



Invitation to Tender (ITT)

20 October 2022

Invitation to Tender (ITT) # PFRU-PMU-014
ITT name: Responsive Research - Remote Research Partner
Submission deadline: 3 November 2022

Dear Tenderer,

Chemonics UK (Chemonics) invites you to submit a Tender for Responsive Research - Remote Research Partner

In addition to this Letter of Invitation, the ITT Pack includes:

- Volume 1 – Key Procurement Information
- Volume 2 - Instructions to Tenderers and Evaluation Criteria
- Volume 3 - Terms of Reference (ToR)/Specifications
- Volume 4 – Annexes
 - Annex 1 - Cover Letter (Declarations)
 - Annex 2 - Chemonics Tendering Requirements and Conditions
 - Annex 3 - Research Objectives
 - Annex 4 - Budget Template

Tenderers are required to read “**Chemonics’ Ethical and Business Conduct requirements**” in Annex 2, Section 1 and declare they have understood and adhere to these conditions in the Cover Letter provided in Annex 1.

This ITT does not obligate Chemonics to execute a contract, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals.

All inquiries or requests for clarifications relating to this ITT must be made through the Procurement Point of Contact (POC) listed in the Key Procurement Information in Volume 1. Please contact the POC immediately if any of the ITT documents are missing.

Sincerely,

Simon Vickers
PFRU Programme Director

Volume 1. Key Procurement Information

ITT number:	PFRU-PMU-014
Project Name/No.:	Partnership Fund for a Resilient Ukraine (PFRU) referred to as “Programme”
Authority/Chemonics Client:	Foreign, Commonwealth and Development Office (FCDO) and PFRU financing partners
Implemented by:	Chemonics UK
Description of commodities or services:	Remote data collection and analysis to assess key conflict developments and emerging thematic issues in hard-to-access and under-reported areas of Ukraine
Issue date:	20 October 2022
ITT clarifications deadline:	27 October 2022
Submission deadline:	3 Nov 2022
Email for electronic submissions	pfruprocurement@chemonics.com
Contract type/Pricing methodology:	Time-and-materials vendor services agreement
Maximum budget for this procurement:	£280,000
Currency of offer	Offers are expected to be expressed in British Pounds.
Estimated period of Performance	24 November 2022 – 31st March 2023 (with possibility of extension)
Proposal validity period:	30 days
Country where Commodities /Services will be delivered	Ukraine referred to as “Country of Performance”
Procurement point of contact:	pfruprocurement@chemonics.com referred to as “POC” referred to as “POC”
Chemonics contact details for the Tenderer or Tenderer Personnel to notify any potential conflict of interest, safeguarding, anti-bribery and corruption or any other compliance concerns	Chemonics Office of Business Conduct Email: businessconduct@chemonics.com Online: www.chemonics.com/reporting Phone/Skype: 888.955.6881 WhatsApp: (+1) 202.355.8974

By submitting a Tender in response to this ITT, the Tenderer represents that they have read, acknowledge, understood, agree to, and will act in accordance with the terms set forth in this ITT, including the “Terms and Conditions of the Tender”, as may be modified from time to time, which can be found in Annex 2, Section 3.

Volume 2: Instructions to Tenderers and Evaluation Criteria

1. Introduction:

The Partnership Fund for a Resilient Ukraine (PFRU) is a multi-donor funded programme managed by the UK's Foreign, Commonwealth and Development Office (FCDO) and governed in collaboration with the Government of Ukraine. PFRU's aim is to enable the Ukrainian state, in partnership with civil society and the private sector, to facilitate a more resilient, socially cohesive, inclusive, independent, democratic, sovereign and prosperous Ukraine. The Services to be procured under this ITT are required for the Programme implementation as further explained under Volume 3 -Terms of Reference. The Project anticipates issuing a Time and Materials, Vendor Services Agreement.

2. Submission Procedure for Tenders:

Tenderers are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this ITT.

Tenderers shall submit their tenders electronically by the submission deadline and at the email address in Volume 1- Key Procurement Information. The Technical and the Commercial tender must be submitted separately, and the technical proposal must not have any references to cost information.

Electronic submission of the tender must not exceed 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Tenderers must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The font size chosen for your tenders must not be less than Arial font size 10.

3. Eligibility Requirements

- a. The Tenderer must be an organisation incorporated or legally organised under the laws of its place of business and must have proper licenses or registration to deliver the Commodities or Services in the Country of Performance.
- b. No commodities or services shall be eligible for payment if provided by a vendor included on any list of suspended, debarred, or ineligible bidders used by the United Kingdom or the United States Government.
- c. Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If tenders include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.
- d. Tenderer must submit the self-declarations and representations included in Annex 1 and shall pass Chemonics due diligence process.

