



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: June 29, 2021
	REFERENCE: 508-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessment of local and volunteer fire brigades and Community Safety and Security Centres in Donetsk, Luhansk oblasts and Azov region of Zaporizhzhia Oblast.**

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) Tuesday, July 13, 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: **“508-2021-UNDP-UKR-RFP-RPP”** and: **“Development and piloting of interagency coordination mechanism for multi-risk assessment”**.

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/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine*

June 29, 2021



Annex 1**Description of Requirements**

Context of the Requirement	Development and piloting of interagency coordination mechanism for multi-risk assessment
Brief Description of the Required Services	<p>In the course of the decentralization reform, which has been implemented in Ukraine since 2014, most of functions of ensuring security of the communities have been transferred to the local level. For instance, according to the Civil Protection Code, local authorities are obliged to provide civil protection within the relevant territory, develop and ensure the implementation of programmes and action plans in the field of civil protection, create, and manage emergency and rescue services, etc. At the same time, there are security providers, first of all, local departments of National police and State Emergency Service (hereinafter - SES), who carry out their mandates at the level of communities but are part of central executive bodies. Thus, such security providers are not subordinated to local authorities. However, all the above mentioned must coordinate with each other to ensure security of the community. In eastern conflict area (hereinafter – ECA) situation with risks management and coordination is even more complicated due to ongoing Joint Forces Operation (hereinafter - JFO). Thus, the risk and threat treatment in Ukraine and in ECA specifically, are two parallel processes, where the division of roles and responsibilities is not entirely clear cut. The JFO is responsible for the management of all threats to national security within the area of operation, meaning, all threats related to the armed conflict in the ECA. The decision-making over response to various risks excluding military ones, are under the mandate of the Commission on Technogenic and Environmental Safety and Emergency Situation. The actual response operations are coordinated by SESU regional representatives, while the mandate on public security and civil protection at the regional level is equally shared by the SESU and the local public administration unit. Yet both Donetsk Oblast and Luhansk Oblast experience specific challenges and risks, caused by armed conflict. Moreover, such an approach to risk assessment left untouched the issue of cascading risks. This creates a decision-making and implementation gap in ECA.</p> <p>In 2020 UNDP's consultants analyzed current state of risk management coordination in ECA and prepared recommendations on improvement in this sphere. UNDP is looking for qualified company to implement proposed recommendations.</p>
List and Description of Expected Outputs to be Delivered	<p>The main goal of this assignment is to improve community security at the local level through better coordination and joint risk management. The objective of the assignment is to pilot interagency risk management coordination mechanism in selected community.</p> <p>More specifically, the objective can be divided into next tasks, which shall be accomplished by selected company in cooperation with International Consultant (separately hired by UNDP):</p> <ol style="list-style-type: none"> 1. Building risk and threat management capacities of the key stakeholders. 2. Development of glossary for risk and threat management.

	<p>3. Implementation of risk and threat assessment in selected territorial community.</p> <p>4. Complement the risk passports of the community with the new standards on how to factor risk-related information in the risk passport.</p>
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
Expected duration of work	According to TOR attached
Target start date	July 2021
Latest completion date	October 2021
Travels Expected	According to TOR attached
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	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 <i>(Counting for the last day of submission of quotes)</i>	<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:	Pre-Bidding Conference will be held on the 6 st of July 2021 at 11 am via Skype Conference. 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: procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 508-2021-UNDP-UKR-RFP-RPP – Pre-Bidding Conference Registration
Payment Terms	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. UNDP will pay the negotiated amount in 5 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 and 2 – 20% of the agreed payment Deliverable 3 – 25% of the agreed payment Deliverable 4 – 25% of the agreed payment Deliverable 5 and 6 – 30% of the agreed payment UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and approved in parts according with the above payments schedule. The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Community Security and Social Cohesion Component Coordinator, 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.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Experience of the organization / private entrepreneur submitting the proposal 30% <input checked="" type="checkbox"/> Brief description of the assignment implementation 35% <input checked="" type="checkbox"/> Personnel 35% <u>Financial Proposal (30%)</u> 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: 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
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> procurement.rpp.ua@undp.org , 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"/> Copies of registration documents (Copies of State/Tax registration documents) and other Certificates (if any); <input checked="" type="checkbox"/> A letter of interest/offer, which outlines previous experience in implementing similar projects and competitive advantages of the applicant company; <input checked="" type="checkbox"/> Work plan with an indication of approach to the performance of each stage;

