open for protégés' applications from target oblast, while mentors may apply from any oblast (Government controlled areas), or outside of Ukraine. Therefore, UNDP (within the UN RPP) seeks a qualified company to implement the peer-to-peer mentorship programme for ex-combatants.</p>
List and Description of Expected Outputs to be Delivered	<p>This assignment assumes that a peer-to-peer approach will empower ex-combatants and help gain skills and knowledge for positive long-term reintegration. Since this is the second cohort of the peer-to-peer mentorship program, another assumption is that the first cohort's experience will support the second cohort's participation.</p> <p>The program has the following mission: to strengthen ex-combatants' competencies to achieve a maximum of their capabilities to reintegrate.</p> <p>Long-term goals of this program are:</p> <ul style="list-style-type: none"> <li>- the competencies of ex-combatants in critical areas have increased (professional skills, leadership, negotiations, partnerships development, etc.).</li> <li>- an understanding of a community context has improved – ex-combatants are actively and competently using assets of local authorities, executive authorities, etc.</li> <li>- a systematic approach to work has improved and became a norm for ex-combatants CSOs.</li> <li>- set a basis for an inter-oblast network of ex-combatants.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	Community Security and Social Cohesion Component Coordinator, UN RPP
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached

	Following oblasts of Ukraine: Dnipropetrovsk, Donetsk (Government Controlled Areas), Zhytomyr, Zaporizhzhia, Luhansk (Government Controlled Areas)
Expected duration of work	According to TOR attached
Target start date	June 2021
Latest completion date	January 2022
Travels Expected	According to TOR attached
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	According to TOR attached
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> UAH
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on the 26<sup>th</sup> of May 2021 at 11 am via Skype Conference.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID (for bidders willing to participating via Skype Conference) at the following e-mail:</p> <p><a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p> <p>Attn: Procurement Unit</p> <p>Subject:<b>261-2021-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.</p> <p>UNDP will pay the negotiated amount in 4 tranches as per delivery of outputs outlined above. Below is a description of the % of the total budget will be paid after receipt of the following deliverables:</p> <p>Deliverable 1 – 35% of the agreed payment  Deliverable 2 – 25% of the agreed payment  Deliverable 3 – 25% of the agreed payment  Deliverable 4 - 15% of the agreed payment</p> <p>The UN RPP shall pay the negotiated contract fees for the services within 30 days after delivering and agreed by the UN RPP. The payments will be processed upon the full completion and acceptance of contractual obligations, which point to the Component Lead signs acceptance certification.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Component Lead, UN RPP
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
	<b><u>Technical Proposal (70%)</u></b>

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Experience and proven track record 30% <input checked="" type="checkbox"/> Proposed methodology, timeline, Final Report and Presentation structure 45% <input checked="" type="checkbox"/> Assignment team composition 25%  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process</b>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed ToR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Model Contract for Goods and/or Services (Annex 4) <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only)	<i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> <b>procurement.rpp.ua@undp.org</b> , 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.
Documents to be submitted in proposal	<input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2); <input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided; <input checked="" type="checkbox"/> Organization's profile The Company's profile clearly and briefly reflects all the necessary experience and competencies for this assignment. Only the experience reflected in the profile document will be considered during the evaluation process. Links, attachments, etc., should prove all the experience and competencies reflected in the profile document. The profile should not exceed 1 page (Arial font, 12 font size, 1,5 line and paragraph spacing); <input checked="" type="checkbox"/> Proposal for how to organize a mentoring and coaching work. (The proposal document should cover the process from the start of the program to the matching mentors with their protégés. The proposal document should also include a learning programme methodology (description in generic terms of the mentorship program's learning component, from the start of learning till the finish of the program). A brief and precise proposal should not exceed two pages (Arial font, 12 font size, 1,5 line and paragraph spacing));

	<p><input checked="" type="checkbox"/> Suggested composition of the assignment team. (Schematically, show the assignment team composition, and support it with the justification for each team member’s role. The assignment team's composition should include team lead, team roles responsible for specific tasks (a core project team). The assignment team's composition may also include facilitators, advisors, etc.)</p> <p><input checked="" type="checkbox"/> CV of a proposed team lead. The CV should highlight the experience in similar projects and relevant education;</p> <p><input checked="" type="checkbox"/> The assignment team members profiles. The profiles should be submitted for each team member separately. The 'profiles' should clearly and briefly reflect all the relevant to the task experience and competencies. A profile for each person should not exceed half of the page;</p> <p><input checked="" type="checkbox"/> At least 1 sample of other methodologies developed by the Company. The sample(s) should be provided as attachments, or as link(s) to online documents;</p> <p><input checked="" type="checkbox"/> At least two reference letters from a former clients in any project done by the Company. The reference should be brief and straightforward and should highlight only the relevant experience that the Contractor had in a particular project;</p> <p><input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don’t provide password unless requested and don’t include password to letter with technical proposal part).</b></p>
<p>Other Information <i>[pls. specify]</i></p>	<p><b><u>Administrative Requirements:</u></b> Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:</p> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation as mentioned above in « Documents to be submitted in proposal» Section</li> <li>✓ Offers must comply with general administrative requirements</li> </ul> <p><b><u>Experience and Qualification Requirements</u></b> <b><i>For the Company:</i></b></p> <ul style="list-style-type: none"> <li>• An officially registered legal entity (commercial, non-profit, non-governmental, public, etc.); for Ukrainian bidders' registration should be in the Government-controlled area of Ukraine.</li> <li>• Proven experience of working with mentoring and coaching projects. At least two projects in the last five years.</li> <li>• Proven experience with the peer-to-peer approach will be a strong advantage. The application should reflect this experience.</li> <li>• Proven experience in working with ex-combatants as a target audience will be a strong advantage, at least two projects in the last five years. The application should reflect this experience.</li> <li>• Proven experience in developing methodologies for learning programmes, including mentoring, coaching, other types of education. At least one developed and published documents with a methodology in the last five years.</li> </ul>



