**ANNEX 1: Description of Requirements** 

**Terms of Reference**

**for the Modernization of the Web Portal of the State Environmental Inspectorate of Ukraine and Its Territorial and Interregional Territorial Authorities**

*PP#374, PRC0108582*

**Project name:** Mitigating the risks of long-term environmental disasters in Ukraine through the establishment of a Coordination Centre on Environmental Damage Assessment

**Starting date of assignment:** Mid-September 2025

**End date (if applicable):** December 2025

**Country/Implementation Location:** Ukraine

**Management arrangements:** Reporting to the EDA Project Manager

**Selection method:** Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Two-step procedure with the highest number of points in a combined assessment of both technical and financial evaluation of proposals.

**Payment arrangements:**  30 days net, payment by deliverables, accepted and duly certified by UNDP

1. **BACKGROUND**

Since February 2022, the war has caused environmental damage across Ukraine. State authorities joined forces to cooperate in recording the war damage, especially its environmental impacts on Ukraine. Starting from March 2022, the Parliamentary Committee on Environmental Policy and Nature Management, together with the Ministry of Environmental Protection and Natural Resources of Ukraine, the State Environmental Inspectorate and other bodies, created the State Operational Center on Environmental Damage Assessment (later – SOC).

One of the project's main goals is to support the main beneficiary, the Ministry of Environmental Protection and Natural Resources of Ukraine, in developing necessary legislation for recording evidence of environmental damage caused by the Russian military invasion and practical mechanisms to collect the evidence throughout Ukraine. Considering the emergency needs for recovery actions and the limited capacities of the governmental bodies, there is a significant need for external support from international partners.

The project “Mitigating the risks of long-term environmental disasters in Ukraine through establishing a Coordination Centre on Environmental Damage Assessment” (Environmental Damage Assessment) aims to establish the Coordination Centre on Environmental Damage Assessment. It will enable the Ministry of Environmental Protection and Natural Resources of Ukraine and other state bodies under the SOC to execute its mandate through:

 - providing advisory and operational support for developing the legal framework and institutional capacities.

 - elaborating environmental damage impact assessment methodologies.

 - training support to increase the knowledge of state officials. - functioning of the interactive platform on environmental damage (in coordination with other projects/donors);

- developing and implementing communications campaigns to raise public awareness of environmental damage in general, including its gendered impacts.

 - facilitating gender-responsive assessments of the environmental damage.

- purchasing certified mobile stations/laboratories for the State Environmental Inspectorate to measure environmental damage data.

Since the current websites of the State Environmental Inspectorate of Ukraine and its territorial and interregional authorities (19 websites in total) were created back in 2018, they are technically, visually, and functionally outdated.

That’s why for this assignment, UNDP is seeking for an organisation or consortium capable for providing development of measures for the modernization of the web portal of the State Environmental Inspectorate of Ukraine and its territorial and interregional bodies.

**2. MAIN OBJECTIVE OF THE ASSIGNMENT**

The key task is to develop a Web Portal and build 19 web resources on its basis, creating a clear and user-friendly structure, navigation, and design, as well as to introduce new state-of-the-art technical functionality that will allow for quick publication of information and flexible changes to any content or structure in accordance with new priorities or initiatives of the State Environmental Inspectorate of Ukraine and its territorial and interregional authorities.

**3. SCOPE OF WORK AND EXPECTED OUTPUTS**

Please refer to the Attachment 1 Terms of Reference from the State Environmental Inspectorate of Ukraine (SEI).