	<p><input checked="" type="checkbox"/> Three examples of previous experience in the developing of the methodologies and manuals on civil protection, community security and law-enforcement – copies of documents or links to the examples published;</p> <p><input checked="" type="checkbox"/> CVs of all the project team members (Team Lead and all the engaged Experts), including information mentioned in the EXPERIENCE AND QUALIFICATION REQUIREMENTS section (references and relevant information should be provided);</p> <p><input checked="" type="checkbox"/> Minimum 2 recommendation letters on similar projects from previous customers.</p> <p><input checked="" type="checkbox"/> Financial proposal with the description of activities within the workplace (must be password protected and provided in separate archive. Do not provide password unless requested and don't include password to letter with technical proposal part).</p>
Other Information [pls. specify]	<p><u>Administrative Requirements:</u></p> <p>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"> ✓ 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 in proposal» Section ✓ Offers must comply with general administrative requirements <p><u>Experience and Qualification Requirements</u></p> <p><i>For the Company:</i></p> <ul style="list-style-type: none"> - Officially registered organization (commercial or non-profit) or private entrepreneur. - Proven experience in the development of analytical documents (at least 3 years). - Proven track record of analytics, institution capacity assessment or legal research, methodological recommendations (at least 3 projects). - Proven experience in preparing analytical materials with a focus on civil protection or law enforcement, or community security (at least 1 project); - Presentation of 2 references from previous customers regarding implementation of similar tasks. <p><i>For the Team Leader:</i></p> <ul style="list-style-type: none"> - Master's degree (or higher) in the fields of: “Civil protection”, "Law", “Political sciences”, “Engineering Sciences”; - At least 4 years of experience in the field of civil protection or law-enforcement, or situation analysis; - Experience in the development of the methodologies and manuals on civil protection or community security, or law-enforcement (at least 3 methodologies or manuals); - Previous experience of work in projects, implemented by UN or international organizations - will be an asset; - Fluency in Ukrainian and Russian; English proficiency (working level); <p><i>For Experts:</i></p>

	<ul style="list-style-type: none">- Master's degree (or higher) in the fields of: "Civil protection", "Law", "Political sciences", "Engineering Sciences;- At least 3 years of experience in the organization and implementation of research in the field of civic protection or human rights, or law-enforcement, or situation analysis;- Experience in the development of the methodologies and manuals on civil protection or community security, or law-enforcement (engagement in development of methodologies and manuals for at least 2 projects);- Fluency in Ukrainian and Russian is required; working level of English would be an asset;- Previous experience of work in eastern Ukraine in the field of civil protection or community security, or risks and hazards, or disaster risk prevention, or inter-agency coordination will be an asset. <p>Other information is available on http://procurement-notice.undp.org;</p> <p>For the information, please contact procurement.rpp.ua@undp.org</p>
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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)***

[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 508-2021-UNDP-UKR-RFP-RPP dated 6/29/2021, 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.*
- *A letter of interest/offer, which outlines previous experience in implementing similar projects and competitive advantages of the applicant company.*
- *Three examples of previous experience in the developing of the methodologies and manuals on civil protection, community security and law-enforcement – copies of documents or links to the examples published.*
- *Minimum 2 recommendation letters on similar projects from previous clients/customers.*
- *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

Legal status

If Consortium, please provide written confirmation from each member

¹ This serves as a guide to the Service Provider in preparing the Proposal.

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

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:

- *Work plan with an indication of approach to the performance of each stage.*

C. Qualifications of Key Personnel

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

- *CVs of all the project team members (Team Lead and all the engaged Experts), including information mentioned in the EXPERIENCE AND QUALIFICATION REQUIREMENTS section (references and relevant information should be provided).*

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.

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

No.	Deliverables' short description	Percentage of Total Price (Weight for payment)	Price, currency, excl. VAT
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
4	Deliverable 4		

5	Deliverable 5		
6	Deliverable 6		
Total (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 the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader				
1.2	Expert 1				
1.3	Expert 2				
1.4	Other staff (as required)				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs				
3.2	Accommodation				
3.3	Daily Allowance				
5	Other costs (if any - to define clearly activities/costs)				
5.1	...				
5.2	...				
	Total (please indicate currency)				

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

[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 508-2021-UNDP-UKR-RFP-RPP производиться в рамках выполнения проекта международной технической помощи.

Согласно положениям 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» верхней левой части делается пометка «Без ПДВ»;

- в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;
- в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);
- в графа 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняются на всех этапах поставки услуг.
- в графе 4 и 5 — единица измерения услуг;
- в графе 6 — количество (объем) поставки услуг;
- в графе 7 — цена поставки единицы услуги без учета НДС;
- в графе 8 — указывается код ставки НДС 903;
- в графе 9 — код льготы согласно Справочнику других налоговых льгот налоговых льгот, утвержденному ГФС по состоянию на дату составления НН — «14060523».
- в графе 10 — объем поставки без учета НДС (сумма аванса). Детально — в материалах «Налоговая накладная – 2017: порядок заполнения» и «Новая налоговая накладная в образцах».

Что касается налогового кредита с НДС по покупкам материалов для выполнения соответствующих строительных работ, то здесь правила его компенсации, предусмотренные п. 198.5 НКУ, не действуют. Ведь согласно п. 198.5 НКУ на операции по поставке товаров и услуг, освобождение от налогообложения НДС которых предусмотрено п. 197.11 НКУ, правила начисления налоговых обязательств не распространяются.

Это значит, что в ходе использования материалов, которые покупались с НДС, для выполнения данных работ налоговый кредит компенсировать не нужно, соответственно не нужно и начислять для этого налоговые обязательства.

