



REQUEST FOR PROPOSAL (RFP)

All interested	DATE: August 4, 2021
	REFERENCE: 343-2021-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Conducting the needs and capabilities assessment of NGOs working with vulnerable groups (ATO/JFO veterans, children living with disabilities, people living with HIV) in six regions of Ukraine.**

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) Wednesday, August 18, 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: **“343-2021-UNDP-UKR-RFP-RPP”** and: **“ Conducting the needs and capabilities assessment of NGOs working with vulnerable groups (ATO/JFO veterans, children living with disabilities, people living with HIV) in six regions of Ukraine”**.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ms. Agnes Kochan,
Operations Manager
UNDP Ukraine*

August 4, 2021

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Annex 1

Description of Requirements

Context of the Requirement	Conducting the needs and capabilities assessment of NGOs working with vulnerable groups (ATO/JFO veterans, children living with disabilities, people living with HIV) in six regions of Ukraine.
Brief Description of the Required Services	One of the main priorities of the UN RPP is to build effective partnerships with civil society for peacebuilding and community development in target oblasts. As far as the Program expands its work to other regions of Ukraine, it is important to conduct an analysis of the institutional potential, capacities and needs of those NGOs, which work with vulnerable groups in these regions (ex-combatants, children living with disabilities, people living with HIV). Therefore, the UN RPP is looking for an experienced organization to conduct this assessment.
List and Description of Expected Outputs to be Delivered	The main goal of the assignment is conducting an analysis of the institutional potential, capacities and needs of those NGOs, which work with vulnerable groups (ex-combatants, children living with disabilities, people living with HIV) in Zaporizhzhia, Kherson, Dnipropetrovsk, Sumy Mykolaiv and Chernihiv oblasts. More specifically, the objective can be divided into next tasks, which shall be accomplished by selected organization/company: <ol style="list-style-type: none"> 1. Conducting a desk study. 2. Conducting focus group studies. 3. Preparing a Study Report.
Person to Supervise the Work/Performance of the Service Provider	Civil Society Engagement and Capacity Development Specialist, 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	August 2021
Latest completion date	November 2021
Travels Expected	According to TOR attached
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be	According to TOR attached

excluded from Price Proposal)	
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 <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<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 10th of August 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>procurement.rpp.ua@undp.org Attn: Procurement Unit Subject: 343-2021-UNDP-UKR-RFP-RPP – 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 3 tranches as per delivery of outputs outlined in Terms of Reference. Below is a description of the % of the total budget will be paid after receipt of the following deliverables:</p>

	<p>Deliverable 1 – 40% of the agreed payment Deliverable 2 – 30% of the agreed payment Deliverable 3 – 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 to 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.</p>
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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal - 35% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach - 35% <input checked="" type="checkbox"/> Personnel - 30% <p><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.</p>
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"/> Business Licenses/Legal documents of applying organization / company certifying the status and official date of registration; <input checked="" type="checkbox"/> A letter of interest/offer, which describes company’s profile and outlines previous experience in implementing similar projects and competitive advantages of the applicant company; <input checked="" type="checkbox"/> Technical Proposal: methodology of conducting desk and focus group studies and preparing a workplan with indicators of the effectiveness of achieving the goal and timeline; <input checked="" type="checkbox"/> At least 3 (three) examples of focus group studies conducted by organization/company and minimum 1 (one) example of analytical report – copies of the documents or the link(s) to the documents published/stored to be provided in the separate document or may be included in the respective section of letter of interest/offer; <input checked="" type="checkbox"/> CVs of the project team members (Team Leader and Key Expert) including information about previous experience in similar projects / assignments with the respective links to the examples of desk studies, focus group studies, analytical reports and confirmation of his/her availability if selected for this project; <input checked="" type="checkbox"/> Minimum 2 recommendation letters on similar projects from previous customers/clients. <input checked="" type="checkbox"/> Financial proposal with the description of activities within the work plan (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).
Other Information [pls. specify]	<u>Administrative Requirements:</u> Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s: <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline <input checked="" type="checkbox"/> Offers must meet required Offer Validity <input checked="" type="checkbox"/> Offers have been signed by the proper authority <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in « Documents to be submitted in proposal» Section <input checked="" type="checkbox"/> Offers must comply with general administrative requirements <u>Experience and Qualification Requirements</u> For the Company:

	<ul style="list-style-type: none">- Officially registered Company / Organization with a valid registration at least three (3) years (for Ukrainian companies: a company should be registered in the territory controlled by the government of Ukraine).- Proven experience in conducting sociological studies (at least three (3) studies).- Proven experience of the organization in conducting focus group studies (at least three (3) examples).- Proven experience of the organization in preparing analytical reports (at least 1 report).- Availability of recommendation letters from the previous clients (at least 2 letters). <p>For the Team Leader:</p> <ul style="list-style-type: none">- At least a Bachelor's degree in sociology or any related field;- At least three (3) years of relevant experience in conducting sociological studies;- At least three (3) years of experience in working in the organization engaged in sociological studies;- Proven experience in preparing analytical reports (at least three (3) Reports);- Proven experience in managing projects (at least four (4) projects);- Fluency in Ukrainian is required; working knowledge of English would be an asset. <p>For Key Experts:</p> <ul style="list-style-type: none">- At least a Bachelor's degree in sociology or any related field;- Proven experience in conducting desk studies (at least three (3) studies);- Proven experience in conducting focus group studies (at least five (5) studies);- Proven experience in preparing analytical reports (at least 2 reports);- Fluency in Ukrainian. <p>Other information is available on http://procurement-notice.undp.org; For the information, please contact procurement.rpp.ua@undp.org</p>
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FORM FOR SUBMITTING SERVICE PROVIDER'S 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 343-2021-UNDP-UKR-RFP-RPP, 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/ Legal documents – Registration Papers, Tax Payment Certification, etc.;*
- *A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization;*
- *At least 3 (three) examples of focus group studies conducted by organization/company and minimum 1 (one) example of analytical report – copies of the documents or the link(s) to the documents published/stored to be provided in the separate document or may be included in the respective section of letter of interest/offer.*
- *At least two 2 recommendation letters on similar projects from previous customers/clients.*
- *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:

- *Technical Proposal: methodology of conducting desk and focus group studies and preparing a workplan with indicators of the effectiveness of achieving the goal and timeline*

C. Qualifications of Key Personnel

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

- *CVs of the project team members (Team Leader and Key Expert) including information about previous experience in similar projects / assignments with the respective links to the examples of desk studies, focus group studies, analytical reports and confirmation of his/her availability if selected for this project*

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 below 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 as per ToR. 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	Percentage of Total Price (Weight for payment)	Price without VAT, <i>indicate the currency</i>
1.	Deliverable 1	40%	

2.	Deliverable 2	30%	
3.	Deliverable 3	30%	
Total all-inclusive cost without VAT, <i>Indicate the currency</i>		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	Price per unit without VAT, <i>indicate currency</i>	Cost without VAT, <i>indicate currency</i>
1.	Staff				
1.1	Project manager salary	Month			
1.2	Key expert	Month			
1.3					
1.4					
1.5					
2.	Cost of implementation				
2.1	Desk study				
2.2	Focus group studies				
2.3	Preparing a report				
3.	Administrative costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
TOTAL without VAT, <i>indicate currency</i>					

*[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.

TERMS OF REFERENCES

Project Title: United Nations Recovery and Peacebuilding Programme.

Description of the assignment: Conducting the needs and capabilities assessment of NGOs working with vulnerable groups (ATO/JFO veterans, children living with disabilities, people living with HIV) in six regions of Ukraine.

Country/ place of work: Ukraine

Duration of the assignment: 4 months

Name and position of direct supervisor: Civil Society Engagement and Capacity Development Specialist

I. Project description

The current armed conflict in eastern Ukraine has had a direct and extremely negative impact on social cohesion, community security and the rule of law. While accepting the urgent need to address the challenges of restoration, economic recovery and peacebuilding in the areas directly and indirectly affected by the conflict in late 2014, the Government of Ukraine requested the international community to provide technical assistance and financial support to assess priority recovery needs. At the end of 2014, the United Nations, the World Bank and the European Union assessed the recovery and peacebuilding later approved by the Cabinet of Ministers in mid-2015.

Before the conflict over the last decade, UNDP had been actively represented in eastern Ukraine, with a focus on community development, civil society development and environmental protection. The work to address the specific development challenges occurring from the conflict and the above-mentioned is based on previous work and established partnership relations. It was initiated in 2015 through the United Nations Recovery and Peacebuilding Programme, which is a multilateral donor framework program jointly implemented by four UN partner agencies in cooperation with the Government of Ukraine.