4. Evaluation and Award:

An award will be made to the Tenderer whose proposal is determined to be responsive to this solicitation document and represents value for money to the Project.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Technical Evaluation Criteria	Maximum Score
1. Technical Approach and Methodology: The Tenderer should state how the research methodology will be tailored so that the research can be conducted effectively within the parameters of the research budget and duration. Appropriateness of the methodology in relation to the requirements outlined in the TORs and in ensuring that the objectives can be met, and should include: • Demonstrated understanding of the local context and application of a methodological approach suited to this context. Tenders will be evaluated based on the appropriateness of proposed remote methods as well as a demonstrated understanding of local actor social media; and local politics, governance structures and actor mapping (including local authorities, civil society, private sector actors, media and military/security actors). Tenders will be expected to demonstrate how they are aware of, and can assess relative levels of influence and interests of actors, where feasible. • Clear outline of approach to collaboration with the field research partner to ensure complementary and mutually supporting, but not duplicative, deliverables – including, but not limited to, methods for data collection, prioritisation, and sequencing. • Rationale for specific research methods listed and explanation for how each adds value. • Clear methodology that seeks to harness what information already exists and de conflict with preexisting research. • A quality assurance process for research and deliverables that takes place prior to submission. • Explanation of the extent to which the methodology will also contribute to other programme objectives and provide public good value and capacity to key stakeholders in Ukraine. • Identification of limitations and risks; and an approach to enable Chemonics to assess the effectiveness of the pilot by the project end date.	40
2. Experience and track record: The Tenderer should demonstrate its research ‘reach’ – including researcher, civil society and policymaker networks in Ukraine, including in newly and temporarily occupied areas. Team composition should include individuals with relevant experience and appropriate analytical background and demonstrate their awareness of the Ukrainian context. The Tenderer should identify their lead analyst and the relevance of their profile will be assessed through track record on this type of work.	20

Tenderers should provide the CVs for the Team Leader and Lead Ukraine Research Analyst.	
3. Research locations: The Tenderer should demonstrate their ability to collect data on occupied and/or partially occupied oblasts through remote methods, areas experiencing fighting and recently liberated areas. Priority oblasts include Donetsk, Luhansk, Zaporizhzhia, Kherson, and Kharkiv, with the potential for data collection needs in Mykolaiv, Odesa, Chernihiv, Sumy, Kyiv and Dnipropetrovsk oblasts. Tenderers should present their existing networks/capabilities and knowledge of oblasts throughout their response.	20
4. Gender equality, social inclusion, conflict sensitivity and ethics. The Tenderer should provide examples and specific ways that demonstrate their approach: • Is informed by a gender lens • Takes into account challenges faced by marginalised groups. • Can produce, where possible, analysis disaggregated by gender and can address the GESI considerations listed in Annex 3 – Research Objectives • Has clear strategy for ensuring ethical access to, and use of data. Tenderer should highlight ethical issues or risk associated with their work and how they address these. • Is sensitive to war dynamics and politicisation of language.	10
Total Technical score	90
Commercial Criteria	
The commercial proposal (price) will be scored based on total cost relative to other bidders, and evaluated for realism, reasonableness, and value for money. Chemonics will award a contract to the Tenderer whose proposal represents the greatest value to Chemonics and our clients.	10
Total Evaluation Score	100

5. Tender details

The following is the information required to be considered a responsive tender:

5.1 Cover letter: All tenders without exception must include a cover letter using Annex 1 as a basis. The cover letter includes the Vendor's declaration and must include all documentation necessary for Chemonics to do its due diligence process. The declaration must be signed by an authorised representative of the company. Chemonics reserves the right to request additional documentation as part of its due diligence.

5.2 Technical Proposal

The technical proposal shall comprise the following parts:

Part 1: Technical Approach and Methodology.
This section may not exceed 5 pages in length.

The tenderer should explain their proposed approach and research methodology, rationale for how it was selected, and how it will be tailored to be conducted effectively given project priorities and structures. They should also explain their approach to collaborating with the field research partner.

Part 2: Experience and track record

This section may not exceed 5 pages in length. In addition to narrative information, Tenderers must include three past performance project examples of similar work (under contracts, subcontracts or grants) previously implemented, as well as contact information for the companies/donors for which such work was completed. At least one of the examples of similar work must include data collection experience. Contact information must include, at a minimum: name of point of contact who can be contacted regarding the Tenderer's performance, name and address of the company/donor for which the work was performed, and email and phone number of the point of contact. Chemonics reserves the right to check additional references not provided by a Tenderer. The Application Form in Annex 2 provides tables where this information can be inserted

Part 3: Research Locations.

This section may not exceed 2 pages in length. The tenderer should expand upon their geographic scope by demonstrating their ability to collect data and conduct research in occupied and/or partially occupied areas. Priority oblasts include Donetsk, Luhansk, Zaporizhzhia, Kherson, and Kharkiv, with the potential for data collection needs in Mykolaiv, Odesa, Chernihiv, Sumy, Kyiv and Dnipropetrovsk oblasts.