Исходя из вышесказанного, просим Вас формировать Ваши тендерные заявки/счета на оплату без НДС учитывая положения украинского законодательства, изложенного в перечисленных нормативных актах.

В случае возникновения дополнительных вопросов просим Вас обращаться в отделения Государственной Фискальной Службы Украины по месту регистрации Вашего предприятия для получения дополнительной консультации в рамках статьи 52 Налогового Кодекса Украины.

Annex 3**Terms of Reference**

Project Title:	United Nations Recovery and Peacebuilding Programme
Description of the assignment:	Assessment of local and volunteer fire brigades and Community Safety and Security Centres in Donetsk, Luhansk oblasts and Azov region of Zaporizhzhia Oblast
Starting Date of Assignment:	July 2021
Duration of Assignment:	Up to 4 months
Duty Station:	Home-based
Country/ place of work:	Ukraine/travels within Donetsk (17 locations), Luhansk (8 locations) and Zaporizhzhia (8 locations) oblasts if the epidemic situation allows
Direct supervisor:	Community Security and Social Cohesion Coordinator

I. Context:

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.

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

The RPP was designed to respond to, and mitigate the causes and effects of the conflict. The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology.

Component III of UN RPP «Community Security and Social Cohesion» (CSSC) aims to reach some of its goals through enhancing community security; civic mobilization and empowerment of communities; reconciliation and restoration of social cohesion.

According to the official statistics, more than 40% of all fires occur in rural areas. People die, their housing and property are considerably damaged, as well as cultural heritage, and farms suffer significant losses because of such fires. The most acute problem is fire extinguishing in rural areas, located far from rescue units, especially when many settlements are in such an area. In this case, the first rescuers arrive to the fire location much later than within the standard of 20 minutes.

Reform of local self-government and decentralization of power, which foresees the transferring of greater powers and resources to the level of territorial communities, is ongoing in Ukraine. One of the most important components of the reform implementation is the guarantee of an adequate level of safety of citizens' lives.

Consequently the Concept of the Reform of Local Self-Government and Territorial Organization of Power in Ukraine, approved by the Cabinet of Ministers of Ukraine dated April 1, 2014, #333-p, refers to the basic powers of local government bodies of the base level (territorial communities) to ensure the extinguishing of fires, which envisages further develop existing and creation of new local fire brigades, as well as the development of voluntary fire brigades in all settlements of the community.

In accordance with the Strategy for Reforming the System of the State Emergency Service of Ukraine approved by the Order of the Cabinet of Ministers of Ukraine № 61-p dated January 25, 2017, the State Emergency Service of Ukraine is obliged to provide support in building capacities of the local government authorities for the creation of new local fire rescue units and the development of voluntary fire brigades at the local level.

Therefore, one of the new approaches to the creation of local fire brigades is the establishment of Centers for Safety and Security (hereinafter referred to as CSSs) in order to help newly amalgamated territorial communities to organize their work on civil protection and provide public safety within their areas.

The main task of the CSS is to provide police, rescue and medical services to the public immediately, regardless of the distance to the scene. The establishment of such CSSs is especially necessary for places where the timely arrival of units of the State Emergency Service is difficult due to the significant distance between the locations of their units and settlements.

Since 2018, 13 CSSs in Donetsk Oblast had been created. 7 out of 13 CSSs are serviced by local fire brigades with the funding from the local budgets. The remaining 6 Centers are served by subdivisions of Donetsk SES. It is safe to say that the state of community security and the trust of citizens to the authorities that are authorized to ensure public safety in these settlements directly depend on the Centers' well-organized work. The establishment of local and volunteer fire brigades helps to reduce the response time to fires, increase public awareness of emergency response and, as a result, save lives and reduce property damage. In some countries around the world, firefighting is mainly done by volunteers.

In this regard, UN RPP is seeking a Company (hereinafter – Contractor) to lead an assessment of the institutional capacity of local and volunteer fire brigades, CSSs in communities of Donetsk, Luhansk oblasts and Azov region of Zaporizhzhia Oblast as one of the main elements of the sub-system of civil protection at the local level and identify key areas for their further development.

II. MAIN OBJECTIVES OF THE ASSIGNMENT

The overall goal of this assignment is to assess the current state and opportunities for further development of civil protection forces such as local and volunteer fire brigades and CSSs and their involvement in improving the community security in rural areas of Donetsk and Luhansk oblasts and Azov region of Zaporizhzhia Oblast with the purpose to identify their strengths and weaknesses in performing their security mandate and elaborating the recommendations on their further development and elimination of the gaps and pitfalls of their operational activities. Further, this information will be considered by UNDP while programming its activities on providing international technical support to local and volunteer fire brigades and aimed at enhancing security situation at the community level.