Four United Nations agencies are implementing the United Nations Recovery and Peacebuilding Programme (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 Organization of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine, and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden & Switzerland.

The United Nations Recovery and Peacebuilding Programme is implemented to address and mitigate the causes and effects of the conflict. It is based on the results of the Assessment of Recovery and Peacebuilding and is consistent with the State Target Reconstruction and Peacebuilding Programme in the Eastern Regions of Ukraine, as well as with two regional development strategies until 2020. The United Nations Recovery and Peacebuilding Programme (UN RPP) provides for three main areas of activity: (i) supporting economic recovery in conflict-affected communities; (ii) promoting decentralisation and health care reform; (iii) strengthening public safety and social cohesion. The Programme is strongly consistent with the Framework Programme for Partnership between the Government of Ukraine and the United Nations. The Programme is closely associated with the Democratic Governance and Reform Programme which

is implemented nationwide in all regions of Ukraine and complies with the Sustainable Development Goals (SDGs), in particular, SDG 16 (Peace, Justice and Strong Institutions).

As a territorial programme designed specifically for conflict-affected areas in eastern Ukraine, the United Nations Recovery and Peacebuilding Programme is focused on the main priority needs for stabilisation, peace development, economy and governance in eastern Ukraine after the outbreak of the conflict. It takes into account the opportunities provided by the Minsk Protocol dated September 2014 and revival of its cease-fire provisions and is fully adapted to create a link between humanitarian and developmental needs.

The Programme activities are grouped according to the following key components of the Programme, which reflect the priority needs of the region:

Component I: Economic Recovery and Restoration of Critical Infrastructure;

Component II: Local Governance and Decentralisation Reform;

Component III: Community Security and Social Cohesion.

One of the main priorities of the UN RPP is to build effective partnerships with civil society for peacebuilding and community development in target oblasts. As far as the Program expands its work to other regions of Ukraine, it is important to conduct an analysis of the institutional potential, capacities and needs of those NGOs, which work with vulnerable groups in these regions (ex-combatants, children living with disabilities, people living with HIV).

Therefore, the UN RPP is looking for an experienced organization to conduct this assessment.

II. Main Goals and Objectives

The **main goal of the assignment** is conducting an analysis of the institutional potential, capacities and needs of those NGOs, which work with vulnerable groups (ex-combatants, children living with disabilities, people living with HIV) in Zaporizhzhia, Kherson, Dnipropetrovsk, Sumy Mykolaiv and Chernihiv oblasts.

III. Scope of Work

The Contractor will be responsible for preparation and execution of the following activities:

1. Conducting a desk study:

a) Develop a study design and coordinate it with UNDP.

Analyze the activities of civil society organizations working with vulnerable groups (ex-combatants, children living with disabilities, people living with HIV) in Zaporizhzhia, Kherson, Dnipropetrovsk, Sumy Mykolaiv and Chernihiv oblasts over the past 5 years and create a List of these organizations. The list should contain, in particular, the information on the capacities and resources of civil society, with special emphasis on the CSOs' working with vulnerable groups, the scope of CSOs, a list of implemented innovative projects (activities) over the past 5 years; analyze the dynamics of development, place of activities, presence or absence of Strategic Development Plan of the organization, and availability of public reporting procedure; analyze internal governance structure and resource capacity, external relations of organizations, challenges and needs of organizational development, the CSOs' strengths and constraints, and training needs; analyze official CSO sites, pages in social networks, and the use / non-use of a gender-sensitive approach based on human rights in the activities of CSOs.

- b) Make a mapping of such civil society organizations in each oblast, analyze their location, senior personnel, the sectors in which CSOs operate, types of activities carried out by CSOs, and sources of funding, including those from international donor organizations.
- c) Analyze the availability of active civil society networks in each oblast and make a mapping of the existing networks.
- d) Write a Desk Study Report (to be a part of the general Study Report) and submit it to UNDP for approval. The report should include a Portrait of Civil Society Section, mapping results, conclusions, and recommendations. The report should be prepared in Ukrainian, up to 50 A4 pages.