Part 4: Gender equality, social inclusion, conflict sensitivity and ethics

This section may not exceed 2 pages in length. Tenderers should explain how they will integrate best practices in gender sensitivity, conflict sensitivity, and ethics into their research. They should demonstrate their capability to work with a diverse set of research respondents.

Proposed workplan.

Tenderers must submit a detailed workplan (including deadlines, dates, responsible parties, reviews, and approvals) that aligns with their budget and proposed methodology. Chemonics reserves the right to eliminate tenders which they deem to have proposed an unrealistic delivery schedule. Templates should not be more than two (2) pages in Microsoft Word, Excel or PDF format.

5.3 Commercial Proposal

The commercial proposal is used to determine which proposals represent value for money and serves as a basis of negotiation before award of an agreement.

The budget template in Annex 4 can be used to construct the budget, but Tenderers can also use their own template if they prefer.

For the commercial proposal, Tenderers must provide a detailed budget with all items, services, etc. clearly labelled and included in the total offered price. Proposed labour should include a line item for each individual, a gross daily rate inclusive of salary and any overhead or fringe expenses, etc., and proposed workdays ordered. Tenderers must also include proposed Personnel categories and qualifications for each category. All cost information must be expressed in the currency in the Key Procurement Information in Volume 1. The price of the Agreement to be awarded will be all-inclusive price. No profit, taxes, or additional costs can be added after award therefore these costs must be included in the proposal budget.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Tenderer's proposed cost.

Under no circumstances may cost information be included in the technical proposal.

Best offer proposals are requested. It is anticipated that a vendor will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a purchase order. Highest-rated Tenderers, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

Volume 3. Terms of Reference

1. BACKGROUND

The Partnership Fund for a Resilient Ukraine (PFRU) is a multi-year, multi-donor funded programme managed by the UK's Foreign, Commonwealth and Development Office (FCDO) in coordination with other PFRU financing partners. The aim of PFRU is to strengthen the resilience of the Ukrainian government, economy, media and the Ukrainian civil society by delivering essential resilience project support to relevant partners.

The PFRU is implemented by Chemonics as the PFRU Management Agent (MA). The PFRU's objective is to set improved conditions for the Ukrainian state, in partnership with civil society and the private sector, to lead on an inclusive resistance, recovery and revitalisation of Ukraine in the context of Russia's ongoing war of aggression, with a particular focus on frontline communities, newly and temporarily occupied territories and liberated areas. PFRU is an evidence-driven programme whereby insights gathered through research and analysis help programme staff to design, implement and adapt a range of projects in support of PFRU's objectives.¹

The tenderer will be the remote research partner for PFRU's responsive research projects, which is a mixed methodology concept which fuses data collected remotely with data collected from a field research partner. It provides tailored research to support stabilisation planning. Research is responsive to programme technical team needs but is guided by longer-term research questions.

2. OBJECTIVE

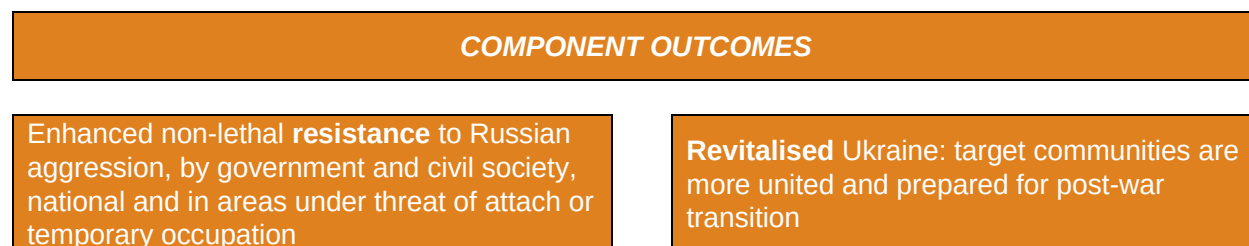
The objective of this responsive research effort is twofold: 1) to highlight war trends and emerging political, governance and resistance issues that inform PFRU planning and the policy responses of stakeholders and the GoU and 2) to contribute toward an evidence base for recovery, resistance and revitalisation programming in recently or soon-to-be liberated areas likely to be targeted by PFRU and GoU activities. Remote data collection under this contract will be fused with and analysed in partnership with field data collection to develop insights. The PFRU-MA research team will also be available to support answering specified questions identified by and developed with the PFRU-MA technical teams and its stakeholders.

Research will be framed around the PFRU theory of change, which includes three component pillars: Resist, Recover, and Revitalise. This Responsive Research project proposes to fill gaps in understanding of war impacts, ongoing phenomena, key stabilisation priorities and local context specific priorities and perceptions. Once the local data collection is fused, it will also draw on the Centre for Sustainable Peace and Democratic Development (SeeD), SCORE-inspired Holistic Assessment of Resilience of Population (SHARP) and Social Cohesion and Reconciliation Index (SCORE) research commissioned by PFRU and other external research. The responsive research will focus primarily on newly or temporarily occupied territories, areas experiencing heavy fighting, and liberated areas.