More specifically, the objectives of the assignment are the following:

- Assessment of the institutional capacity of 13 currently operating CSSs of Donetsk Oblast and assessment of the potential for further development of CSSs which are currently under construction in Donetsk (4 Centers), Luhansk (2 Centers), and Zaporizhzhia (1 Center) oblasts. Assessment should be made based on legislative requirements for the creation and operating of civil protection sub-system, existing SES recommendations on the creation of local fire brigades, and community security needs in those locations;
- Development of recommendations for strengthening capacities of 13 operating CSSs and 7 CSSs under construction listed below to respond to the security challenges and meet population expectations regarding the efficiency of civil protection and community security at the community level;
- Analysis of the current state of local and volunteer fire brigades in communities of Donetsk and Luhansk oblasts and Azov region of Zaporizhzhia Oblast (up to 20 brigades);
- Identification of the communities where the future development of local and volunteer fire brigades is planned among target communities of Donetsk and Luhansk oblasts and Azov region of Zaporizhzhia Oblast;
- Drafting an analytical report about current state and opportunities for further development of local and volunteer fire brigades with conclusions and recommendations on capacity development of local and volunteer fire brigades in target communities to be more effective institutions ensuring civil protection and community security at the local level.

The Contractor will also ensure the mainstreaming of gender equality and women's empowerment considerations in the field of expertise, promote a safe and enabling environment free of any kind of discrimination and abusive behaviour, and use the principles of gender-responsive communications in line with the UNDP corporate standards

III. SCOPE OF WORK AND EXPECTED OUTCOMES

The Contractor will work under the supervision of the Community Security and Social Cohesion Coordinator and will be responsible for:

OUTPUT 1: Assessment methodology elaborating

Output 1.1: Assessment methodology elaborating for CSS:

- Develop and agree with UNDP a detailed work plan with a timeline, draft content of assessment report and a complete assessment methodology for CSS which should be based on preliminary analyses of all normative acts related to the functioning of all structural elements of CSS, SES guidelines in the sphere of civil protection and focused on the following assessment areas *(but not limited to)*:
 - responsibilities and territorial jurisdiction of CSS including its role in local security plans/programs;
 - particularities of work organization with highlighting of all business processes including community engagement and public awareness campaigns;
 - staffing, social guarantees and incentive system;
 - citizen reception system and staff workload;
 - pro-active preventive work with population;
 - coordination and partnership with other partners of local civil protection system such as local commission of technogenic emergencies, SES, civil protection specialist of local self-governance authority, others;
 - statistics of fires and other emergencies that occurred within its territorial jurisdiction from the moment of creation to the present;
 - statistics of fire security audits conducted by those CSS from the moment of creation to the present;
 - level of staff professional knowledge (trainings and capacity of local authorities to pay for the trainings, etc.);
 - technical equipment capacities and staff equipment;
 - reporting to the community and local authorities;
 - issues and pitfalls encountered in organization and functioning of CSS.
- List of CSSs for this assignment are:
 - 13 CSSs currently operating in Donetsk Oblast:
 - Lymanskyi CSS (Lyman city, Kramatorskyi district);
 - Cherkaskyi CSS (Cherkaske village, Kramatorskyi district);
 - Shahivskyi CSS (Shahove village, Pokrovskyi district);
 - Mykolaivskyi CSS (Mylolaivka village, Kramatorskyi district);
 - Illinivskyi CSS (Oleksandro-Kalynove, Kramatorskyi district);
 - Siverskyi CSS (Siversk city, Bakhmutskyi district);

- Sartanskyi CSS (Talakivka village, Mariupolskyi district);
- Bilozerskyi CSS (Bilozerske city, Pokrovskyi district);
- Novodonetskyi CSS (Novodonetska village, Kramatorskyi district);
- Sviatohirskyi CSS (Sviatohirsk city, Kramatorskyi district);
- Olgynskyi CSS (Novotroitske village, Volnovahskyi district);
- Soledarskyi CSS (Soledar city, Bahmutskyi district);
- Andriivskyi CSS (Andriivka village, Kramatorskyi district).

7 CSSs currently under construction:

4 in Donetsk Oblast:

- Hlibodarivskyi CSS (Hlibodarivka village, Volnovahskyi district);
- Ocheretynskyi CSS (Ocheretyne village, Pokrovskyi district);
- Novohrodivskyi CSS (Novohrodivka city, Pokrovskyi district);
- Selydivskyi CSS (Ukrainsk city, Pokrovskyi district).

2 in Luhansk Oblast:

- Bondarivskyi CSS (Bondarivka village of Markivka TC);
- Karavan-Solodkyi CSS (Karavan-Solodkyi village of Markivka TC).

1 in Zaporizhzhia Oblast:

- Pryazovsky CSS.

This methodology should cover the work assessment of all CSS structural elements such as follows: local fire brigade (or SES unit), police and medical units and be applicable for the assessment of CSSs currently under construction and include all necessary additional information if any.