	<ul style="list-style-type: none"><li>• Proven experience of working with international organizations, i.e., UN, international NGOs etc., at least two implemented and reported projects in the past five years.</li><li>• Proven experience in organizing events online and offline; at least two organized events in the last five years.</li></ul> <p><b><i>For the Team lead:</i></b></p> <ul style="list-style-type: none"><li>• At least a Bachelor's degree (or higher) in social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology.</li><li>• At least two years of experience in the sphere of education, mentoring and alike.</li><li>• Fluency in Ukrainian and proficiency in English (working knowledge).</li></ul> <p><b><i>For the assignment team:</i></b></p> <ul style="list-style-type: none"><li>• At least two persons on a team. All the team members should have relevant education of at least a Bachelor's degree in data science, behavioural sciences, sociology, social work, psychology, and anthropology.</li><li>• At least 50% of the team members should have experience in a mentoring project(s).</li><li>• Experience with the target group of ex-combatants among assignment team members will be considered a strong asset. The application should reflect this experience.</li></ul> <p>Other information is available on <a href="http://procurement-notices.undp.org">http://procurement-notices.undp.org</a>; For the information, please contact <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p>
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**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 261-2021-UNDP-UKR-RFP-RPP dated 5/21/2021 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

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

- *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- *The Company's profile clearly and briefly reflects all the necessary experience and competencies for this assignment. Only the experience reflected in the profile document will be considered during the evaluation process. Links, attachments, etc., should prove all the experience and competencies reflected in the profile document. The profile should not exceed 1 page (Arial font, 12 font size, 1,5 line and paragraph spacing).*
- *At least 1 sample of other methodologies developed by the Company. The sample(s) should be provided as attachment(s), or as link(s) to online documents.*
- *At least two reference letterers from a former client in any project done by the Company. The reference should be brief and straightforward and should highlight only the relevant experience that the Contractor had in a particular project.*
- *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**BRIEF COMPANY PROFILE**

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

Full registration name

Year of foundation

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Track Record performed	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters <i>if any</i> .
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Yes/No (Please choose)
Other relevant information	

## B. Proposed Methodology for the Completion of Services

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

- *A proposal for how to organize a mentoring and coaching work. The proposal document should cover the process from the start of the program to the matching mentors with their protégés. The proposal document should also include a learning programme methodology (description in generic terms of the mentorship program's learning component, from the start of learning till the finish of the program). A brief and precise proposal should not exceed two pages (Arial font, 12 font size, 1,5 line and paragraph spacing).*

## C. Qualifications of Key Personnel

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

- *A suggested composition of the assignment team. Schematically, show the assignment team composition, and support it with the justification for each team member's role. The assignment team's composition should include team lead, team roles responsible for specific tasks (a core project team). The assignment team's composition may also include facilitators, advisors, etc.*
- *A CV of a proposed team lead. The CV should highlight the experience in similar projects and relevant education.*
- *The assignment team members profiles. The profiles should be submitted for each team member separately. The 'profiles' should clearly and briefly reflect all the relevant to the task experience and competencies. A profile for each person should not exceed half of the page.*

## D. Financial Proposal

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

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

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

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

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

### **Cost Breakdown per Deliverable\***

The key steps and a description of the results that must be obtained in the specified time frames are listed above. The Contractor is invited to assess the complexity of work on the implementation by each of these stages and offer the customer the preferred percentage of the agreement's total proposed value.

<b><i>Deliverables [list them as referred to in the RFP]</i></b>	<b><i>Percentage of Total Price (Weight for payment)</i></b>	<b><i>Amount, currency, excl. VAT</i></b>
Delivery of output 1		
Delivery of output 2		
Delivery of output 3		
Delivery of output 4		
<b>Total</b> (please indicate currency)	100%	

*\*This breakdown per deliverables shall be the basis of the payment tranches*

### **Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for each deliverable based on the following format. The UN RPP shall use the cost breakdown for the price reasonability assessment purposes and the calculation of price if both parties have agreed to add new deliverables to Services' scope.

<b><i>Nº</i></b>	<b><i>Activity/Costs</i></b>	<b><i>Unit</i></b>	<b><i>Number</i></b>	<b><i>Cost per unit, currency</i></b>	<b><i>Amount, currency excl. VAT</i></b>
<b>1</b>	<b>Personnel</b>				
1.1	Team lead	1 month of work			
1.2	Team member 1 (role on the team 1)	1 month of work			
1.3	Team member 2 (role on the team 2)	1 month of work			
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Communication (Internet/Phone/etc.)				
...					
<b>3</b>	<b>Travel and Lodging</b>				

3.1	Event logistics	Day			
...	...				
4	<b>Other costs (if any - to define clearly activities/costs)</b>				
4.1	...				
...	...				
	<b>Total</b> (please indicate currency)				

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

*[Designation]*

*[Date]*

\*\* Dear partners!