**Deliverables**

|  |  |  |
| --- | --- | --- |
| Deliverables | Task description | Due date |
| Deliverable # 1 | * Agree on the structure, the design and functionality of websites in coordination with the SEI and taking into consideration its wishes. Must be provided technical specifications (refined/detailed) based on approvals with the SEI.
* Coordination with the SEI of the developed schematic structure of websites. Must be provided prototypes of pages (in PDF format or via an online service), approved by the signature of an authorized person of the SEI.
* Must be provided protocol of approval of the refined technical specification (site structure, functionality) with the SEI.
* Must be provided protocol of approval of the results of the Deliverable #1 with the SEI.
 | up to 20 workdays after the start of the contract. |
| Deliverable #2 | * Develop prototypes of key website pages (design-layout, ux, ui) and stylistic examples (visual materials). Must be provided protocol of approval of the design-layout, ux and ui-design.
* Develop website template for Joomla CMS.
* Develop client-side layout.
* Develop necessary modules and extensions.
* Must be provided an interim report on the execution of the Deliverable #2.
* Must be provided protocol of approval of the results of the Deliverable #2 with the SEI.
 | up to 60 calendar days after the start of the contract. |
| Deliverable # 3 | * Install CMS and install a pre-designed and previously approved by the SEI template.
* Integration and customization of developed modules and extensions.
* Create a website main menu structure.
* Develop website sections.
* Must be provided the report on CMS, template and module setup and integration.
* Must be provided protocol of approval of the results of the Deliverable #3 with the SEI.
 | up to 80 calendar days after the start of the contract. |
| Deliverable #4 | * Deploy websites on temporary hosting and must be provided the link to a temporary version of the website for testing.
* Websites functionality testing.
* Must be provided report on website deployment on temporary hosting and testing results.
* Demonstrate of websites to the SEI before deployment on the main hosting.
* Must be provided protocol of approval of the results of the Deliverable #4 with the SEI.
 | up to 95 calendar days after the start of the contract. |
| Deliverable # 5 | * Deploy websites on the customer's hosting with binding of the main domain name and regional domain names.
* Install and connect SSL certificates.
* Must me provided report on website deployment on hosting.
* Must be provided protocol of approval of the results of the Deliverable #5 with the SEI.
 | up to 105 calendar days after the start of the contract. |
| Deliverable #6 | * Training the Customer's specialist(s) in using the CMS.
* Must be provided site launch report with a list of settings.
* Must be provided CMS user manual/guide (in PDF).
* Must be provided training protocol (with signatures of participants or the SEI).
* Must be provided final project implementation report.
* Must be provided protocol for approval of completed work (final).
 | up to 115 calendar days after the start of the contract. |

1. **MONITORING / REPORTING REQUIREMENTS:**

The Contractor shall report to the EDA Project Manager. The Quality Assurance team consisting of EDA Project manager, technical experts, representatives from the State Environmental Inspectorate will perform acceptance and review of provided deliverables.

Neither UNDP nor the vendor shall be accountable for producing necessary documentation in the area of information protection or as related to complex systems of information protection. Intellectual property rights to the software code shall be transferred to relevant state agencies, and neither UNDP nor the vendor shall be held liable for deployment, upkeep, proper and legal operation of the systems.

All documents should be transmitted to UNDP electronically (formats of \* .docx, \* .xlsx, \* .pptx, \* .pdf or other commonly used formats) in the Ukrainian language. UNDP will provide payments upon provision of parts of deliverable duly certified by UNDP per the table above.

The payment shall be arranged in stages in accordance with the proposed payment scheme below and upon acceptance of the deliverables based on quality control and acceptance of recommendations. The Contractor shall comply with the quality assurance system of UNDP, and provide the necessary information, reports and statistics according to a preliminary determined schedule or as soon as possible (within a reasonable period of time).

UNDP will pay the negotiated amount in 3 tranches according to the following schedule:

* Deliverables ## 1,2 – 30%
* Deliverables ## 3,4 – 30%
* Deliverables ## 5,6 – 40%
1. **Experience and Qualification Requirements**

The task foresees that the following minimum requirements are in place for the companies applying to perform the works as specified above. The bidders (individual or consortia) are free to demonstrate larger and more diverse teams than the minimum composition noted below:

* A properly registered organization (private company or non-profit entity, except for state-owned or communal enterprises). Consortia are encouraged to apply. In that case, all consortium members shall meet this requirement. For Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine (in the case of consortium/Joint Venture (JV), all members shall meet this requirement).
* At least 2 (two) years of experience in developing and building software, complex information systems, software implementation and further support of complex information systems provided for governmental authorities (GOVTECH).
* At least 2 (two) links or other objective proof of similar projects development and/or modernization (development, refinement, modification, etc.) or software support of public sector websites or platforms. These projects should be demonstrated in the company profile submitted with the proposal.
* At the minimum, a **team** of the following specialists on board (labour agreement, private entrepreneur contract or other form of involvement):

* + **System Architect / Team Leader:**
		- Education: advanced University degree (Bachelor’s or higher) or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field.
		- Experience: at least 4 (four) years of professional experience in managing teams to build similar electronic systems
		- Experience of at least 1 (one) projects (software packages, designed information systems) carried out with state entities at the central level (any government branch);
		- Portfolio of at least 2 successfully completed projects similar in scope to this one (development/modernization of portals or websites)
	+ **Software Engineer**:
		- Education: advanced University degree (Bachelor’s or higher) or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field
		- Experience: at least 3 (three) years of professional experience in software development;
		- Experience of projects implementation for state entities at the central level will be an asset;
		- Portfolio of at least 2 successfully completed projects similar to this one.