- **Output 1.2: Assessment methodology elaborating for local and volunteer fire brigades:** Prepare a detailed work plan with a timetable, draft content of assessment report and assessment methodology that will include, but not limited to personal interviews, questionnaire of key informants (representatives of state authorities, SES, local fire brigades and volunteer teams, etc.) to study the current state of local fire brigades and voluntary movement, their needs, problems, opportunities and the role in the building of an effective civil protection system at the territorial communities level. The assessment methodology should be developed on the basis of preliminary analyses of all normative acts and SES guidelines in the sphere of civil protection and be focused on the following assessment areas:
 - responsibilities and territorial jurisdiction of local fire brigades;
 - staffing, social guarantees and incentive system;
 - collaboration with other partners of local civil protection system (local commission of technogenic emergencies, SES, others);
 - improvement of professional knowledge and skills;
 - technical equipment capacities and staff equipment.
- Assessment methodology on the current state of operating local and volunteer fire brigades (hereinafter – brigades) in Donetsk and Luhansk oblasts and Azov region of Zaporizhzhia Oblast, should contain information on:
 - the composition of the brigades;
 - the activity of the brigades, including preventive component with an indication of the statistics of such events from the moment of creation to the present (if it possible);
 - cooperation/coordination with SES departments, other brigades, organizations, etc;

- the level of provision of the necessary equipment of created and functioning brigades, needs in capacity building (technical support, trainings, study tours, creation of platforms for the exchange of experience, information, etc.);
- availability of partnerships and support (business, local and international organizations, etc);
- measures that stimulated the development of the voluntary movement and increase the motivation of citizens (if any) and other information related to their activities.

List of brigades for this assignment are:

in Zaporizhzhia Oblast:

- 8 in Bidiatsk raion (villages Osypenko, Chervone Pole, Dmytrivka, Novotroitske, Novopetrivka, Andrivka, Berestove and Mykolaivka)

In Luhansk Oblast:

- 4 in Milove TC (villages Velykotsk, Zorykivka, Morozivka, Mykilske),
- 1 in Mostki village of Svatove TC
- 1 in Nevske village of Krasnorichenska TC;
- 1 in Kamianka village of Novopskov TC
- 1 in Bilokurakyne village of Bilokurakyne TC.

▪ UNDP target communities for this assignment are:

- **Donetsk Oblast** (government-controlled area): villages and urban villages located within 20 km from contact line (hereinafter - LoC) as well as villages and urban villages being part of Dobropillia territorial community (hereinafter - TC), Druzhkivka city TC, Siversk TC, Soledar TC, Toretsk civil-military administration, Manhush TC, Volnovakha TC, Velykonovosilkivska TC.
- **Luhansk Oblast** (government-controlled area): villages and urban villages located in 20 km from LoC as well as villages and urban villages being part of Lozno-Oleksandrivka TC, Pryvillia TC, Troitske TC, Nyzhnoduvanka TC, Bilovodsk TC, Krasnorichenske TC, Trehizbenka, Milove TC, Stanytsia Luhanska TC, Schastia TC, Novoaidar TC.
- **Zaporizhzhia Oblast:** Bidiatsk, Bidiatsk district, Melitopol, Communities in Melitopol district (Nove TC, Semenivka TC), Pryazovske TC, Prymorsk TC, Kyrylivka TC, Yakymivka TC.

OUTPUT 2: CONDUCTING THE ASSESSMENTS

Output 2.1.: Conducting the assessment of CSSs:

- Based on developed and agreed with UNDP aforementioned assessment methodology for CSSs conduct information collection via internet resources and through communities visiting and interviewing the key informants: CSS management and staff, representatives of local authorities responsible for civil protection, representatives SES and Police who are coordinating of CSS work, etc. The final list of interviewees should be agreed upon with UNDP before starting the interviewing process. Before the start of visits to the CSSs, UNDP will send information letters about this study to the respective communities' local authorities where the CSSs are located.

- Analyze the collected data and develop the analytical assessment report on the institutional capacity of 13 currently operating CSSs and potential possibilities for further development of 7 CSSs under construction with conclusions. Analysis should be provided for each CSS and in general.

Output 2.2.: Conducting the assessment of local and volunteer fire brigades:

Based on developed and agreed with UNDP aforementioned assessment methodology for local and volunteer fire brigades conduct information collection via internet resources and through communities visiting and interviewing the key informants: local and volunteer fire brigades management and staff, representatives of local authorities responsible for civil protection, representatives SES who is coordinating the local and volunteer fire brigades work. The final list of interviewees should be agreed upon with UNDP before starting the interviewing process. Before the start of visits to the local and volunteer fire brigades, UNDP will send information letters about this study to the respective communities' local authorities where these the local and volunteer fire brigades are created. Assignment should be performed in close cooperation with representatives of the Main Department of SES in Donetsk, Zaporizhzhia and Luhansk oblasts and their subordinate units as well as representatives of local authorities. If an epidemiological situation will allow, interviews should be conducted offline.