The selected remote partner's work will be complementary to that of the field research partner, who is already engaged by PFRU through a separate contract. The geographic and thematic areas of research coverage could change, depending on field partner access and evolving PFRU priorities. The PFRU Research Team analysis will fuse mixed methods remote and field data to answer research questions, which the team will establish during inception, and which will be refined iteratively throughout delivery based on changing needs and priorities. This Responsive Research

¹ The PFRU Inception Report, Early Recovery and Resist Assessments will be shared with selected supplier to provide more background.

will initially build the team's evidence base for delivering the Resistance, Recovery and Revitalise pillars of the theory of change (Component Outcomes 1 & 2), shown below.



2. SCOPE OF WORK

The responsive research project will ultimately be informed by data and joint analysis from remote and field partners. The remote research partner will:

- Provide research and analysis capabilities on key war developments, local atmospherics and on emerging thematic or geographic priority issues as Russia's war in Ukraine progresses
- Provide senior technical expertise on data collection methodology design and implementation, as well as a deep understanding of the Ukrainian context.
- Lead on collection and analysis of remote data in frontline areas at risk of bombardment or occupied; ensuring accurate, timely inclusion in responsive research deliverables
- Work collaboratively with other research initiatives to cross-reference data and ensure reliability of products.
- Provide deep dives on specific or thematic areas to inform recovery-focused programme design, in close coordination with the PFRU team.
- Manage agreed budget appropriately and provide timely invoices

The successful Tenderer will work with the PFRU team to identify specific locations and themes for data collection. It is expected that the Tenderer can propose innovative geospatial and other remote methods to generate qualitative remote data collection in up to eleven oblasts, ideally including in newly/temporarily occupied areas and areas experiencing heavy fighting. Understanding the local political situation to inform stabilisation planning is the priority for this research.

The PFRU-MA research team will manage the successful Tenderer to deliver two types of research outputs alongside the field research partner for the PFRU-MA team and relevant stakeholders:

- Output 1: Responsive Briefing
- Output 2: In-Depth Location Report

The two outputs are complementary. Output 1 will support PFRU-MA identification of programming needs and provide an evidence base for project design. Output 2 will draw on Output 1 to offer a more focused look at specific locales and/or themes in which PFRU-MA are planning interventions.

Research outputs will help to address the initial Research Objectives listed in Annex 3². It is acknowledged that not all Objectives listed in Annex 3 will be addressed by the successful Tenderer alone as some will include joint analysis from field partners. Specific sub-questions and tasking for the research will be refined through weekly tasking meetings between the successful Tenderer and the PFRU-MA research and technical teams. Feedback from the PFRU Technical Committee on initial outputs will also help to shape the future research approach, as well as the refinement of the

² The PFRU RMEL approach paper, which has been approved by the Technical Committee will be shared with selected supplier.

format of the reports and the templates used. This will also determine the implications for programming jointly in weekly calls with the component leads, Senior Management and the RMEL team of PFRU.

All research and analysis will be underpinned by gender equality and social inclusion (GESI) considerations, data collection will be conducted in a GESI and conflict-sensitive manner and all data will be disaggregated by age, gender and disability status where possible.

More detail on an indicative list of specific requirements are provided below:

- a. Analysis of various data sources to develop verified insights into war dynamics as they impact programming, civilian impacts and likely early recovery needs in consultation with PFRU-MA technical teams. The successful Tenderer will contribute to analysis of varied data sources, leveraging their unique capabilities to integrate, triangulate and validate multiple sources of information.
- b. Establishing and operating a capacity to monitor and analyse relevant open-source outlets to analyse relevant news, social media and other open-source information that reflect war developments as they impact programming with particular focus on the thematic and geographic areas of interest identified in consultation with PFRU-MA.
- c. Establishing and operating remote sensing capacity, including both sourcing and analysing relevant imagery. The successful Tenderer will establish procedures to procure and analyse data, in line with PFRU-MA policy. Procurement should be within approved budget and demonstrate value for money.
- d. Attend Regular (at least weekly) prioritisation meetings to agree specific thematic/geographic focuses within the overarching scope with PFRU-MA Research Manager, Responsive Research Project Director, component leads, wider Research, Monitoring, Evaluation, and Learning (RMEL) team and Senior Management through weekly tasking meetings and ad hoc research development calls and workshops. The PFRU-MA team will consult with the PFRU Technical Committee (Government of Ukraine and international financing partners) to adjust thematic and geographic focus of the research as needed and directed during the project.
- e. Packaging analysis, conclusions and recommendations into digestible narrative analytical outputs, including briefing notes and data visualisations with narrative explanations. The successful Tenderer, under the leadership of the PFRU-MA Research Manager, will offer consolidated analysis of multiple data and information sources, delivered through a series of concise briefing notes, presentations and spot analyses. The research outputs will use innovative geospatial methods alongside concise narratives to illustrate war dynamics, opportunities for projects and associated risks. Longer term, thematic products may also be requested by PFRU-MA.
- f. The successful Tenderer, will provide verbal briefs to explain and discuss written outputs, as required and will work collaboratively with PFRU-MA and relevant stakeholders on research design and delivery.