* + **UI/UX Specialist**:
		- Education: advanced University degree (Bachelor’s or higher) or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as substitute of higher education in the sphere);
		- Experience: at least 3 (three) years in the area of UI/UX;
		- Experience of projects implementation for state entities at the central level will be an asset;
		- Portfolio of at least 2 successfully completed projects similar to this one.
	+ **Tester**
		- * Education: University degree (Bachelor’s or higher) in technical or social sciences or combination of some university education with at least two (2) years of experience in the sphere of IT, software / code testing or accessibility design and testing;
			* At least two (2) years of professional experience of work with IT, software / code testing or accessibility design and testing;
			* Experience of projects implementation for state entities at the central level will be an asset.

*Gender requirement:*

The Project Team (*Team Leader, Software Engineer, UI/UX Specialist and T*ester) both women and men (at least 33 % of the team are women, but not more than 67 %), will be an advantage.

**Fluency in Ukrainian is mandatory for Team Leader, Key Expert, UI/UX Specialist and Tester.**

At least 1 (one) developed and implemented project (website, webportal, etc) using CMS Joomla as an asset

1. **DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL**
* **Organizational profile** which should not exceed ten (10) pages, but should include references to previous experiences, work with state entities and provide other information necessary to make an informed selection based on the company’s reputation and track *record, namely:*
* *At least 2 (two) years of experience in developing and building software, complex information systems, software implementation and further support of complex information systems provided for governmental authorities (GOVTECH) - mandatory;*
* *At least 2 (two) links or other objective proof of similar projects development and/or modernization (development, refinement, modification, etc.) or software support of the state (unified, unified state, etc.) web sites, the holder of which is a central-level state body, the jurisdiction of which extends to the entire territory of Ukraine, as demonstrated by the company profile that is to be submitted with the proposal. (Product Acceptance Acts, etc and/or links to the relevant examples/samples) - mandatory;*
* *The relevant records confirming at least* ***2 (two) years*** *of experience in UI/UX design (including focus-groups) and producing websites including functionality for people with disabilities, user experience mapping – optional requirement, will be an asset;*
* **Technical proposal** explaining how the organization proposes to approach the task at hand, and confirming realistic and efficient implementation of the project, timetable in line with requirements of the TOR indicating the persons responsible for each area of activity;
* At least 2 **letters of reference/recommendation** from previous clients on development and implementation of projects(software packages, designed information systems, implementation);
* Description of the **proposed team**, including CVs of the key team members suggested and relevant data that allows to assess their experience in similar engagements as well as their written confirmation of their availability for the project;
* **Copy of state registration document and taxpayer certificate;**
* A **financial proposal** in line with the instructions provided in the RFP.
1. **EVALUATION CRITERIA**

*Minimum Eligibility and Qualification Criteria*

Eligibility and Qualification will be evaluated on Pass/Fail basis.

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

▪ Full compliance with requirements specified in “Bidders Declaration” section in the Quantum system;

▪ A properly registered organization (private company or non-profit entity, except for state-owned or communal enterprises). For Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine (in the case of consortium/JV, the requirement should be met individually, i.e. each consortium/JV member should meet this specific requirement).

▪ Technical and Financial proposals should be submitted as separate PDF files. Financial proposal documents must be uploaded in the financial section (Financial Evaluation – Commercial) only.

▪ No conflicts of interest confirmed.

▪ At least 2 (two) years of experience in developing and building software, complex information systems, software implementation and further support of complex information systems provided for governmental authorities (GOVTECH).

▪ At least 2 (two) links or other objective proof of similar projects development and/or modernization (development, refinement, modification, etc.) or software support of the state (unified, unified state, etc.) web sites, the holder of which is a central-level state body, the jurisdiction of which extends to the entire territory of Ukraine, as demonstrated by the company profile that is to be submitted with the proposal. (Product Acceptance Acts, etc and/or links to the relevant examples/samples).

Submitted proposals will be reviewed on “Pass” or “Fail” basis to determine compliance with the above formal criteria/ requirement/s.