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 261-2021-UNDP-UKR-RFP-RPP производится в рамках выполнения проекта международной технической помощи.

Согласно положений Налогового Кодекса Украины (п. 197.11) предусмотрено освобождение от налогообложения НДС операций, которые финансируются за счет материально-технической помощи.

Порядок получения права на освобождение от налогообложения операций, которые производятся в рамках проектов международной технической помощи регламентируется постановлением Кабинета Министров Украины от 15 февраля 2002 года №153.

В случае наличия права на применение этой НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

- в графе «Складена на операції, звільнені від оподаткування» верхній лівий частині робиться позначка «Без ПДВ»;
- в розділ А табличної частини НН (строки І - Х) вносяться обобщаючі дані по операціям, на які складається така НН, а саме: в строці І вказується загальна сума засобів, підлягаючих оплаті з урахуванням НДС; в строці ІХ — загальний обсяг поставок товарів/услуг. Строки ІІ - ІІІ розділу А не заповнюються;
- в графі 2 розділу В вказується номенклатура послуг постачальника (продавця);
- в графі 3.3 розділу В — код послуги згідно ГКПУ. Графі 3.3 заповнюються на всіх етапах поставки послуг.
- в графі 4 і 5 — одиниця вимірювання послуг;
- в графі 6 — кількість (обсяг) поставок послуг;
- в графі 7 — ціна поставок одиниці послуг без урахування НДС;
- в графі 8 — вказується код ставки НДС 903;
- в графі 9 — код пільги згідно Справочнику інших податкових пільг податкових пільг, затвердженню ГФС по стану на дату складання НН — «14060523».
- в графі 10 — обсяг поставок без урахування НДС (сума авансу). Детально — в матеріалах «Податкова накладна – 2017: порядок заповнення» і «Нова податкова накладна в зразках».

Що стосується податкового кредиту з НДС по покупкам матеріалів для виконання відповідних будівельних робіт, то тут правила його компенсації, передбачені п. 198.5 НКУ, не діють. Бо згідно п. 198.5 НКУ на операції по поставці товарів і послуг, звільнення від оподаткування НДС яких передбачено п. 197.11 НКУ, правила нарахування податкових зобов'язань не поширюються.

Це означає, що в ході використання матеріалів, які були куплені з НДС, для виконання цих робіт податковий кредит компенсувати не потрібно, відповідно не потрібно і нараховувати для цього податкові зобов'язання.

Виходячи з вищесказанного, просимо Вас формувати Ваші тендерні заявки/рахунки на оплату без НДС з урахування положень українського законодавства, викладених в перелічених нормативних актах.

В разі виникнення додаткових питань просимо Вас звертатися в відділення Державної Фіскальної Служби України за місцем реєстрації Вашого підприємства для отримання додаткової консультації в межах статті 52 Податкового Кодексу України.



## TERMS OF REFERENCE

**Project title:** United Nations Recovery and Peacebuilding Programme (UN RPP)

**Assignment Title:** Peer-to-peer mentorship program for ex-combatants: veteran to veteran

**Country/place of implementation:** Following oblasts: Dnipropetrovsk, Donetsk (Government Controlled Areas), Zhytomyr, Zaporizhzhia, Luhansk (Government Controlled Areas).

**Starting date of the assignment:** May 2021

**Duration of assignment:** up to 8 months

**Name and position of Project Manager:** Community Security and Social Cohesion Component Coordinator

### I. BACKGROUND

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

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

Four United Nations agencies are implementing the UN RPP: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organisation of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), and Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland & the UK.

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the critical stabilization, peacebuilding, economic and governance priority needs in the east of Ukraine following the conflict's start. It considers the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire

provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralization Reform

Component III: Community Security and Social Cohesion (CSSC).

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. The current project is a unifying interventions framework for 13 projects funded by 12 international partners. The management of the following assignment is entrusted to the UNDP (within the UN RPP). The Netherlands finances this particular assignment.

There are nearly 370,000 demobilized men and women (those who received ATO/JFO certificate), who require support in their return to civilian life. Reintegration is the process by which ex-combatants acquire civilian status and gain sustainable employment and income. It is essentially a social and economical process with an open time frame, primarily taking place in communities at a local level. Reintegration of ex-combatants into society is difficult because ex-combatants and their families are frequently left without livelihoods or support networks during the challenging transition to civilian identity.

The results from an assessment on the reintegration process of ex-combatants at a community level, conducted in 2020, show that successful reintegration of ex-combatants at community level depends on ex-combatants' ability to self-organize and set long term and sustainable goals. A veteran movement is a crucial factor of return to civilian life. Such good examples of veteran movements and networking are worth supporting, as they help move to civilian life and gain non-violent conflict resolution skills.