- Analyze the collected data and develop the analytical assessment report on capacities of all local and volunteer fire brigades currently operating and potential possibilities for their further development within target communities listed above with conclusions which should contain:
 - information regarding the needs and challenges faced by communities at the stage of creating local and volunteer fire brigades (lack of information, funding issues, organization of activities, support of team capabilities, etc.);
 - the list of communities, where the creation of local and volunteers fire brigades is planned, their prospective plans and what kind of support they need.
 The report should be prepared in cooperation with the local authorities and the local SES department.
- Preparation of all requests, the organization of meetings, interviews, travels within this assessment is under the responsibility of a Contractor. All relevant contact information within this activity will be provided to the Contractor by UNDP.

OUTPUT 3: DEVELOPING THE RECOMMENDATIONS

Output 3.1: Development of recommendations for CSSs

- Develop the recommendations on capacity development of 13 operating CSSs and 7 CSSs under construction to be a more effective institution ensuring civil protection and community security at the local level.
- Besides, this stage of the assignment will also include the preparation of the Executive Summary Report with a brief description of the main findings and outcomes of the assessment.

Output 3.2: Development of recommendations for local and volunteer fire brigades

- Develop the recommendations on capacity development of local and volunteer fire brigades in target communities to be more effective institutions ensuring civil protection and community security at the local level.
- Besides, this stage of the assignment will also include the preparation of the Executive Summary Report with a brief description of the main findings and outcomes of the assessment (up to 8 pages).

All Reports under the present assignment should be prepared in Ukrainian, accompanied with pictures of good quality (with photo credits), and provided in the following formats:

- Assessment reports in *.doc format, in the range from 45 to 100 pages, Times New Roman, 12 pt., lines space – 1,15, Annexes are followed as necessary;
- Report with recommendations in *.doc format, at least 5 pages, Times New Roman, 12 pt., lines space – 1,15, Annexes are followed if necessary.
- Executive Summary Report in *.doc format, up to 8 pages, Times New Roman, 12 pt., lines space – 1,15.

All reports should contain photos of interviews, meetings, local firefighting brigades and volunteers, their work and premises, etc. of good quality (refers to offline format). Each photo must be accompanied by written permission to its publication. Preparation of a written permission form is under the responsibility of the Contractor. The Contractor will take part in the presentation of the Final Report's findings. The UNDP will provide technical support to the organization of this event.

IV. RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:

General recommendations:

The Contractor is responsible for ensuring the proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.

The UNDP will not cover any additional costs connected with the execution present assignment and, therefore, the above-mentioned costs should be included in the budget proposal.

Recommendations on the Implementer's team composition:

To optimize the time of the assignment the composition of the project team should include, in addition to the Team Leader, Experts' Group meeting the requirements indicated in Chapter V of this ToR. CV of Team Leader and all members of Experts' Group (at least 2) shall be submitted in the proposal. Experts' Group could include both staffs of the applicants' organization and invited professionals.

GENERAL OPERATIONS

Coordination with other UN partner agencies (members of UN Recovery and Peacebuilding Programme) to provide for effective interaction where possible. UNDP will provide the list of the partners.

If the target settlements/oblasts are included in the "red" quarantine zone, the visits should be rescheduled, in frame of the timeframe of ToR's deliverables, or replaced with remote meetings via Skype / Zoom.

V. DELIVERABLES

Deliverable №	Task description	Deadline
1	Assessment methodology for CSS, questionnaire on interviewing key informants, draft content of assessment report and work plan with timeline developed, submitted to and approved by UNDP.	Up to 1 week after the starting date of the assignment.
2	Assessment methodology for local and volunteer fire brigades, questionnaire on interviewing key informants, draft content of assessment report and work plan with timeline developed, submitted to and approved by UNDP.	Up to 2 weeks after the starting date of the assignment.
3	Analytical assessment report on institutional capacity of CSSs in Donetsk, Luhansk oblasts and Azov region of Zaporizhzhia Oblast developed, submitted to and approved by UNDP.	Up to 3 months after the starting date of the assignment.
4	Analytical assessment report on current state and opportunities for the further development of local and volunteer fire brigades in communities of Donetsk, Luhansk oblasts and Azov region of Zaporizhzhia oblast developed, submitted to and approved by UNDP.	Up to 3.5 months after the starting date of the assignment.
5	Recommendations on capacity development of CSSs in Donetsk, Luhansk oblasts and Azov region of Zaporizhzhia oblast developed and Executive Summary Report developed, submitted to and approved by UNDP.	Up to 4 months after the starting date of the assignment.
6	Recommendations on capacity development of local and volunteer fire brigades in Donetsk, Luhansk oblasts and Azov region of Zaporizhzhia oblast developed and Executive Summary Reports submitted to and approved by UNDP.	Up to 4 months after the starting date of the assignment.

VI. REQUIREMENTS FOR MONITORING / REPORTING

The contractor will work under the overall guidance of the Community Security and Social Cohesion Coordinator, who accepts and approves above listed deliverables. The Contractor will discuss progress reached in the performance of assignment with Rule of Law and Community Security Specialist. Detailed work plan for ensuring achievement of expected results will be discussed with Contractor in advance before the start of assignment fulfillment.