For all the proposals successfully passed preliminary examination criteria and minimum eligibility/qualification criteria, a two-stage procedure is utilized in evaluating the proposals, with an evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that have passed the minimum technical score of 70% (or 490 points) of the obtainable score of 700 points in the evaluation of the technical proposals. At the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

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

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

The winning proposal shall 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 awarded to the bidder who submitted the winning proposal.

**Technical evaluation criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of Technical Proposal Evaluation Form** | **Score weight** | **Max points obtainable** | **Company (organization, non-profit, academic institution) profile** |
| 1 | The experience of the company / organization submitting the proposal | 36% | 250 |  |  |  |  |
| 2 | Proposed technical approach and implementation plan | 28% | 200 |  |  |  |  |
| 3 | Qualification of Key Personnel | 36% | 250 |  |  |  |  |
|  | **Total** | **100%** | **700** |  |  |  |  |
|  | **Remarks** |  |  |  |  |  |  |

Evaluation forms for technical proposals follow. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

The Technical Evaluation Forms are:

Form 1. Expertise and standing of the company submitting the proposal

Form 2. Proposed technical approach and implementation plan

Form 3. Personnel

|  |  |  |
| --- | --- | --- |
| **Technical Proposal Evaluation****Form 1** | Points obtainable | Company |
| A | B | C |
| **Expertise and standing of the organization submitting the proposal** |
|  |
| 1.1 | Experience in developing and building software, complex information systems, software implementation and further support of complex information systems provided for governmental authorities (GOVTECH):● 5 or more years of experience – 100 points;● 3 years of experience – 90 points;● at least 2 years of experience – 80 points | 100 |  |  |  |
| 1.2 | Number of similar projects of similar projects development and/or modernization (development, refinement, modification, etc.) or software support of the state (unified, unified state, etc.) web sites, the holder of which is a central-level state body, the jurisdiction of which extends to the entire territory of Ukraine, as demonstrated by the company profile that is to be submitted with the proposal:* 4 or more projects – 100 points;
* 3 projects – 90 points;
* at least 2 projects – 80 points
 | 100 |  |  |  |
| 1.3 | Number of developed and implemented projects (website, webportal, etc) using CMS Joomla as an asset:● 2 or more projects – 20 points● at least 1 project – 10 points;● no such experience – 0 points | 20 |  |  |  |
| 1.4 | Positive recommendation letters from previous clients as per development and/or modernization (development, refinement, modification, etc.) or software support of the state (unified, unified state, etc.) web sitesand implementing similar activities to these Terms of Reference service:* more than 2 positive recommendation letters – 25 points;
* 2 positive recommendation letters – 15 points
 | 25 |  |  |  |
| 1.5 | Composition of proposed of the Team: * meeting the requirement “at least 33 % of the team are women, but not more than 67%” – 5 points;
* not meeting the requirement – 0 points
 | 5 |  |  |  |
| Total for Form 1 | **250** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Technical Proposal Evaluation****Form 2** | Points Obtainable | Company |
| A | B | C |
| **Proposed technical approach and implementation plan** |
|  |
| 2.1 | Clarity and relevance of the proposed approach:* Highly-detailed methodology and clear identification of TOR implementation steps – 75 points;
* Demonstrated understanding of all necessary stages and complexity of the assignment - 65 points;
* Proposed approach requires clarifications and further development at the initial stage of the assignment - 55 points
 | 75 |  |  |  |
| 2.2 | Insightful risk analysis and proposed ways to reduce / address risk:* Clear and realistic identification of all potential risks involved and thoughtful strategy for their mitigation – 75 points;
* Adequate risk mitigation strategy proposed – 65 points;
* General understanding of context and goals of further system development – 55 points
 | 75 |  |  |  |
| 2.3 | Presentation of understanding TOR requirements and proposed timetable / schedule of implementation:* Clear presentation promising realistic and efficient implementation of the project, timetable in line with requirements of TOR – 50 points;
* Overall understanding of the assignment, timetable to be clarified and adjusted – 30 points