Results from a 2020 pilot peer-to-peer mentorship programme demonstrated that support from veterans to veterans is pivotal for learning, developing meaningful and sustainable civic activism practices, and building veterans' network across oblasts. For instance, one of the protégés from 2020 concluded that mentorship helps social adaptation of veterans: "When you are one – you are loner, where there are two of you – you are a team". "The program works in a two-way manner: as a mentor, I received lots of new experience and new exiting acquaintances" - feedback from one of the mentors from 2020, who described his experience in the program.

UNDP recognizes the importance of peer support between ex-combatants on the way to positive reintegration. This specific assignment is part of a broader scale task supporting ex-combatants to reintegrate into their communities and build sustainable links with local authorities, law enforcement bodies and other stakeholders.

The mentorship programme will take off in five oblasts: Donetsk and Luhansk oblasts (Government controlled areas), Zaporizhzhia, Zhytomyr Dnipropetrovsk oblasts. The programme will bridge professionals (ex-combatants acting as mentors, from one side) and professionals to be (protégés from the other side) who share post-deployment reintegration experience. The program will be open for protégés' applications from target oblast, while mentors may apply from

any oblast (Government controlled areas), or outside of Ukraine. Therefore, UNDP (within the UN RPP) seeks a qualified company (from now on the Contractor) to implement the peer-to-peer mentorship programme for ex-combatants with these Terms of References.

## II. MAIN GOALS AND OBJECTIVES

In this assignment, '**ex-combatant**' means a person (veterans of ATO/JFO, demobilized) who participated in the execution of military operations in the east of Ukraine and holds a veteran's certificate, including members of volunteers' battalions. Family members include spouses, partners, children, relatives with whom veterans shared a household. In this assignment, 'reintegration' means both a reinsertion process (up to one year after demobilization) and a process of a long-term reintegration.

**Mentor** – is an ex-combatant who has excelled in her/his professional area and is willing to support other people to do similar. The work bases on designed and mutually agreed on a work plan and timeline to achieve sets of goals; defined goals should benefit the community. A mentor may organize her/his protégés as a team/task force to work on the topic of their own choice. Mentor will use both mentoring and coaching approaches and will draw her/his work from personal and professional experience, using her/his perspective of ex-combatant.

**Protégé** is a member of a community of ex-combatants', who aspires to her/his personal and community development goals and needs additional support from a peer to develop specific project ideas or achieve professional goals. The support and guidance from mentor may appear as a co-designed action plan, regular meetings, feedback sessions, professional recommendations, sharing professional network, etc., depending on the interpersonal agreement.

**The Contractor should incorporate a conflict sensitivity** (or in other words - 'Do no harm' principle) throughout mentorship program implementation. The UN RPP will provide materials and online learning materials to ensure conflict sensitivity lenses are effectively applied.

UNDP views reintegration process through the **Demobilization, Disarmament and Reintegration** (DDR) lenses. DDR is part of the UN system's multidimensional approach to post-conflict peacebuilding and reconstruction. Even if preconditions for DDR are not present, reintegration support can be implemented. DDR places reintegration efforts at the responsibility of the national level. At the same time, assisting in the reintegration of ex-combatants often includes supporting receiving communities, emphasising community involvement and local ownership. An ideal design for reintegration support is a mix of individually focused reintegration initiatives and community-based initiatives. From the stance of the peer-to-peer mentorship program, it will focus on individual support to ex-combatants, and on developing an inter-oblast network of veterans.

This assignment **assumes** that a peer-to-peer approach will empower ex-combatants and help gain skills and knowledge for positive long-term reintegration. Since this is the second cohort of the peer-to-peer mentorship program, another assumption is that the first cohort's experience will support the second cohort's participation.

The program has the following **mission**: to strengthen ex-combatants' competencies to achieve a maximum of their capabilities to reintegrate.

**Long-term goals** of this program are:

- the competencies of ex-combatants in critical areas have increased (professional skills, leadership, negotiations, partnerships development, etc.).
- an understanding of a community context has improved – ex-combatants are actively and competently using assets of local authorities, executive authorities, etc.
- a systematic approach to work has improved and became a norm for ex-combatants CSOs.
- set a basis for an inter-oblast network of ex-combatants.

The mentorship program **objectives** are the following:

- not more than 10% of participants have dropped out of the program.
- peer-to-peer mentorship program cohort 1 and cohort 2 participants have established formal and non-formal connections.
- working relations and partnerships were established in communities and beyond them.
- mentors give not less than 80% positive feedback about the content and process of work with their protégés.
- participants are working on innovative ideas to improve the reintegration process in their communities.
- protégés are engaged in work and are following their work plan.

### **III. SCOPE OF WORK AND EXPECTED OUTCOMES**

To achieve abovementioned goals and objectives, the Contractor will perform the following **tasks**:

#### **1. Organize mentoring and coaching work with protégés.**

Before the start, the Contractor should make a concrete and detailed proposal on how to organize work between a mentor and a protégé. The proposal should include **at least the following**:

- organized an open and transparent application process. At least 80 applications for protégés and 20 applications for mentors should be received. Protégés can apply only from target oblasts. Mentors may apply from all oblasts (Government controlled areas) and outside of Ukraine.
- not less than 10 mentors are selected; not less than 40 protégés are chosen (at least 4 protégés per 1 mentor).
- an information campaign on the application process is launched. The campaign is reviewed and agreed with UNDP representatives before the launch.
- developed selection procedures and selection criteria for mentors and protégés. Selection procedures and selection criteria are agreed with UNDP representatives.
- mentors and protégés are selected.
- designed and conducted an onboarding and teambuilding for mentors; designed and completed an onboarding for protégés. Onboarding and teambuilding should cover the necessary soft skills for effective participation. All programme participants are required to attend onboarding and teambuilding. Onboarding and teambuilding topics should include but are not limited to legal awareness, conflict resolution, leading effective meetings, planning skills, active listening skills, and expectations management.

