

## **APPROVED**

**Protocol of the General Meeting of Participants  
of the CHARITABLE ORGANIZATION  
"INTERNATIONAL CHARITY FUND "GLOBAL  
INITIATIVE FOR RECOVERY AND DEMINING" No. 3 dated  
01.11.2025"**

### **QUALIFICATION SELECTION POLICY OF CERTIFIED MINE ACTION OPERATORS**

**OF THE CHARITY ORGANIZATION  
"INTERNATIONAL CHARITY FUND  
"GLOBAL INITIATIVE FOR RECOVERY AND DEMINING";  
(identification code 45964521)**

**Kyiv  
2025**

## 1. GENERAL PROVISIONS

1.1. This Qualification Selection Policy for Certified Mine Action Operators (hereinafter referred to as the Policy) defines the principles, criteria, and procedures for the qualification selection of certified mine action operators (hereinafter referred to as Operators or CMAOs) involved in carrying out mine action activities in the field of humanitarian demining of territories.

1.2. The policy is developed in accordance with the current legislation of Ukraine, international standards for mine action (IMAS), national standards of Ukraine in the field of mine action, and the internal regulatory documents of the Fund.

1.3. The purpose of the Policy is to ensure a transparent, objective, and non-discriminatory selection of Operators who possess the necessary qualifications, experience, and capability to perform work safely and effectively.

## 2. TERMS AND DEFINITIONS

2.1. In this Policy, terms are used in the meanings defined by the legislation of Ukraine and IMAS standards, namely:

**Charitable Foundation (Fund)** – CHARITABLE ORGANIZATION "INTERNATIONAL CHARITY FUND "GLOBAL INITIATIVE FOR RECOVERY AND DEMINING" (EDRPOU code 45964521), established and registered in accordance with the legislation of Ukraine, which within the framework of its statutory activities organizes and conducts the qualification selection of demining operators in order to provide charitable assistance to individual territorial communities in Ukraine.

The Mine Action Operator (MAO or Operator) is a legal entity certified in accordance with the established legislation of Ukraine to carry out mine action activities, included in the List of MAOs maintained by the Secretariat of the National Mine Action Authority.

Mine action – a set of measures (services, works) aimed at reducing the social, economic, and environmental impact of mines and explosive remnants of war, which includes technical and non-technical surveys, land clearance, humanitarian demining, disposal and/or destruction of explosive remnants of war.

Humanitarian demining – a component of mine action that involves the detection and clearing of areas from mines and explosive remnants of war to ensure the safety of civilians and return land to safe use.

Explosive remnants of war (ERW) – ammunition, mines, remnants of war munitions, and other items containing explosive substances that pose a threat to the life and health of people.

Qualification selection (Selection) – a procedure for assessing the compliance of the OPM D with the requirements established by this Policy, conducted by the Fund to identify Operators who can be involved in mine action activities in the field of humanitarian demining.

Competition – a form of conducting the qualification selection of OPM D, carried out by the Fund based on the application of the territorial community, individual legal entities regardless of ownership form, and individuals.

Territorial community (Community) – residents united by permanent residence within a village, township, or city, which are independent administrative-territorial units, or a voluntary association of residents of several villages, townships, or cities that have a single administrative center, for which the local self-government body (local military administration) submits an application for mine action activities in the field of humanitarian demining.

Application – an official request from the relevant territorial community (local self-government body), legal entities regardless of ownership form, and individuals to the Fund regarding the need to conduct mine action activities in the field of humanitarian demining in the areas defined by the Community.

Council – the relevant village, township, or city council representing the interests of the territorial community and granting consent for the execution of works/provision of services for demining.

Independent expert – an individual with verified experience in the field of mine action, not associated with the OPMD or the Fund by a conflict of interest, and engaged by the Fund for document evaluation.

Conflict of interest – a contradiction between a person's private interests and their official or representative powers, which may affect the objectivity or impartiality of decision-making.

Donor (Donors) – an individual or legal entity, international organization, or other entity, whose funds are used to provide charitable assistance to the territorial community by financing demining works in accordance with the conditions of this Policy and other documents of the Fund, concluded contracts.

Certificate of conformity – a document issued by an authorized body within the framework of the experimental project or in accordance with the legislation of Ukraine, confirming the compliance of the OPMD or mine action processes with established requirements.

List of OPMD – an official list of certified operators of mine action, maintained by the secretariat of the National Mine Action Authority.