3. DELIVERABLES

Tenderers must propose deliverables as part of the technical approach to be considered during final contract negotiations. Proposed deliverables should reflect the scope and terms of reference and be used as tools for communications and the Tenderer's approach to coordinating with PFRU procurement and technical teams. Examples could include routine reports on targets achieved.

PFRU-MA Responsibilities

Overall technical direction and tasking guidance for research and responsibility for day-to-day communications with the PFRU client and stakeholders, including providing updates as requested. PFRU-MA will also be responsible for overall quality assurance of the Responsive Research project.

Remote Research Partner Responsibilities

The remote partner will be responsible for providing the following during the implementation of the research:

- a. Provide research and analysis capabilities on key war developments and on emerging thematic or geographic priority issues as Russia's war in Ukraine progresses.
- b. Provide senior technical expertise on data collection methodology design and implementation, as well as a deep understanding of the Ukrainian context.
- c. Lead on collection and analysis of qualitative remote data in occupied and/or partially occupied oblasts, ensuring accurate, timely inclusion in responsive research deliverables.
- d. Work collaboratively with other research initiatives to cross-reference data and ensure reliability of products.
- e. Provide deep dives on specific geographic areas to inform recovery-focused programme design, in close coordination with the PFRU team.
- f. Manage agreed budget appropriately and provide timely invoices.
- g. Compliance with FCDO and PFRU-MA code of conduct.

4. PERSONNEL

The Tenderer should propose a minimum of a:

- a. **Team Leader:** responsible for completion of all deliverables to a high-quality standard, who will coordinate delivery with the field research partner and the PFRU-MA team. This person's role may overlap with the Lead Research Analyst role below.
- b. **Lead Ukraine Research Analyst:** will provide significant expertise and analysis capacity on Ukraine and war dynamics. The Ukraine Research Analysis will lead the research direction in close collaboration with the PFRU-MA Research Manager, lead field research lead analyst, and other PFRU staff and donors as appropriate. They will work with the Research Manager to identify priority trends, messages, and research direction.
- c. **Technical Expert Pool and/or additional analysts:** The Tenderer will have access to a pool of technical experts and/or analysts, making accessible a range of technical skills to conduct remote research as well as thematic expertise on Ukraine that the research partners may draw on to inform war developments, local atmospherics, emerging thematic or geographic priority as well as research design. The expert pool should have knowledge of gender equality, social inclusion, conflict sensitivity and ethics.

Tenderers should provide the CVs for the Team Leader and Lead Ukraine Research Analyst. CVs should not exceed 3 pages in length. The Tenderer may also provide short profiles (200 words or less) for up to three additional members of the Technical Expert Pool/additional analysts. It is

PFRU-MA's preference that none of the positions should be subcontracted to a third-party vendor. If this is part of the Tenderer's approach, please detail the rationale.

5. PRICING AND DELIVERABLE SCHEDULE

PFRU-MA will make monthly payments after the vendor's completion and PFRU-MA' acceptance and approval of the deliverables as indicated in this Vendor Service Agreement. Payments are subject to the approval of a corresponding invoice and timesheets reflecting the deliverable number and description.

Annex 1 Cover Letter

[Tenderer: Insert date]

[Insert name and contact information of point of contact for ITT]

Reference: Invitation to Tender [Insert ITT name and number]

Subject: Declarations

Dear [Insert name of point of contact for ITT]:

[Tenderer: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Tenderer

Name of Organization's Representative

Taxpayer Identification/VAT Number

Address

Telephone

E-mail

Type of Organization*

*Commercial, Non-profit, Educational, Other

Small, medium or micro enterprise (SME)?** ☐ Yes ☐ No

**An SME is defined in accordance with the European Commission as having less than 250 persons employed and an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million.

As required in the Key Procurement Information, we confirm that our tender, including the commercial proposal will remain valid for [insert number of days] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the ITT:

[Tenderers: It is incumbent on each Tenderer to clearly review the ITT and its requirements. It is each Tenderer's responsibility to identify all required annexes and include them]

- Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Tenderer is registered.
- Copy of company tax registration, or equivalent document.
- Copy of trade license, or equivalent document.

As part of our offer [Name of Tenderer] provides the following self-declarations:

- [Name of Tenderer] is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments.
- [Name of Tenderer] has adequate financial resources to manage this contract.
- [Name of Tenderer] is up to date with its tax, social and labour obligations.
- [Name of Tenderer] certifies that our organisation currently maintains all insurances required by the governing law applicable to our jurisdiction and appropriate to the services/commodities we will be providing under the prospective contract.
- [Name of Tenderer] certifies that in carrying out the services mentioned below, equipment or services produced by the following companies will not be procured for use by Chemonics: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company.