- drafted and signed contact and work plans for each participant.
- facilitate planning sessions for each mentor and her protégés; the result of the planning session is developed, agreed and signed work plans for each protégé.
- create a baseline for participants' motivation, skills, knowledge, resources etc. before the start.
- design a dashboard that would reflect socio-demographic information about program participants.

The Contractor will start the work only after the proposal is reviewed by UNDP. Noteworthy that the Contractor should regularly consult with representatives from the community of ex-combatants at this stage.

## **2. Establish effective and straightforward workflow for all the program participants.**

Before the start, the Contractor should make a concrete and detailed proposal on the program workflow. The proposal should include at least the following:

- suggest a task manager for all program day to day activities.
- create a clear planning chart for the entire program timeline.
- train participants to use task managers and planners if needed.
- establish a format of the regular reports from mentors and protégés.

The Contractor will start the work only after the proposal is reviewed by UNDP.

## **3. Design and organize a learning programme for protégés and mentors.**

Before the start, the Contractor should make a concrete and detailed proposal on the learning programme. The proposal should include at least the following:

- finalize a list of topics that are interesting and relevant for the program participants.
- design a learning programme curriculum.
- proactively find relevant speakers for the learning programme curriculum. The speakers should be relevant to the target audience; not less than 50% of the speakers' pool should represent a community of ex-combatants.
- organize online, and where relevant – offline, learning programme sessions.
- train participants using online learning tools, if necessary.
- manage information left from the learning programme sessions; share information to program participants using at least the program's social media and landing page.
- design and implement a way to monitor participants knowledge progress and learning needs.

The Contractor may start work only after UNDP reviews the learning programme curriculum.

## **4. Organize a smooth program day to day workflow, which minimally should include:**

- conduct supervision meetings (online/offline, depending on circumstances and planning) for protégés and mentors.
- monitor the work of mentors and protégés. The Contractor will make sure that there is at least one follow-up meeting (i.e., in-person, online, by phone) between a mentor and her protégé per week.
- assist in partnerships management at a local level and national level.
- manage the program's social media and landing page.
- ensure media coverage of the programme activities.
- design and conduct a mid-program assessment.
- participate in review meetings with UNDP representatives.
- provide regular insights into the program progress.

**5. Organize a mid-programme offline (if possible) retreat for program participants, which minimally should include:**

- design a solid plan for the event (pre-, during and post-event activities).
- design an agenda for the retreat event.
- take care of logistics for cohort 1 and cohort 2 of the mentorship program. Not less than 80% of the program cohort 2 should participate. The logistics may include but are not limited to transportation, lodgings, venue.

**5. Support Veterandvizh 2.0 event, which should include at least:**

- support participants in registration and preparation. Not less than 50% of mentees will participate in Veterandvizh 0.2. The event Veterandvizh 0.2 is organized by UNDP.
- participate in the pre-event preparation as part of the team of organizers; participate during the event.
- support the information campaign following the event before and after. The information campaign should include but is not limited to social media coverage, digital and offline media coverage, delivering direct invitations to the relevant audience.

**6. Wrap up the program**

- design and conduct an end of program assessment.
- develop a peer-to-peer methodology for the mentoring process with ex-combatants as the target audience; agree the methodology with UNDP representative; design the methodology as a user-friendly document ready for online and offline sharing. The methodology should not exceed 30 pages and should provide practical implications of the peer-to-peer approach and its theoretical basis.
- support final meetings between mentors and their protégés. The support may include but is not limited to arranging the meeting, preparing mentor and protégé to the practical and

positive participation, if necessary – stay during the meeting, and help conclude the program's participation.

- provide practical recommendations for program scale-up.
- provide end of comprehensive program report. The report should include a brief paragraph on each mentor and her work with each protégé. Also, the report should consist of archived results according to the set goals. A section with an analysis of the Veterandvizzh 2.0 and a section with an analysis of the retreat event. The Contractor should use these terms of references goals, objectives and scope of work as a guide to a comprehensive report.

#### **IV. REQUIREMENTS FOR MONITORING/REPORTING**

The Contractor will work under the overall guidance of Community Security and Social Cohesion specialist (the Component Lead) and Social Cohesion Specialist and report to Community Mobilization Officer (direct supervisor). Payments will be made in stages according to the proposed payment schedule below.

The Contractor will provide the necessary human resources to conduct an assignment successfully. From the Contractor's side, the assignment will be managed by a designated team lead, who will be in regular direct contact with the UN RPP representatives. The UN RPP representatives will review subsequent products of the assessment on various stages as per 'Deliverables and project implementation schedule' table. The UN RPP representatives will approve deliverables prior the start of work on the next deliverables. The Contractor should be guided by the work scope and what tasks should be reviewed and agreed with the UN RPP. Team lead for the assignment will regularly contact the UN RPP direct supervisor. The UN RPP side's immediate supervisor will determine the frequency of working meetings, and the team lead from the Contractor's side. The UN RPP will support the Contractor to adhere to the external communication standards of the UN RPP theoretical basis of this assignment.