Qualification requirements – a set of legal, organizational, technical, personnel, and financial criteria that the OPMD must meet to participate in the Selection in accordance with the Policy.

Internal documents of the Fund – policies, regulations, procedures, decisions of the governing bodies of the Charitable Fund that regulate the conduct of the Selection.

If the term is not defined by this Policy, it is applied in the meaning defined by the legislation of Ukraine in the field of mine action.

**Technical specification** – is a detailed document that describes the requirements for humanitarian demining services: the scope of work, demining methods, quality standards, deadlines for execution, criteria for evaluating results (certification, reporting), etc., which is compiled based on the Application of the territorial community and published by the Fund on its official website.

### 3. PRINCIPLES OF QUALIFICATION SELECTION

The qualification selection of Operators is carried out by the Fund in accordance with the following principles:

3.1. Principle of Legality: The selection of humanitarian demining operations is carried out in strict accordance with the legislation of Ukraine in the field of demining activities, charitable activities, as well as taking into account the requirements of the resolutions of the Cabinet of Ministers of Ukraine and national standards. Any decisions made by the Fund are within its statutory powers.

3.2. Principle of compliance with regulatory standards: during the selection process, it is mandatory to take into account the compliance of the OPMD with the requirements of the Law of Ukraine "On Mine Action in Ukraine," the Resolution of the Cabinet of Ministers of Ukraine No. 123 dated February 2, 2024, DSTU 8820:2023, and, in the auxiliary part, international standards IMAS.

3.3. Principle of transparency of procedures: The Fund ensures clarity, definiteness, and comprehensibility of the Selection conditions, the list of documents, evaluation criteria, and grounds for rejecting documents.

The information about the requirements for the OPMD is the same for all participants in the Selection.

3.4. The principle of equal treatment and non-discrimination: all OPMD are in equal conditions of participation in the Selection regardless of ownership form, organizational and legal form, place of registration, or previous experience of cooperation with the Fund, provided that they meet the established requirements.

3.5. Principle of objectivity and impartiality: the evaluation of documents is carried out based on the submitted materials, defined criteria, and expert conclusions. Independent experts are involved in the Selection process, who have no conflict of interest with the OPMD or the Fund.

3.6. Principle of integrity and prevention of conflicts of interest: The Fund and engaged experts act in good faith, avoiding any forms of influence on the selection results and ensuring the identification and prevention of conflicts of interest at all stages of the procedure.

3.7. The principle of safety priority: during the assessment of the OPMD, primary attention is given to safety issues concerning personnel, the civilian population, and the environment, as well as the presence of appropriate risk management procedures and occupational safety systems in the OPMD.

3.8. The principle of efficiency and appropriateness in the use of charitable funds: Selection The selection of OPMD is aimed at ensuring maximum effectiveness, rationality, and targeting

the use of charitable funds from donors, taking into account the timelines, costs, and quality of work performed.

**3.9. The principle of considering the interests of the territorial community: the selection procedure**

is carried out taking into account the needs and priorities of the respective territorial community, outlined in the Application, as well as in compliance with the requirements for the approval of work execution by the local self-government bodies.

3.10. The principle of autonomy of the Fund's decisions: The Fund independently determines the procedure and results of the qualification selection in accordance with its internal documents. The Fund's decisions are final and not subject to appeal.

3.11. The principle of positive selection: this is a strategic approach in the selection procedure, where the main goal is to identify and attract the best, rather than to evaluate the worst.

#### **4. TECHNICAL SPECIFICATION FOR PROVIDING HUMANITARIAN DEMINING SERVICES**

4.1. The technical specification for providing humanitarian demining services is formed by the Charitable Fund based on the Application, taking into account the requirements of the legislation of Ukraine, national standards in the field of mine action, in particular DSTU 8820:2023, as well as the characteristics of the specific area.

4.2. The technical specification defines, in particular, but not limited to:

- types and scope of humanitarian demining services, which may include non-technical surveys, technical surveys, land clearance, demining, demining using machines, disposal of explosive ordnance, and other mine action measures;
- requirements and methods execution work, procedures and measures security; expected results of the work performed and the procedure for transferring responsibility for cleared areas;
- tentative timelines for the execution of works and other essential conditions for the implementation of the humanitarian demining project.

4.3. Information about the list of humanitarian demining services planned to be provided by the OPMD in case they pass the qualification selection will be published by the Charity Fund on its official website or in another publicly accessible information resource.