2. Conducting focus group studies:

- a) Develop a focus group study guide and coordinate it with UNDP.
- b) Conduct 3 focus groups in each oblast (a total of 18 focus groups, 8 – 16 participants in each group). The study subject is to analyze the capabilities and needs of civil organizations working with vulnerable groups, to determine the factors which prevent the development of such CSOs, to investigate the real and desired state of financial revenues in CSOs, available and required internal and external nonfinancial resources, internal and external factors, which influence the effectiveness / inefficiency of the CSOs' activities, training needs, and whether and how these organizations integrate gender mainstreaming and human rights – based approaches into their strategies, work plans, and projects.

Types of CSOs with which focus groups should be conducted:

- 1. CSOs working with ATO/JFO veterans
- 2. CSOs working with children with disabilities
- 3. CSOs working with people with HIV

- c) Write a Focus Group Study Report (to be a part of the general Study Report) and submit it to UNDP for approval. The report should include technical data - gender, age and type of NGOs in which the participants work, the date and place of each Focus Groups. The report should be prepared in Ukrainian, up to 50 A4 pages. Attach audio recordings of all focus groups to the Report.

3. Preparing a Study Report. The report must necessarily contain, but not be limited to the following sections:

- a) Summary;
- b) Introduction;
- c) Methodology of the study;
- d) Analysis of the results of the desk study;
- e) Analysis of the focus group studies;
- f) Conclusions and recommendations for improving the activities of recommendations for CSOs working with vulnerable groups of the population. Recommendations should be provided separately for CSOs, local authorities, and donor organizations;
- g) Annexes (list of CSOs working with indicated vulnerable groups and mapping tables).

The Report should be prepared in Ukrainian, approximately 100–120 A4 pages in electronic format. An abridged version of the Report should be also developed in English (20-30 A4 pages) with a Presentation of the Report (Power Point, for example, up to 30 slides in Ukrainian).

A public presentation of the Report should be done online, using the Zoom platform. The Contractor organize presentation. The programme of the presentation, the lists of invitees must be agreed with the UNDP.

General recommendations at service provision:

- The Contractor will ensure the mainstreaming of gender equality considerations in all aspects of the assignment, promote a safe and enabling environment free of any kind of discrimination and abusive behavior, respect differences and accord equal spaces and dignity regardless of personnel's sex, ethnicity, sexual preference, gender identity, (dis)ability or other markers of identity, and use the principles of gender-responsive communications in line with the UNDP corporate standards.
- The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.
- The UNDP will not cover any additional costs connected with the execution of present assignment and, therefore, the above-mentioned costs should be included in the budget proposal.- Ensuring the reference to United Nations Recovery and Peacebuilding Programme and the Government of the Kingdom of the Netherlands.

IV. Deliverables

No.	Description of deliverable	Expected end date
1.	A desk study is conducted. A Desk Study Report is prepared and approved by UNDP.	4 weeks after the start of the Contract
2.	A Focus Group Study is conducted. A Focus Group Study Report is prepared and approved by UNDP.	9 weeks after the start of the Contract
3.	A general Study Report is prepared and approved by UNDP. A public presentation is conducted.	16 weeks after the start of the Contract

V. Proposed Payment Schedule

UNDP will pay the negotiated amount in 3 (three) tranches as per delivery of tasks outlined above.

Upon completion of Deliverable 1 – 40 % of the Contract amount.

Upon completion of Deliverable 2 – 30 % of the Contract amount.

Upon completion of Deliverable 3 – 30 % of the Contract amount.

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

VI. Requirements for Monitoring / Reporting

The Contractor reports to the Civil Society Engagement and Capacity Development Specialist of the Nations Recovery and Peacebuilding Programme, who accepts and approves the above deliverables. Detailed workplan for ensuring achievement of results will be discussed with Contractor in advance before start of assignment execution.

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).

All reports shall be submitted to UNDP electronically (formats: * .docx, * .xlsx, * .pptx, * .pdf) on electronic media or in electronic communication form. The proposed schedule of services and payments is below. The following is a description of the percentage (%) of the total budget that will be paid upon receipt of the following results:

VII. Experience and Qualification Requirements

- Officially registered Company / Organization with a valid registration at least three (3) years (for Ukrainian companies: a company should be registered in the territory controlled by the government of Ukraine).
- Proven experience in conducting sociological studies (at least three (3) studies).
- Proven experience of the organization in conducting focus group studies (at least three (3) examples).
- Proven experience of the organization in preparing analytical reports (at least 1 report).
- Availability of recommendation letters from the previous clients (at least 2 letters).
- Availability of human resources that will ensure the proper quality and timely performance of the contract:

Project team shall include Team Leader and Key Expert:

- Team Leader:
 - ✓ At least a Bachelor's degree in sociology or any related field.
 - ✓ At least three (3) years of relevant experience in conducting sociological studies.
 - ✓ At least three (3) years of experience in working in the organization engaged in sociological studies.
 - ✓ Proven experience in preparing analytical reports (at least three (3) Reports).
 - ✓ Proven experience in managing projects (at least four (4) projects).
 - ✓ Fluency in Ukrainian is required; working knowledge of English would be an asset.
- Key Expert:
 - ✓ At least a Bachelor's degree in sociology or any related field.
 - ✓ Proven experience in conducting desk studies (at least three (3) studies).
 - ✓ Proven experience in conducting focus group studies (at least five (5) studies).
 - ✓ Proven experience in preparing analytical reports (at least 2 reports).
 - ✓ Fluency in Ukrainian.

VIII. Documents to be included when submitting the Proposal

Applicants shall submit the following documents:

<input checked="" type="checkbox"/>	Legal documents of applying organization / company certifying the status and official date of registration.
<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar to assignment projects and competitive advantages of the applicant organization.
<input checked="" type="checkbox"/>	Technical Proposal: methodology of conducting desk and focus group studies and preparing a workplan with indicators of the effectiveness of achieving the goal and timeline.
<input checked="" type="checkbox"/>	CVs of the project team members (Team Leader and Key Expert) including information about previous experience in similar projects / assignments with the respective links to the examples of desk studies, focus group studies, analytical reports and confirmation of his/her availability if selected for this project.
<input checked="" type="checkbox"/>	Financial proposal with the description of activities within the work plan.
<input checked="" type="checkbox"/>	Minimum two (2) reference letters on similar projects from previous clients.
<input checked="" type="checkbox"/>	At least 3 (three) examples of focus group studies conducted by organization/company and minimum 1 (one) example of analytical report – copies of the documents or the link(s) to the documents published/stored to be provided in the separate document or may be included in the respective section of letter of interest/offer.

IX. Evaluation Criteria

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the 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:

- compliant with all the minimum evaluation criteria;
- 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 minimum 70 % score in the technical evaluation, will be reviewed. Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70 % and 30 % of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for 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.

Evaluation and comparison of proposals

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Score
1.	Experience of the company/organization submitting the proposal	35 %	245
2.	Proposed work plan, general methodology and approach	35 %	245
3.	Personnel	30 %	210
Total Score		100 %	700

Technical evaluation forms are as follows. 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 company/organization submitting the proposal

Form 2. Proposed work plan, methodology and approach

Form 3. Personnel

Technical Evaluation Form 1		Maximum Score	Company/Organization		
			A	B	C
Experience of the company/organization submitting the proposal					
1.1	Experience in conducting sociological studies: (60 points – more than 5 studies, 50 – 4-5 studies, 40 points – 3 studies)	60			
1.2	Reference letters on similar projects from previous clients/customers: (65 points – more than 4 letters; 60 points – 3-4 letters, 50 points – 2 letters)	65			
1.3	Experience in conducting focus group studies: (60 points – 6 or more examples, 50 points – 4-5 examples, 40 points – 3 examples)	60			

1.4	Experience in preparing analytical reports: (60 points – 4 or more reports, 50 – 2-3 reports, 40 points – 1 report)	60			
	Total score on Form 1	245			

Technical Evaluation Form 2		Maximum Score	Company/Organization		
			A	B	C
The proposed work plan, methodology and approach					
2.1	Does the submitted Technical Proposal 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 – 80 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 95 points)	95			
2.2	How well developed, reasonable and reliable is the methodology of implementation of services? (The methodology was developed with an incomplete understanding of the purpose of assignment and compliance with the Terms of Reference requirements – 60 points; The methodology logically describes a sequence of works – 70 points; The methodology includes thorough criteria that demonstrate its feasibility – 80 points)	80			
2.3	How well-elaborated is the work plan with suggested timeline? Work plan includes main components required as per Terms of Reference, but the lack of details demonstrates overall approach – 60 Work plan is detailed and includes necessary stages required to meet all goals and fulfill the tasks as per Terms of Reference – 70	70			