If needed, the UN RPP may provide specific support with the following:

- cover letters for formal requests.
- onboarding training for mentors and protégés.
- external communications review.
- provide necessary outer communication material for the promotion of the peer-to-peer program.
- assist with the promotion of the peer-to-peer program on UNDP communication platforms.
- provide critical results and products of the 2020 pilot peer-to-peer program.

The Contractor should adhere to "Do no harm" principle, work ethics, transparency, cost-effectiveness, collaboration, participatory approach, confidentiality. In conducting this assignment, the Contractor should consider UNDP experience, local and international, in support of reintegration of ex-combatants. UNDP will provide the necessary guidance.

The Contractor should ensure the reference to the UN RPP and the Kingdom of the Netherlands in all created products. Regarding visibility practicalities, the Contractor will be consulted by the UNDP Communications Department.

The Contractor must adhere to the monitoring, evaluation, and quality control system implemented by the UN RPP. The Contractor should provide the necessary information, methodologies, reports, communication products, completed tasks and deliverables in line with the schedule or as soon as possible (within a reasonable time). The workflow between the Contractor and the UN RPP direct supervisor will be organized through the task manager and planning tools.

All documents transmitted electronically (formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf) on electronic source or in the form of electronic communication. Documents should be written in Ukrainian. Each document should be written in Arial font, 12 font size, 1,5 line and paragraph spacing.

Below is a description of the % of the total budget will be paid after receipt of the following outputs:

<b>№</b>	<b>Task Description</b>	<b>Delivery date</b>
1	Proposal for mentoring and coaching work, received by the UN RPP representative	Up to 2 weeks after the start of the assignment
2	2a Proposal of a workflow for all program participants, received by the UN RPP representative 2b Learning programme proposal, received by the UN RPP representative	Up to 8 weeks after the start of the assignment
3	Interim report, received by the UN RPP representative	Up to 16 weeks after the start of the assignment
4	4a Final report, received by the UN RPP representative 4b A peer-to-peer methodology for the mentoring process with ex-combatants as the target audience received by the UN RPP representative	Up to 32 weeks after the start of the assignment

### **Proposed payments schedule:**

UNDP will pay the negotiated amount in 4 tranches as per delivery of outputs outlined above. Below is a description of the % of the total budget will be paid after receipt of the following deliverables:

Deliverable 1 – 35% of the agreed payment

Deliverable 2 – 25% of the agreed payment

Deliverable 3 – 25% of the agreed payment

Deliverable 4 - 15% of the agreed payment



The UN RPP shall pay the negotiated contract fees for the services within 30 days after delivering and agreed by the UN RPP. The payments will be processed upon the full completion and acceptance of contractual obligations, which point to the Component Coordinator signs acceptance certification.

## **V. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

### **For the Company:**

- An officially registered legal entity (commercial, non-profit, non-governmental, public, etc.); for Ukrainian bidders' registration should be in the Government-controlled area of Ukraine.
- Proven experience of working with mentoring and coaching projects. At least two projects in the last five years.
- Proven experience with the peer-to-peer approach will be a strong advantage. The application should reflect this experience.
- Proven experience in working with ex-combatants as a target audience will be a strong advantage, at least two projects in the last five years. The application should reflect this experience.
- Proven experience in developing methodologies for learning programmes, including mentoring, coaching, other types of education. At least one developed and published documents with a methodology in the last five years.
- Proven experience of working with international organizations, i.e., UN, international NGOs etc., at least two implemented and reported projects in the past five years.
- Proven experience in organizing events online and offline; at least two organized events in the last five years.

### **For the Team lead:**

- At least a Bachelor's degree (or higher) in social sciences, human rights, political sciences, behavioural sciences namely sociology, social work, psychology, anthropology.
- At least two years of experience in the sphere of education, mentoring and alike.
- Fluency in Ukrainian and proficiency in English (working knowledge).

### **For the assignment team:**

- At least two persons on a team. All the team members should have relevant education of at least a Bachelor's degree in data science, behavioural sciences, sociology, social work, psychology, and anthropology.
- At least 50% of the team members should have experience in a mentoring project(s).
- Experience with the target group of ex-combatants among assignment team members will be considered a strong asset. The application should reflect this experience.

Bidders are welcome to propose higher number of team members than a basic requirement to the assignment team composition. However, the bidders should take care about efficiency of the work process and competitive price proposal.