4.4. The Charity Fund independently establishes the deadlines for the submission of documents by the OPMD to participate in the Selection procedure and has the right to change these deadlines depending on the needs of the project, the scope of work, and available resources.

4.5. Information about the deadlines for submitting documents, their changes, or clarifications is communicated to potential participants of the Selection by publishing the relevant information on the official website of the Charity Fund or by sending notifications.

#### **5. DOCUMENT EXCHANGE PROCEDURE**

5.1. The exchange of documents between the OPMD and the Charity Fund within the framework of the Selection is carried out in electronic form, unless otherwise explicitly specified by the Fund.

5.2. All documents submitted by the OPMD to the Charity Fund must be formatted as electronic documents and signed with a qualified electronic signature (QES) of the authorized person of the OPMD.

5.3. Electronic documents signed with a qualified electronic signature have the same legal force as the corresponding documents on paper with a handwritten signature.

5.4. Documents are sent by the OPMD via electronic communication to the official email address of the Charity Fund [governance@gracengo.com](mailto:governance@gracengo.com) and/or [co.icf.grace@gmail.com](mailto:co.icf.grace@gmail.com) and/or through other electronic channels specified by the Fund in the notification about the Selection.

5.5. The date of submission of documents is considered to be the date of their receipt by the Charity Fund, which is confirmed by electronic technical means.

5.6. The procedure for electronic document circulation and the use of a qualified electronic signature is regulated by:

- The Law of Ukraine "On Electronic Documents and Electronic Document Management";
  - The Law of Ukraine "On Electronic Identification and Electronic Trust Services";
  - other regulatory legal acts of Ukraine in the field of electronic document management.
- 5.7. The charitable foundation has the right to require the OPMD to resubmit documents or additional explanations in case of technical errors, file damage, or inability to verify the electronic signature.

## **6. REQUIREMENTS FOR THE CONTENT OF DOCUMENTS, THEIR DETAILS AND PURPOSE**

6.1. All documents submitted by the OPMD to the charitable foundation within the Selection must be drafted in written (electronic) form, comply with the requirements of current legislation of Ukraine and this Policy, and be readable, complete, and up-to-date.

6.2. The documents are submitted to confirm the legal status, civil capacity, qualifications, experience, material and technical, personnel, and financial capacity of the OPMD, as well as its integrity and the absence of circumstances that may hinder the performance of work in mine action in the field of humanitarian demining.

6.3. Each document must contain mandatory details depending on its type, in particular:

- Document name;
- Date and place of its preparation or issuance;
- Full name of the OPMD;
- Identification code of the legal entity (EDRPOU);
- Signature of the authorized person of the OPMD;
- Qualified electronic signature (QES) of the authorized person of the OPMD;
- If available – seal of the legal entity (in electronic form).

6.4. Founding and registration documents (extract from the EDR, charter, protocols, orders, certificates regarding beneficiaries, information regarding tax status, bank details) are submitted to confirm:

- Legal creation and operation of the OPMD;
- Powers of the manager and authorized persons;
- financial and tax identification of OPMD;
- absence of restrictions on conducting business activities.

6.5. Documents regarding the absence of criminal records, sanctions, decisions of the Antimonopoly Committee, bankruptcy, or relatedness are submitted to confirm:

- the business reputation and integrity of the OPMD;
- the absence of legal risks for the Fund, the territorial community, and donors;
- the absence of conflicts of interest.

6.6. Documents regarding certification and inclusion in the List of OPMD are submitted to confirm:

- the right of the OPMD to carry out the relevant processes of demining activities;
- compliance with the requirements of the Cabinet of Ministers of Ukraine Resolution No. 123 dated February 2, 2024, and DSTU 8820:2023;
- the validity of certificates of conformity throughout the entire period of service provision or the availability of guarantees for their extension.

6.7. Documents confirming the experience of executing similar contracts are submitted for the purpose of evaluation:

- the practical capability of the OPMD to carry out humanitarian demining work;
- the quality and effectiveness of previously completed work;
- the availability of confirmed results of land clearance.

6.8. Documents regarding the material and technical base and personnel are submitted to confirm:

- the availability of necessary equipment, machinery, and personal protective equipment;
- the legal grounds for the use or ownership of material resources;
- the staffing of qualified and certified personnel;

- compliance with safety and labor protection requirements.
- 6.9. Financial documents and the price proposal are submitted to confirm:
- the financial capability of the OPMD;
  - the stability of its economic activity;
  - the justification of the cost of services and the realism of the deadlines for the completion of work;
  - the possibility of effective use of charitable funds from donors.