- [Name of Tenderer] ☐ has ☐ does not have any close, familial, or financial relationships with Chemonics staff. For example, if a Tenderer's cousin is employed by Chemonics, the Tenderer must state this.
- [Name of Tenderer] ☐ has ☐ does not have any family or financial relationship with other Tenderers submitting proposals. For example, if the Tenderer's father owns a company that is submitting another proposal, the Tenderer must state this.
- [Name of Tenderer] ☐ is ☐ is not aware of any conflict of interest due to the participation in the ITT and prospective contract.
- [Name of Tenderer] certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Tenderer or competitor for the purpose of restricting competition.
- [Name of Tenderer] certifies that all information in the proposal and all supporting documentation are authentic and accurate.
- [Name of Tenderer] certifies understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks contained on page 2 of this ITT.
- [Name of Tenderer] understands the personal data requirements under this contract and can implement the appropriate technical and organisational measures to comply with applicable data protection laws (i.e GDPR, DPA 2018) and to ensure the protection of the rights of data subjects.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below:

- | | | |
|---|--|--------------------------|
| • Participate in a criminal organization | ☐ Yes ☐ No | If yes, provide details. |
| • Corruption | ☐ Yes ☐ No | If yes, provide details. |
| • Fraud | ☐ Yes ☐ No | If yes, provide details. |
| • Terrorist offences or offences linked to terrorist activities | ☐ Yes ☐ No | If yes, provide details. |
| • Money laundering or terrorist financing | ☐ Yes ☐ No | If yes, provide details. |
| • Child labour and other forms of human trafficking | ☐ Yes ☐ No | If yes, provide details. |

☐ I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

[TENDERERS: *Delete this section prior to signature.* This self-declaration is used by Chemonics to assess that Tenderers meet our expectations of our supply partners. If you seriously misrepresent any factual information in this Annex 1, and so induce Chemonics to enter into a contract, you may be excluded from the procurement procedure and from partnering with Chemonics in the future. If a purchase order has been entered into, the contract may be terminated for default].

By submitting this Tender, we explicitly consent to all requirements and conditions stipulated in ITT and declare that we will continue to comply therewith throughout the entirety of the contract period. Furthermore, we confirm that we offer the rates as provided in the attached Tender.

Sincerely yours,

Signature

[Tenderer: Insert name of your organization's representative]

[Tenderer: Insert name of your organization]

Annex 2 - Chemonics Tendering Conditions:

The following Ethical and Business Conduct requirements, Definitions and Terms form a material part of the ITT.

Section .1 Ethical and Business Conduct Requirements

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/> and the FCDO Supplier Code of Conduct available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/926545/Supply-Partner-Code-of-Conduct-FCDO-oct20.pdf.

Chemonics does not tolerate fraud, collusion among Tenderers, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to Chemonics' Client.

Tenderers will ensure they comply with all applicable laws and regulations in force of the country in which the Tenderers is registered and the country where the services are to be wholly or partially performed, including, but not limited to tax laws, environmental, legal and social obligations, anti-corruption laws, anti-bribery laws and anti-terrorism laws. The Tenderers also represents that neither it, nor to the best of its knowledge any of its personnel, servants or agents or any person acting on its behalf, have at any time prior to and during the term of this proposal appeared on the Home Office Proscribed Terrorist Organisations List and/or the Consolidated United Nations Security Council Sanctions List.

The Tenderers must certify that the Tenderers, or its principals, is not debarred, suspended, or proposed for debarment or declared ineligible for award by any UK department or agency or by the U.S. OFAC (Office of Foreign Assets Control List) of Specially Designated Nationals and Blocked Persons at <http://www.treas.gov/offices/enforcement/ofac/sdn>.

Chemonics takes a zero-tolerance approach towards human trafficking consistent with the United Kingdom Government's anti-trafficking and safeguarding efforts guided by Safeguarding Vulnerable Groups Act 2006. The Tenderers shall therefore comply with, all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including the Modern Slavery Act 2015.

The Tenderers warrants that at the time of submitting this proposal they are not aware of any present or future matter that may give rise to any real or perceived conflict of interest with this proposal and/or the Project. If a real or perceived conflict of interest arise, the Tenderers will notify Chemonics immediately in writing.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to Chemonics' Client. In addition, Chemonics will inform its Client of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Please contact the Point of Contact or Chemonics Office of Business Conduct listed in the Key Procurement Information with any questions or concerns regarding the above information or to report any potential violations.