### **Documents to be included when submitting the Proposals:**

- The Company's profile clearly and briefly reflects all the necessary experience and competencies for this assignment. Only the experience reflected in the profile document will be considered during the evaluation process. Links, attachments, etc., should prove all the experience and competencies reflected in the profile document. The profile should not exceed 1 page (Arial font, 12 font size, 1,5 line and paragraph spacing).
- A proposal for how to organize a mentoring and coaching work. The proposal document should cover the process from the start of the program to the matching mentors with their protégés. The proposal document should also include a learning programme methodology (description in generic terms of the mentorship program's learning component, from the start of learning till the finish of the program). A brief and precise proposal should not exceed two pages (Arial font, 12 font size, 1,5 line and paragraph spacing).
- A suggested composition of the assignment team. Schematically, show the assignment team composition, and support it with the justification for each team member's role. The assignment team's composition should include team lead, team roles responsible for specific tasks (a core project team). The assignment team's composition may also include facilitators, advisors, etc.
- A CV of a proposed team lead. The CV should highlight the experience in similar projects and relevant education.
- The assignment team members profiles. The profiles should be submitted for each team member separately. The 'profiles' should clearly and briefly reflect all the relevant to the task experience and competencies. A profile for each person should not exceed half of the page.
- At least 1 sample of other methodologies developed by the Company. The sample(s) should be provided as attachment(s), or as link(s) to online documents.
- At least two reference letterers from a former client in any project done by the Company. The reference should be brief and straightforward and should highlight only the relevant experience that the Contractor had in a particular project.

## Financial proposal

### A. Cost Breakdown per Deliverables\*

The key steps and a description of the results that must be obtained in the specified time frames are listed above. The Contractor is invited to assess the complexity of work on the implementation by each of these stages and offer the customer the preferred percentage of the agreement's total proposed value.

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Amount, currency, excl. VAT</b>
Delivery of output 1		
Delivery of output 2		
Delivery of output 3		
Delivery of output 4		

<b>Total</b> (please indicate currency)	100%	
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*\*This shall be the basis of the payment tranches*

## **B. Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for each deliverable based on the following format. The UN RPP shall use the cost breakdown for the price reasonability assessment purposes and the calculation of price if both parties have agreed to add new deliverables to Services' scope.

<i><b>Nº</b></i>	<i><b>Activity/Costs</b></i>	<i><b>Unit</b></i>	<i><b>Number</b></i>	<i><b>Cost per unit, currency</b></i>	<i><b>Amount, currency excl. VAT</b></i>
<b>1</b>	<b>Personnel</b>				
1.1	Team lead	1 month of work			
1.2	Team member 1 (role on the team 1)	1 month of work			
1.3	Team member 2 (role on the team 2)	1 month of work			
...	...				
<b>2</b>	<b>Administration Costs (if necessary)</b>				
2.1	Communication (Internet/Phone/etc.)				
...					
<b>3</b>	<b>Travel and Lodging</b>				
3.1	Event logistics	Day			
...	...				
<b>4</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
4.1	...				

...	...				
	<b>Total</b> (please indicate currency)				

## VI. EVALUATION CRITERIA

A two-stage procedure is utilized in evaluating proposals:

- During the First Stage, technical part of proposal will be evaluated against the criteria outlined in given Terms of Reference.
- During the Second Stage, financial part of proposal will be evaluated against minimum offer baseline. For the Second Stage evaluation, only those proposals will be eligible that will score not less than 70% during First Stage technical evaluation.

Only after completing evaluation of all proposals' technical part, financial proposals will be opened and compared. Price proposals will be opened only for those submissions that scored minimum 70% (490 points out of possible 700 points possible for technical proposal). The lowest price financial proposal (out of technically compliant) will be selected as a baseline and will be assigned a maximum number of possible points for financial part. All other financial proposals will be assigned points respectively. The winning proposal will have highest cumulative score (the lowest price out of the highest technically evaluated proposals).

### Evaluation and comparison of proposals

Summarised evaluation form of the technical proposal		Share of evaluation	Max. scores	Company / Other organization			
1	<b>Experience and proven track record</b>	<b>30%</b>	<b>210</b>				
2	<b>Proposed methodology, timeline, Final Report and Presentation structure</b>	<b>45%</b>	<b>315</b>				
3	<b>Assignment team composition</b>	<b>25%</b>	<b>175</b>				
	<b>Total score</b>	<b>100%</b>	<b>700</b>				
	<b>Remarks</b>						

Technical Evaluation Forms:

Form 1: Experience and proven track record

Form 2: Proposal of mentoring and coaching, learning programme, approach to target audience of ex-combatants

## Form 3: Assignment team and team lead

**Technical Evaluation Criteria**

<b>Evaluation of technical proposals</b>		<b>Max. scores</b>	<b>Company / Other organization</b>			
<b>Form 1</b>						
<b>Experience and proven track record</b>						
1	<p>Proven experience of working with mentoring and coaching projects – at least two projects in the last five years</p> <p>More than 5 similar projects - 80 points</p> <p>4-3 similar projects - 65 points</p> <p>2 similar project - 60 points</p>	80				
2	<p>Proven experience in developing methodologies for learning programmes, including mentoring, coaching, other types of education. At least one developed and published documents with a methodology in the last five years</p> <p>3 and more developed and published methodologies – 50 points</p> <p>2 developed and published methodologies – 45 points</p> <p>1 developed and published methodology – 40 points</p>	50				
3	<p>Proven experience with the peer-to-peer approach.</p> <p>The application reflects this experience – 30 points</p> <p>The application somewhat reflects this experience – 15 points</p> <p>The application does not reflect this experience – 0 points</p>	30				
4	<p>Proven experience on working with international organizations, i.e., UN, international NGOs etc. - at least two implemented and reported projects in past 2 years</p> <p>More than 5 implemented and reported projects in past 5 years - 10 points</p> <p>4 implemented and reported projects in past five years – 7 points</p> <p>3 implemented projects in past five years – 6 points</p>	10				