 | 50 |  |  |  |
| Total for Form 2 | **200** |  |  |  |
|  |  |  |  |  |  |
| **Technical Proposal Evaluation****Form 3** | Points Obtainable | Company |
| A | B | C |
| **Personnel** |
|  |
|  | **System Architect / Team Leader** |  |  |  |  |
| 3.1 | Education: advanced University degree (Bachelor’s or higher) or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field:* PhD or post-doctoral degree – 20 points;
* Master’s/ Specialist degree – 18 points;
* Bachelor’s degree – 16 points
 | 20 |  |  |  |
| 3.2 | Experience: at least 4 (four) years of professional experience in management of development or implementation of software systems:* 6 and more years – 25 points;
* 5 years – 23 points;
* at least 4 years – 20 points
 | 25 |  |  |  |
| 3.3 | Number of projects (software packages, designed information systems) carried out with state entities at the central level (any government branch):* 4 or more projects – 25 points;
* 2-3 projects – 23 points;
* at least 1 project– 15 points
 | 25 |  |  |  |
| 3.4 | At least 2 successfully completed projects similar in scope to this one (development/modernization of portals or websites):* 5 or more projects – 10 points;
* 3-4 projects – 7 points;
* at least 2 projects– 5 points
 | 10 |  |  |  |
|  | ***Subtotal*** | 80 |  |  |  |
|  | **Software Engineer:** |  |  |  |  |
| 3.5 | Education: advanced University degree or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field:* PhD or post-doctoral degree – 20 points;
* Master’s/ Specialist degree – 18 points;
* Bachelor’s degree – 17 points
 | 20 |  |  |  |
| 3.6 | Professional experience in software development:* 5 and more years – 25 points;
* 4 years – 23 points;
* at least 3 years – 21 points
 | 25 |  |  |  |
| 3.7 | Experience of projects implementation for state entities at the central level (asset): * 2 and more relevant projects – 10 points;
* at least 1 relevant project – 5 points
* no such experience – 0 points
 | 10 |  |  |  |
| 3.8  | Experience: portfolio of at least 3 successfully completed projects similar to this one: * 4 and more projects – 15 points;
* 3 projects – 13 points;
* 2 projects – 11 points
 | 15 |  |  |  |
|  | ***Subtotal*** | 70 |  |  |  |
|  | **UI/UX Specialist:** |  |  |  |  |
| 3.9 | Education: advanced University degree (Bachelor’s or higher) or equivalent in IT, Information system management, Computer science, Mathematics, Physics or related field or demonstrated professional training in the relevant field (taken as substitute of higher education in the sphere):* PhD or post-doctoral degree – 15 points;
* Master’s/ Specialist degree – 13 points;
* Bachelor’s degree (or demonstrated professional training in the relevant field) – 12 points
 | 15 |  |  |  |
| 3.10 | Experience: at least 3 (three) years in the area of UI/UX:* 5 and more years – 15 points
* 4 years - 14 points
* 3 years – 13 points
 | 15 |  |  |  |
| 3.11 | Experience: portfolio of at least 2 successfully completed projects similar to this one* 6 and more projects – 15 points;
* from 3 to 5 projects – 13 points;
* 2 projects – 10 points
 | 15 |  |  |  |
| 3.12 | Experience (asset): Experience of projects implementation for state entities at the central level: * at least 1 relevant project – 5 points
* no such experience – 0 points
 | 5 |  |  |  |
|  | ***Subtotal*** | 50 |  |  |  |
|  | **Tester:** |  |  |  |  |
| 3.13 | Education: university degree (Bachelor’s or higher) in technical or social sciences or combination of some university education with at least two (2) years of experience in the sphere of IT, software / code testing or accessibility design and testing* PhD or post-doctoral degree – 20 points;
* Master’s degree (or some university education + 3 years of experience in above-noted areas) – 18 points;
* Bachelor’s degree (or some university education + 2 years of experience in above-noted areas) – 15 points
 | 20 |  |  |  |
| 3.14 | Experience: at least two (2) years of professional experience of work with IT, software / code testing or accessibility design and testing:* 5 and more years – 25 points;
* from 3 to 4 years - 23 points;
* 2 years – 20 points
 | 25 |  |  |  |
| 3.15 | Experience (asset): Experience of projects implementation for state entities at the central level: * at least one implemented project – 5 points
* no such experience – 0 points
 | 5 |  |  |  |
|  | ***Subtotal*** | 50 |  |  |  |
| Total for Form 3 | **250** |  |  |  |

1. **FINANCIAL PROPOSAL:**

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

Payment(s) will be made upon successful completion and acceptance of the Deliverables. Payment for services shall be made through bank transfer to the Contractor’s account during 30 (thirty) days from the date of services rendered.

