

## Quick Start Measure – Terms of Reference

<b>Project</b>	Support to Nature Protected Areas in Ukraine”, BMZ No.:2011.6612.3 and 2013.6588.1
<b>Type</b>	Quick Start Measure (QSM)
<b>Title</b>	Procurement of mobile video conferencing equipment for the eight SNPA target PAs and MENR
<b>Short title</b>	Mobile video conferencing equipment
<b>Reference number</b>	QSM-2020-5-NAT-conferencing equipment

### 1 Type of Procurement

This procurement is planned as a Quick Start Measure. QSMs are investments in protected areas of up to EUR 20.000 per contract. These measures are justified by three factors: their confirmed urgency, the absence of other imminent solutions and the need for rapid trust-building between beneficiaries and the Project.

This procurement falls under a procedure which was installed with the updated Project Management Manual (PMM) approved by MENR on 08.10.2020 and which received non-objection by KfW on 07.12.2020. Under simplified procedures and a newly introduced review method in the new Overall Procurement Plan, an entry of “P” (for “post review”) under column “Review by KfW” indicates that a procurement will be reviewed by the auditor and optionally by KfW.

This procurement is an addition to the Tender “Purchase of computer hardware, software, accessories as well as photo equipment for eight target protected areas” (IT-2018-3-supply-IT equipment).

This procurement is being conducted separately, rather than together with the tender for IT equipment, due to the following reasons:

1. The goods to be procured are largely standardized and available in the market. Significant differences in prices between suppliers are unlikely.
2. The goods to be procured are all of one single thematic category and show very little technical overlap with the other goods procured in the above-mentioned IT tender.
3. The needed amounts and types of videoconferencing equipment are already well-known by the SNPA project. In contrast, a longer process of coordination and approvals is still required before the full IT tender can be implemented. This would lead to unnecessary and long delays in the procurement and use of the required video-conferencing equipment.
4. In addition, this procurement of videoconferencing equipment is urgently required due to the SARS-CoV-2 pandemic which continues to prevent important in-person meetings and thus

hinders the coordination and communication work by the protected areas and the Ministry for Environmental Protection and Natural Resources. The availability of adequate video conferencing equipment would represent a major improvement for the work of protected areas throughout the duration of the pandemic and beyond and in general would improve the quality of the videoconferencing itself and hence the quality and effectiveness of the discussions.

This procurement belongs to the following sections under the project's Overall Procurement Plan:

- Output 2: Selected protected areas have the necessary infrastructure, equipment and personnel
  - SA.2.2: The administrative teams, rangers and tourism personnel are equipped with all gear and items necessary to fulfill their work professionally and reliably (transport for rangers, uniforms, IT and computer equipment and others).
    - T.2.2.3: Conduct individual procurements of equipment for target areas (incl. large tenders)
      - ST.2.2.3.7: QSMs for small procurements of equipment

The budget line for this procurement in the latest version of the approved Overall Procurement Plan is:

**Output 2: Selected protected areas have the necessary infrastructure, equipment and personnel**

Activity No. [1]	Task No.	Previous coding	Procurement No.	Description yellow = executed black = planned	Type of procurement [2]	Estimated Contract Amount	Source of Funds [3]	Procurement procedure [4]	Stages [5]	Selection method [6]	Review by KfW [7]	ESHS risk level [8]	Contract type [9]
SA.2.2	T.2.2.3/ST.2.2.3.7			QSMs for small procurements of equipment	G	87.701,00 €	DispoFund 100%	NCB/QSM	1	LCS	P	tbd	Supply contract

The goods specified in this document shall be procured through collection of **three price quotes**.

## 2 Background and Justification

As with most other areas of work, the SARS-CoV-2 pandemic is also having a major negative effect on the operation of protected areas. Numbers of infections are continuing to be at very high levels throughout Ukraine, including the Carpathians and settlements near the SNPA target areas. This poses significant problems for protected areas, as regular coordination meetings with staff as well as local stakeholders and partners is of paramount importance for the efficient functioning of protected area management. In addition, a lot of required communication with the responsible Ministry in Kyiv (MENR) and also other national and international partners are conducted through videoconferencing currently and will continue to be done so in the future.