The contractor is obliged to adhere to the monitoring, evaluation, and quality control system implemented by UNDP and to provide the necessary information, reports, and tools in accordance with the approved schedule or as soon as possible (within a reasonable time).

VII. PROPOSED PAYMENT SCHEDULE

UNDP will pay the negotiated amount in four tranches as per delivery of tasks outlined above according to the following payment schedule:

Upon completion of Deliverable 1, 2 – 20 % of the total payment

Upon completion of Deliverable 3 – 25 % of the total payment

Upon completion of Deliverable 4 – 25 % of the total payment

Upon completion of Deliverable 5, 6 – 30 % of the total payment

VIII. EXPERIENCE AND QUALIFICATION REQUIREMENTS

1. Officially registered organization (commercial or non-profit) or private entrepreneur
2. Proven experience in the development of analytical documents (at least 3 years)
3. Proven track record of analytics, institution capacity assessment or legal research, methodological recommendations (at least 3 projects).
4. Proven experience in preparing analytical materials with a focus on civil protection or law enforcement, or community security (at least 1 project).
5. Presentation of 2 references from previous customers regarding implementation of similar tasks.
6. Availability of human resources that will ensure due quality and timely implementation of the contract:

The project team will include Team leader and Experts' group (at least 2):

- Team Leader:
 - Master's degree (or higher) in the fields of: "Civil protection", "Law", "Political sciences", "Engineering Sciences";
 - At least 4 years of experience in the field of civil protection or law-enforcement, or situation analysis;
 - Experience in the development of the methodologies and manuals on civil protection or community security, or law-enforcement (at least 3 methodologies or manuals);
 - Previous experience of work in projects, implemented by UN or international organizations - will be an asset.
 - Fluency in Ukrainian and Russian; English proficiency (working level).
- Experts' Group:

- Master's degree (or higher) in the fields of: "Civil protection", "Law", "Political sciences", "Engineering Sciences";
- At least 3 years of experience in the organization and implementation of research in the field of civic protection or human rights, or law-enforcement, or situation analysis;
- Experience in the development of the methodologies and manuals on civil protection or community security, or law-enforcement (engagement in development of methodologies and manuals for at least 2 projects);
- Fluency in Ukrainian and Russian is required; working level of English would be an asset
- Previous experience of work in eastern Ukraine in the field of civil protection or community security, or risks and hazards, or disaster risk prevention, or inter-agency coordination will be an asset.

IX. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents:

<input checked="" type="checkbox"/>	Copies of registration documents.
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar projects and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	Work plan with an indication of approach to the performance of each stage.
<input checked="" type="checkbox"/>	Financial Proposal.
<input checked="" type="checkbox"/>	Three examples of previous experience in the developing of the methodologies and manuals on civil protection, community security and law-enforcement – copies of documents or links to the examples published.
<input checked="" type="checkbox"/>	CVs of all the project team members (Team Lead and all the engaged Experts), including information mentioned in the EXPERIENCE AND QUALIFICATION REQUIREMENTS section (references and relevant information should be provided).
<input checked="" type="checkbox"/>	Minimum 2 recommendation letters on similar projects from previous clients.

X. EVALUATION CRITERIA

Evaluation and comparison of proposals

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

In the First Stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria. In the Second Stage, the price proposals of all offerors, who have attained a minimum 70% score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights of 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the

maximum number of points obtainable for the financial part (i.e. 490). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 490 points x lowest price / quoted price.

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

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum score	Company / Organization			
1	Experience of the organization / private entrepreneur submitting the proposal	30%	210				
2	Brief description of the assignment implementation	35%	245				
3	Personnel	35%	245				
	Total Score	100%	700				
	Notes						

Technical evaluation forms are provided at the next pages. The maximal points obtainable as per each criterion indicate the relative importance or score weight in general evaluation process.

Technical Evaluation Forms:

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

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel

Evaluation of the Technical Proposal Form 1		Maximum score	Company/other organization		
			A	B	C
The experience of the company / organization submitting the proposal					
1.1	Proven experience in development of analytical documents (at least 3 years) (70 points – more than 5 years, 60 points – 4-5 years, 50 points – 3 years)	70			
1.2	Proven track record of analytics, institution capacity assessment or legal research, methodological recommendations (at least 3 projects). (70 points–more than 5 projects; 60 points -4-5 projects, 50 points –3 projects)	70			
1.3	Proven experience in preparing analytical materials with focus on civil protection or law-enforcement, or community security (at least 1 project). (70 points – more than 4 projects, 60 points –3-4 projects, 50 points – 1-2 projects).	70			
	Total score on Form 1	210			

Evaluation of the Technical Proposal Form 2		Maximum score	Company/other organization		
			A	B	C
Brief description of the assignment implementation with an indication approach to the performance of each stage.					
2.1	Does the submitted technical offer sufficiently meet the objective and scope of work? The Technical Proposal generally meets the objectives and scope of work – 70 points; The Technical Proposal corresponds well to the task, but workload overstated / understated – 100 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work - 120 points	120			
2.2	How well developed, reasonable and reliable is the proposed work plan? The description of the working plan was developed with an incomplete understanding of the purpose of assignment and compliance with the tasks – 70 points; Work plan includes main components required as per Terms of Reference, but the lack of details demonstrates overall approach –100 points; Work plan is detailed and includes necessary stages required to meet all goals and fulfill the tasks as per Terms of Reference – 125 points	125			
	Total score on Form 2	245			