Section 2. ITT Definitions

The following definitions apply to Chemonics invitations to tender as applicable:

- a. "Agreement" refers to a contract that will be executed as a result of this tendering process between Chemonics (Buyer) and the selected Tenderer (Seller). It can be a Subcontract, or a Vendor Agreement as defined below.
- b. "Anticipated date of award" is the date that Chemonics expects to sign the Agreement with the Vendor/Subcontractor.
- c. "Anticipated date of mobilisation" is the date Chemonics expects the Vendor/Subcontractor to commence work.
- d. "Authority or Chemonics Client" means an entity that has contracted Chemonics to implement the Project referenced on the cover page.
- e. "Chemonics" acting as the "Buyer" means Chemonics International Inc., Chemonics U.K. or a branch or subsidiary implementing the Project.
- f. "Commodities" means the supplies or items set out in Volume 3 and such other items as the parties may agree in writing from time to time to be delivered by the Vendor/Subcontractor.
- g. "Country of Performance" means the country(ies), identified in the Key Procurement Information, where the Services are rendered and/or Commodities will be used.
- h. "Eligible Vendor/Subcontractor" means an entity that complies with the ITT eligibility requirements and that has passed Chemonics due diligence process.
- i. "FCDO" means Foreign Commonwealth & Development Office and includes any successor departments of the U.K. Government.
- j. "Framework agreement or Blanket Purchase Agreement (BPA)" is a draw-down or umbrella type agreement that establishes the pricing, terms, and conditions for the as-needed purchases. This agreement allows the Project to issue specific purchase orders, on an as-needed basis, for the procurement of Commodities/Services over the Period of Performance. Chemonics is only obligated to pay for Commodities/Services ordered through purchase orders issued under this agreement and delivered by the Vendor in accordance with the terms & conditions. All unit prices included in the Tender must remain fixed for the initial Period of Performance of the Framework.
- k. "In-Person Presentations" means an invitation for the best ranked Tenderers to present their proposed technical proposal.
- l. "ITT Clarifications" is the opportunity Tenderers have to ask questions on the ITT. Questions or clarifications shall only be sent to the Point of Contact and no later than the date and time specified in the Key Procurement Information. To ensure equity, responses will be notified to all Tenderers (where deemed appropriate by Chemonics) without disclosure of the initiator. Only written answers from Chemonics will be considered official and carry weight in the tendering process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics or any other party, will not be considered official responses regarding this ITT.
- m. "ITT Conference day" means a conference set prior to the Submission deadline where Tenderers are invited to discuss the conditions of the ITT and the Terms of Reference.
- n. "Legal Services Agreement or LSA" constitutes a contract issued to provide legal advice for Project implementation on an as-needed basis.
- o. "Maximum Budget" is the maximum amount available or authorised for the total procurement. Tenders are expected to be below this amount unless specified in the ITT.
- p. "Plug Figure" is an amount of money that the Project expects to be budgeted or reflected in the proposed budget. i.e., travel costs for £25,000 or a programmatic audit for £5,000.
- q. "Proposal validity" means a period, expressed in calendar days, in which proposed prices must remain valid after the ITT deadline. If an evaluation process is delayed, Chemonics reserves the right to request extension of the offer validity period.

- r. "Project" is the project that Chemonics is engaged to deliver pursuant to the provisions of the Prime Contract.
- s. "Purchase Order or PO" constitutes an agreement issued which includes a description of the Commodities and/or Services and the Schedule of Prices stipulated for the individual order.
- t. "Services" means the services set out in Volume 3 to be delivered by the Vendor/ Subcontractor.
- u. "Subcontract" means a contractual agreement for services or facilities which *are material* for the provision of services under the head contract with the Authority.
- v. "Subcontractor" means the entity selected by Chemonics to supply the Commodities and/or Services under a Subcontract resulting from this ITT.
- w. "Time and Materials Vendor Services Agreement or VSA" constitutes a contract issued which includes a description of the Services and the Workdays being Ordered. The Schedule of Prices is expressed in Time (Gross daily rates) and Materials (expenses).
- x. "Transportation Services Agreement or TSA" constitutes a contract issued to provide transportation (car plus driver) for Project implementation.
- y. "Tenderer" means the entity submitting a tender or bidding under this ITT.
- z. "U.K." means the United Kingdom including its provinces, states and territories.
- aa. "U.S." or "United States" means the United States of America, including any State(s) of the United States, the District of Columbia, and areas of U.S.-associated sovereignty, including commonwealths, territories and possessions.
- bb. "Value for Money or VfM" is defined as the "optimum combination of whole-life cost and quality to meet requirements in a fully transparent manner". The concept of VfM also includes the "4 E".
 - i. Economy: ensuring how teams will gather up-to-date information on cost drivers to deliver the most economical approach.
 - ii. Efficiency: project learning exercises reflect operational lessons to improve efficiency of the delivery strategy.
 - iii. Effectiveness: present Key Performance Indicators (KPI) and project indicators that show how the project is achieving results.
 - iv. Equity: how the project is addressing gender equality, disability, and leaving no one behind.
- cc. "Vendor" means the entity selected by Chemonics to supply the Commodities and/or Services under a vendor agreement resulting from this ITT. Examples of vendor agreements are PO, VSA, TSA, LSA as defined herein.
- dd. "Vendor Agreement" means a contractual agreement for ancillary services or commodities which *are not material* for the provision of services under the head contract.