	Total score on Form 2	245			
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Technical Evaluation Form 3		Maximum Score	Company/Organization		
			A	B	C
Personnel					
	Team Leader				
3.1	Educational background in sociology or any other related field: (25 points – Ph.D. or equivalent; 20 points – Master’s degree / Specialist; 15 points – Bachelors’ degree)	25			
3.2	Proven experience in conducting sociological studies: (35 points – 4 years or more; 25 points – 3 years)	35			
3.3	Proven experience in preparing analytical reports: (25 points – 4 or more reports, 20 points – 3 reports)	25			
3.4.	Proven experience in working with sociological companies: (15 points – 5 or more years; 10 points – 4 years, 5 points – 3 years).	15			
3.5.	Proven experience in managing projects: (15 points – 5 or more projects; 10 points – 4 projects)	15			
3.6.	Language skills. (5 points – Fluency in Ukrainian and at least working knowledge of English; 0 points – Fluency in Ukrainian only)	5			
	Internal score by criteria 3.1 – 3.5	120			
	Key Expert				
4.1	Educational background in sociology or other related field: (25 – Ph.D or equivalent; 20 points – Master’s degree / Specialist; 15 points – Bachelors’ degree)	25			
4.2	Proven experience in conducting desk studies:	25			

	(25 points– 6 or more studies; 20 points – 5 - 4 studies; 15 points – 3 studies)				
4.3.	Proven experience in conducting focus group studies: (25 points – 8 or more studies; 20 points – 6 – 7 studies; 15 points – 5 studies)	25			
4.4	Proven experience in preparing analytical reports: (15 points – 3 or more reports; 10 points – 2 reports)	15			
	Internal score by criteria 4.1 – 4.3	90			
	Total score on Form 3	210			

X. Financial Proposal

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, according to the abovementioned schedule.

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

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

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

A. Cost Breakdown per Deliverables

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The Contractor is invited to assess the complexity of work on the implementation by each of these stages and to offer the customer the preferred percentage of the total proposed value of the agreement.

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price without VAT, <i>indicate the currency</i>
1.	Deliverable 1	40%	
2.	Deliverable 2	30%	
3.	Deliverable 3	30%	
Total all-inclusive cost without VAT, <i>Indicate the currency</i>		100%	

B. Cost breakdown by components

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

Nº	Activity/Costs	Unit	Number	Price per unit without VAT, <i>Indicate the currency</i>	Cost without VAT, <i>indicate the currency</i>
1.	Staff				
1.1	Project manager salary	Month			
1.2	Key expert	Month			
1.3					
1.4					
1.5					
2.	Cost of implementation				
2.1	Desk study				
2.2	Focus group studies				
2.3	Preparing a report				
3.	Administrative costs (if any)				
3.1					
3.2					
4.	Other costs (if any – to define activities/costs)				
4.1					
TOTAL without VAT, <i>indicate the currency</i>					

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>
<p>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги: Україна</p>	<p>1. Country Where Goods Will be Delivered and/or Services Will be Provided:Ukraine</p>
<p>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:</p>	<p>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:</p>
<p>3. Посилання на номер договору (напр., номер присудження договору):</p>	<p>3. Contract Reference (e.g. Contract Award Number):</p>
<p>4. Довгострокова угода: Ні</p>	<p>4. Long Term Agreement: No</p>
<p>5. Предмет Договору: <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари <i>та</i> послуги</p>	<p>5. Subject Matter of the Contract: <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services</p>
<p>6. Тип Послуг:</p>	<p>6. Type of Services:</p>
<p>7. Дата початку Договору:</p>	<p>7. Contract Starting Date:</p>
<p>8. Дата завершення Договору:</p>	<p>8. Contract Ending Date:</p>
<p>9. Загальна сума Договору: 9а. Передплата: Не застосовується</p>	<p>9. Total Contract Amount: 9а. Advance Payment: Not applicable</p>
<p>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 <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>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 <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>11. Метод оплати: <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат</p>	<p>11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement</p>
<p>12. Назва(Ім'я) Підприємця:</p>	<p>12. Contractor's Name:</p>
<p>13. Ім'я контактної особи Підприємця: Посада: керівник Адреса: Номер телефону:</p>	<p>13. Contractor's Contact Person's Name: Title Address: Telephone number:</p>

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:	