	2 and less implemented and reported project in past five years - 5 points					
5	<p>Proven experience in organizing events online and offline; at least two organized events in the last five years</p> <p>Four and more organized events – 30 points</p> <p>Three organized events – 25 points</p> <p>Two organized event – 20 points</p>	30				
6	<p>Proven experience in work with ex-combatants</p> <p>The application reflects this experience – 10 points</p> <p>The application does not reflect this experience – 0 points</p>	10				
<b>Total score</b>		<b>210</b>				
<b>Remarks</b>						

<b>Evaluation of technical proposals</b>		<b>Maximum scores</b>	<b>Company / Other organization</b>			
<b>Form 2</b>						
<p>Proposal of mentoring and coaching, learning programme, approach to target audience of ex-combatants.</p>						
1	<p>How well developed and how precise is a suggested proposal of mentoring and coaching work according to the assignment’s goals and objectives, scope of work?</p> <p>The proposal is precise and clear, it covers the goals and objectives, it is based on a specific methodology that company proposes to use for this assignment – 125 points</p> <p>The proposal outlines steps to achieve the goals and objectives, however it lacks clarity. The proposal suggests somewhat theoretical basis for the Company’s work – 115 points</p> <p>The proposal explains in general terms how the Company plans to achieve the goals and objectives, also it gives some considerations for theoretical basis of work – 100 points</p> <p>The proposal gives a vision of how to approach the task, but lacks clarity and theoretical considerations – 90 points</p>	125				

2	<p>The proposal for learning programme fits the purpose of the mentorship program and its goals, namely, to increase the competencies of ex-combatants in key areas and improve understanding of a community context; suggested learning activities demonstrate a good understanding of the target audience – 100 points</p> <p>The proposal for learning programme fits the purpose of the mentorship program and its goals, namely, to increase the competencies of ex-combatants in key areas and improve understanding of a community context - 95 points</p> <p>The proposal for learning programme overall fits the purpose of the mentorship program and its goals, namely, to increase the competencies of ex-combatants in key areas and improve understanding of a community context, however it sufficiently lacks clarity and target audience understanding - 90 points</p> <p>The proposal for learning programme mentions the goals of mentorship programme, namely, to increase the competencies of ex-combatants in key areas and improve understanding of a community context, however it needs sufficient improvement - 80 points</p>	100				
3	<p>Mentoring and coaching proposal clearly demonstrates that the applicant understands peer-to-peer concept in mentoring, and applies it confidently to a work with ex-combatants; the applicant understands the specific realities of working with ex-combatants in target oblasts – 90 points</p> <p>The applicant understands a peer-to-peer concept, and the applicant also understands the specific realities of working with ex-combatants in target oblasts – 80 points</p> <p>The applicant understands a peer-to-peer concept and realities of working with ex-combatants in target oblasts in general terms – 70 points</p>	90				
	<b>Total score</b>	<b>315</b>				
	<b>Remarks</b>					

<b>Evaluation of technical proposals</b> <b>Form 3</b> Assignment team and team lead		<b>Maximum scores</b>	<b>Company / Other organization</b>			
1	<p>Team lead has relevant education, at least a Bachelor's degree in social sciences, human rights, political sciences, behavioural sciences, sociology, social work, psychology, anthropology</p> <p>Team Leader has Master's degree or above - 40 points Team Leader has Bachelor's degree - 30 points</p>	40				
2	<p>Team lead has relevant experience of at least two years which is highlighted in her CV</p> <p>Team lead has four or more years of experience in a relevant field – 40 points</p> <p>Team lead has three years of experience in a relevant field – 35 points</p> <p>Team lead has two years of experience a relevant field – 30 points</p>	40				
3	<p>All the team members should have relevant education of at least a Bachelor's degree in data science, behavioural sciences, sociology, social work, psychology, and anthropology. At least two persons on a team.</p> <p>Assignment team consists of more than two persons with Master's degree or above and relevant work experience highlighted in their profiles – 35 points</p> <p>Assignment team consists of at least one person with Master's degree or above, and other(s) with the Bachelor's degree, and relevant work experience highlighted in their profiles – 30 points</p> <p>Assignment team consists of two and more persons with at least a Bachelor's degree and relevant work experience highlighted in their profiles – 20 points</p>	35				
4	<p>All the team members have experience in a mentoring project(s) – 60 points</p> <p>At least 50% of team members have experience in a mentoring project(s) – 45 points</p>	60				
<b>Total score</b>		<b>175</b>				
<b>Remarks</b>						



## Annex 4

## Model Contract

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

Факс: Email:	Fax: Email:
<b>14. Ім'я контактної особи ПРООН:</b>  Посада: Адреса: Тел.: + Email:	<b>14. UNDP Contact Person's Name:</b>  Title: Address: Telephone number Email:
<b>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:</b> Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: MFO EDRPOU
Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:  <ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.</li> <li>5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.</li> <li>6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.</li> <li>7.</li> </ol> <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій</p>	This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:  <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> <li>6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.</li> <li>7.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p>

<p>формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО</b>, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>		<p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF</b>, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>	
<b>Від імені Підрядника / For the Contractor</b>		<b>Від імені ПРООН / For UNDP</b>	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	