Evaluation of the Technical Proposal Form 3		Maximum score	Company/other organization		
			A	B	C
Personnel					
	Team leader				
3.1	Master's degree (or higher) in "Civil protection", "Law", "Political sciences", "Engineering Sciences" (33 points – PhD, 28 points – Master's degree)	33			
3.2	Work experience in the field of civil protection or law-enforcement, or situation analysis (22 points – at least 4 years; 30 points – 5-9 years; 33 points – 10 years and more).	33			
3.3	Experience in the developing of the methodologies and manuals on civil protection or community security, or law-enforcement (26 points – 3 methodologies /manuals; 32 points– 4-5 methodologies/ manuals; 37 points – more than 5 methodologies/ manuals).	37			

3.4	Fluency in Ukrainian and Russian is required; working level of English would be an advantage (15 points – Fluency in English, Ukrainian and Russian; 10 - Fluency in Ukrainian and Russian; working level of English)	15			
3.5	Previous experience of work in projects, implemented by with UN or international organisations (asset); Availability of such an experience – 7 points; No such experience – 0 points	7			
	Interim score by criteria 3.1-3.5	125			
	The engaged experts (at least 2 persons)				
3.6	Master's degree (or higher) in the fields of: "Civil protection", "Law", "Political sciences", "Engineering Sciences"; (30 points – All the engaged experts have Master's degree or higher; 27 points – At least 50% of the engaged experts have Master's degree or higher, up to 50% of experts have Bachelor's Degree; 25 points – more than 50% of experts have Bachelor's Degree, less than 50% of experts have Master's Degree or higher	30			
3.7	At least 3 years of experience in the organization and implementation of research in the field of civil protection or human rights, or law-enforcement, or situation analysis (33 points – at least 50% of experts have more than 5 years of the experience; 30 points – more than 50% of experts have 4-5 years of the experience; 25 points – more than 50% of experts have 3 years of the experience	33			
3.8	Experience in the developing of the methodologies and manuals on civil protection or community security, or law-enforcement (35 points - more than 50% of experts were engaged in preparation of 6 or more projects; 30 points– more than 50% of experts were engaged in preparation of 4-5 projects; 24 points – more than 50% of experts were engaged in preparation of 2-3 projects)	35			
3.9	Fluency in Ukrainian and Russian is required, working level of English would be an advantage (15 points - Fluency in Ukrainian and Russian; working level of English; 10 points - Fluency in Ukrainian and Russian) (15 points – 100% of the engaged experts are fluent in Ukrainian and Russian and have working level of English or higher; 10 points – anything less than mentioned above, however the fluency in Ukrainian and Russian is required)	15			
3.10	Previous experience of work in eastern Ukraine in the field of civil protection or community security, or risks and hazards, or, disaster risk prevention, or inter-agency coordination (asset) All the engaged experts have such an experience – 7 points;	7			

	Anything less than mentioned above – 0 points				
	Interim score by criteria 3.6 – 3.10	120			
	Total score on Form 3	245			

XI. FINANCIAL PROPOSAL

Bidders should submit their proposals in the following format. All costs associated with the implementation of services should be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.).

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

No.	Deliverables' short description	Percentage of Total Price (Weight for payment)	Price, currency (excluding VAT)
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
4	Deliverable 4		
5	Deliverable 5		
6	Deliverable 6		
Total:			

Cost Breakdown by Cost Component:



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

Nº	Activity/Costs	Unit	Number	Cost per unit, currency	Amount, currency excl. VAT
1	Personnel				
1.1	Team Leader				
1.2	Expert 1				
1.3	Expert 2				
1.4	Other staff (as required)				
2	Administration Costs (if necessary)				
2.1	Communication (Internet/Phone/etc.)				
2.2	Other (if any - to define clearly activities/costs)				
3	Travel and Lodging				
3.1	Travel costs				
3.2	Accommodation				

3.3	Daily Allowance				
4	Other costs (if any - to define clearly activities/ costs)				
4.1	...				
4.2	...				
	Total (please indicate currency)				

Annex 4

Model Contract

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

Факс: Email:	Fax: Email:
14. Ім'я контактної особи ПРООН: Посада: Адреса: Тел.: + Email:	14. UNDP Contact Person's Name: Title: Address: Telephone number Email:
15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі: Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ	15. Contractor's Bank Account to which payments will be transferred: 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"> 1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 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. 7. <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"> 1. This face sheet ("Face Sheet"). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 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. 7. <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>НА ПОСВІДЧЕННЯ ЧОГО, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>		<p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p>IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p>	
Від імені Підрядника / For the Contractor		Від імені ПРООН / For UNDP	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	