While many of such meetings could be conducted via videoconferencing, the target PAs and MENR currently do not have adequate equipment for such purposes. This is especially the case for larger conferences where sound and video of several persons (sitting at one table) must be recorded in high quality so that each person can be seen and heard.

Usually, video conferences are conducted in larger conference rooms within the MENR or administrative buildings of the eight target areas. However, due to the CoVID-19 pandemic, videoconferencing has become a much more important communication tool for PAs and MENR that is being used on a much more frequent basis than before. As a result, video conferences cannot always be conducted in the large conference rooms where stationary conferencing equipment (e.g. large screens with fixed cameras and microphones) would be available. Instead, staff of the PAs and

MENR must often use other rooms for video conferencing where no stationary conferencing equipment is installed. Therefore, MENR and the PAs have a high need for **mobile** video conferencing equipment which, allowing it to be flexibly used in constantly changing locations. This would not only strengthen their communication and coordination work throughout the pandemic but certainly also beyond, as video conferencing has established itself as an effective and efficient means of communication.

This procurement therefore aims to provide each protected area with one set of mobile video conferencing equipment for such larger online-meetings. In addition, two sets of equipment shall also be provided to MENR for the same purposes.

Through the provision of this equipment, we expect that the protected areas and MENR will be enabled to conduct their coordination work in much higher quality and more efficiently throughout the rest of the Corona pandemic situation. However, the equipment will also remain highly valuable for the time after the pandemic as it can provide possibilities for faster setting up of meetings and reduce the time and resources spent for travelling.

This procurement is well-suited to be conducted as a QSM, given that:

- a) The goods to be procured are largely standardized and commonly available in the market.
- b) The total budget amount is below 20.000 EUR.
- c) The provision of this equipment shall happen fast to enable more effective coordination work of protected areas and MENR throughout the Corona pandemic and beyond.

### 3 Objectives and Expected Results

The main objective of this procurement is to strengthen the PAs' and MENR's ability to conduct video conferences in an effective way while also providing the possibility to conduct such meetings in constantly changing locations. As such, the equipment to be procured must be mobile and easily moved from one location to another.

Sets with equipment categories to be procured:

1. Special web-camera with a very wide field of vision (at least 120°) to capture several people in a room.
2. High-quality speakerphones which can be located in between several people to a) provide them with direct and high-quality sound, and b) to record their speech in high quality.
3. Regular tripod for holding the web-cameras for flexible and mobile use in different locations within an administration.

The table below provides details of the equipment and amounts to be procured. Small changes in the specifications may be made if the market availability of the equipment shows that otherwise the procurement will be delayed or have larger risk of failure.

#	Description	Specifications	Units
1	Webcam 120° Field of vision	<b>Yealink UVC30</b>	10
2	Speakerphone	<b>Yealink CP900</b>	10
3	Camera tripod	<b>Regular tripof for holding a web-camera</b>	10

#### 4 Activities

To obtain the required goods, several qualified suppliers will be contacted and asked to provide price quotes for the provision of the specified goods. This QSM will be published on the SNPA website to allow for participation of additional qualified suppliers. At least three price quotes will be collected and the best proposal (technically compliant offer at the lowest price) will be selected for contracting. The proposals shall be sent to the following e-mail address: [stefanyshyn@snpa.in.ua](mailto:stefanyshyn@snpa.in.ua).

The price offers must be presented in UAH **without VAT**. According to the SNPA Project Registration card of the Material and Technical Assistance Goods, the goods are exempted from all taxes, duties and charges on the territory of Ukraine.

#### 5 Delivery of goods

The delivery of goods in parts (batches) is allowed. The delivery time is agreed upon when signing the contract. The preferred time of delivery is 30 days after the contract commencement date.

#### 6 The minimum qualifications of the supplier

Participating companies must be legal entities registered in Ukraine, PPE (physical person entrepreneur) registered as a third group.