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

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

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples. (no travel is envisaged under this contract)

Prices shall be quoted in USD or UAH.

**Note to Bidders:**

For the purpose of bid evaluation and comparison, all bid prices will be converted into US Dollars (USD) using the UN Operational Rates of Exchange (UNORE) effective on the bid submission deadline date, available at:

[https://treasury.un.org/operationalrates/OperationalRates.php](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftreasury.un.org%2Foperationalrates%2FOperationalRates.php&data=05%7C02%7Cisrar.ahmad%40undp.org%7C111812c44424472b18b008dd9dea70e3%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638840353018979476%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=zaNxQbZwX%2BKeUtQKLC%2BOJoAg5LJCzYTGg%2BKOWZGcGa8%3D&reserved=0)

The Contract(s) with the awarded bidder(s) will generally be signed in the currency of the bid.

To accommodate local currency fluctuations and operational flexibility for local bidders, the following arrangements are possible, subject to agreement with UNDP and reflected in the Financial Proposal:

**Option A: Bid and Contract in USD**

* **Payment in USD**: If the bidder has a valid USD bank account and agrees to this arrangement, payments will be made in USD. Relevant banking details must be provided in the bidder's Quantum profile and invoice.
* **Payment in UAH**: Payments may be made in UAH at the UNORE rate([https://treasury.un.org/operationalrates/OperationalRates.php](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftreasury.un.org%2Foperationalrates%2FOperationalRates.php&data=05%7C02%7Cisrar.ahmad%40undp.org%7Cc75962f46a654731f06008ddae7b62ed%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638858567167503124%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ffp5nOieDPbiD5AIIdRdHVikkCM8g1GdfsyqQiVHJ7g%3D&reserved=0)) effective on the date of payment. The invoice should be issued in UAH and should reference the equivalent USD amount in line with the Contract.

**Option B: Bid in USD, Contract in UAH**

If agreed by UNDP and the bidder, the contract may be signed in UAH using the UNORE USD/UAH rate effective on the date of contract signature.

**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\***

|  |  |  |  |
| --- | --- | --- | --- |
|  # | **Total (indicate currency), without VAT** | **Percentage of Total Price (Weight for payment)** | **Total ( indicate currency), without VAT,** *please indicate the currency* |
| 1 | **Deliverables ## 1,2** | 30% |  |
| 2 | **Deliverables ## 3,4** | 30% |  |
| 3 | **Deliverables ## 5,6** | 40% |  |
| **Total all-inclusive cost without VAT,** *please indicate the currency* | **100%** |  |

***Cost breakdown by components:***

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

The applicants shall include all costs associated with the work execution in their financial proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Activity/Costs** | **Unit** | **Quantity\*** | **Price per unit without VAT,** *please indicate the currency* | **Cost per unit without VAT,** *please indicate the currency* |
| **1.** | **Staff** |
| 1.1 | System Architect / Team Leader | working hour | 282  |  |  |
| 1.2 | Software Engineer | working hour |  423 |   |   |
| 1.3 | UI/UX Specialist | working hour | 282 |  |  |
| 1.4 | Tester | working hour  |  282 |   |   |
| 1.5 | Tester 1 | working hour | 282 |  |  |
| 1.6 | Key expert 1 (if required) | working hour |  141 |   |   |
| 1.7 | Key expert 2 (if required) | working hour | 212 |  |  |
| **2.** | **Cost of implementation** |
| 2.1 | Activity 1 |   |   |   |   |
| 2.2 | Activity 2 |   |   |   |   |
| 2.3 | Activity 3 |   |   |   |   |
| 2.4 | Activity 4 |   |   |   |   |
| 2.5 | ….. |   |   |   |   |
| **3.** | **Administrative costs (if any)** |
| 3.1 |   |   |   |   |   |
| 3.2 |   |   |   |   |   |
| **4.** | **Other costs (if any – to define activities/costs)** |
| 4.1 |   |   |   |   |   |
| **Total all-inclusive cost without VAT,** *please indicate the currency* |  |

**\* Note: The estimated quantities (working hours) are mentioned under the cost line for “staff/expert” to provide an idea of the approximate level of efforts the requesting unit is expecting from each staff/expert. However, the bidder may increase or decrease the quantities (working hours) depending on their proposed methodology for implementation and offered strategy.**