Section 3. Terms and Conditions of the Tender

The following terms and Conditions apply to this ITT

- a) This is an invitation to tender (ITT) only. Issuance of this ITT does not in any way obligate Chemonics, the Project, or Chemonics Client to make an award or nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals.
- b) Chemonics may cancel this ITT at any time.
- c) Late tenders may be considered at the discretion of Chemonics.
- d) Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.
- e) If there are significant deficiencies regarding responsiveness to the requirements of this ITT, a tender may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.
- f) Complaints/Appeals: The Tenderer agrees that any complaint or appeal hereunder must be presented—in writing with full explanations—to the Point of Contact in the Key Procurement Information in Volume 1 for consideration. Chemonics, at its sole discretion, will make a final decision on the complaints/appeals for this procurement. By submitting a Tender hereunder, the Tenderer understands that the Authority/Chemonics Client is not a party to this solicitation and will not entertain appeals from Vendors/Subcontractors.
- g) Tenders must provide their best offer. It is anticipated that award will be made solely based on these original offers. However, Chemonics reserves the right to conduct negotiations with and/or request clarifications from any Tenderer prior to award.
- h) The Agreement issued by Chemonics will contain provisions required by the Authority and will be subject to Chemonics’ standard terms and conditions. A copy of the full terms and conditions is available upon request.
- i) An Agreement resulting from this ITT will only be issued to the entity submitting the tender in response to this ITT; payments for Commodities or Services provided under such will not be issued to a third party.
- j) For Framework agreements only: Any award resulting from this ITT will be in the form of a Framework Agreement (FA). The Project anticipates issuing a FA (or multiple FAs) under which specific purchase orders can be issued—on a demand driven basis—at the pricing levels established in the FA. When the need arises for the commodities/services described in the FA, the Project will issue a purchase order to the FA-holder. If there are multiple FA-holders as a result of this ITT, the purchase order will be issued to the FA-holder that presents value for money for that specific order, based on price and delivery time.
- k) Tenders are encouraged to view [Chemonics Data Privacy Policies](#) to see how we process your personal data.

Annex 3.

Initial PFRU Research Objectives
Theme 1: War Dynamics in newly/ temporarily occupied areas, areas experiencing heavy fighting, recently liberated areas and areas with potential for liberation.
Understand the detailed war dynamic: including the political, military and resistance actors, their strategies, operational plans and tactics - of Russian and Ukrainian and other forces at the regional/local level.
Actor and Influence Mapping: military, pseudo-military and civil forces, and their relevant strengths and weaknesses
Forecasting: Develop and weight likely scenarios and identify impacts on stabilisation within those outcomes, including analysis of operational plans and tactics, and economic and societal phenomena
Identify opportunities and recommend strategies to support non-lethal resistance and early recovery in the medium term.
Theme 2: Political Economy Analysis
Given the complex dynamics of policy making and planning in Ukraine, and associated tensions, evaluate the roles of political actors, regional and local authorities, the private sector, civil society and other organised interests (including trades unions, organised crime etc.), the media and public opinion in addition to those of Regional Military Authorities, Line Ministries, the emergency services, military and intelligence establishments and other central governmental agencies in the making and implementation of relevant policy and plans.
Map the political, economic and institutional actors in the target regions, including individuals, government, private sector and civil society institutions and the groups and forces that are supporting them, or upon who they depend for power, including supporting and oppositional groupings.
Assess the relative importance (interests and influence) of each actor (or power grouping) in delivering an effective resistance/recovery/revitalisation of Ukraine, any disincentives for stabilisation that require mitigation and potential incentives for stabilisation that can be capitalised by PFRU.
Theme 3: Stabilisation Strategy
Provide evidence and analysis to support the development of an effective political strategy for stabilisation in target regions. Examine three options:
a. Impartial institutional support, in which PFRU uses its influence and resources to cause local actors to enhance existing capabilities. This strategy is impartial in that it does not seek to pick a winner, but instead provides support to establish a recovery that favours the status quo. How likely is this approach to work, and is it consistent with partner policy?
b. Strategic empowerment. Applied to stabilisation, the PFRU would pick winners, supporting the local actors most aligned with partner interests and values, and that is likely to be able to deliver social cohesion and garner legitimacy. How likely is this approach to work, and is it consistent with donor policy?
c. Realpolitik. Like the strategic empowerment strategy, the PFRU picks winners, but in this strategy, PFRU simply picks the strongest actors, without weighting any other criteria such as alignment with partner values.
Theme 4: GESI Considerations
Understand the gender and social inclusion dimensions of resistance and recovery in target regions.
Map inclusion of key groups and institutions (e.g., local government, emergency services, volunteer organisations etc.) and their policies and decisions relevant to PFRU. Identify marginalised, underrepresented and at-risk groups.
Identify the drivers of a gender sensitive and inclusive approach in the target locations, and any incentives for improvement that can be leveraged by PFRU projects.