6.10. Other documents submitted by the OPMD on its own initiative may be used by the Fund and independent experts for a comprehensive assessment of the advantages of the OPMD, its institutional capacity, and additional quality assurance guarantees for the execution of work.

6.11. The submission of documents means the OPMD's confirmation of the accuracy of the provided information and consent for the Fund to use it solely for the purpose of conducting the qualification selection.

6.12. The minimum requirements for the documents submitted by the OPMD are defined in Appendix No. 1 to this Policy. The Fund may establish additional requirements for the list of necessary documents for the OPMD's participation in the Selection depending on the Application.

## **7. MECHANISM FOR EVALUATING DOCUMENTS AND INVOLVING INDEPENDENT EXPERTS, PROCEDURE FOR ACCEPTING AND APPROVING DECISIONS**

### **BASED ON THE RESULTS OF THE SELECTION**

7.1. The evaluation of the documents submitted by the OPMD is carried out by the Fund with the involvement of independent experts in the field of demining or other related areas to ensure the objectivity, professionalism, and impartiality of decision-making.

7.2. Independent experts may be specialists who:

- have confirmed work experience in the field of demining activities or other related areas (for example, economics, finance, law, defense sector, etc.) of no less than 5 years;
- possess knowledge of the requirements of DSTU 8820:2023, international standards IMAS, and national legislation of Ukraine;
- are not in employment, contractual, or other relationships with the OPMD whose documents are being evaluated;
- have signed a guarantee letter regarding the absence of a conflict of interest and obligations regarding the confidentiality of information.

7.3. The involvement of independent experts is carried out based on the decision of the authorized body of the Fund by concluding relevant civil law contracts or on another legal basis.

7.4. Independent experts carry out:

- analysis of OPMD documents for compliance with the qualification requirements defined by this Policy;
- assessment of the completeness, reliability, and relevance of the submitted information;
- formulate an expert opinion on the ability of the OPMD to carry out demining activities in accordance with the Application based on the submitted documents and information.

7.5. The evaluation of OPMD proposals is carried out to determine the best proposal for the implementation of humanitarian demining projects, taking into account the aggregate of legal, qualification, technical, financial, pricing, and organizational criteria.

7.6. The evaluation of OPMD documents is carried out by assigning points for each criterion according to the system defined by this Policy.

7.7. The maximum number of points is 100 (one hundred).

7.8. Only OPMDs whose documents comply with the requirements of the Policy and have not been rejected by the Fund are allowed for evaluation.

7.9. Evaluation is carried out by independent experts and/or authorized. The final score is determined as the arithmetic mean of the scores awarded by all experts.

7.10. The criteria for evaluating the documents submitted by the OPMD and the detailed procedure for calculating points in the Selection procedure are provided in Appendix No. 2 to the Policy. to the Policy, filled out by independent experts based on the results of the assessment of the submitted OPMD documents.

The proposal of OPMD, which has received the highest total score and meets the mandatory requirements of the Policy, is recognized as the best.

7.12. In the case of an equal number of points, the Fund has the right to make a decision taking into account additional criteria of safety, risks, the capacity of the OPMD, the conclusion of independent expert(s), or to conduct an additional expert assessment.

7.13. The Fund has the right not to determine a winner if none of the proposals meet the expected level of quality, safety, or feasibility, or without explanation of reasons at the Fund's discretion.

7.14. The scoring is evaluative in nature and is carried out taking into account expert judgment. The application of this system does not create an obligation for the Charity Fund to determine a winner or to enter into any contracts.

7.15. Based on the evaluation results, each independent expert prepares a written conclusion that contains a reasoned assessment of the compliance of the OPMD with the established requirements and recommendations regarding the admission or non-admission of the OPMD to the next stage of the Selection. The independent expert must fill out the table in accordance with Appendix No. 3 to the Policy.

The decision on the results of the Selection is made by the Fund taking into account the expert conclusions and is formalized by the corresponding order of the Executive Director of the Fund.

The results of the Selection approved by the order of the Executive Director are submitted for consideration to the Supervisory Board of the Charitable Foundation in accordance with the procedures established by the internal documents of the Foundation.

7.18. According to the results of the Supervisory Board's consideration of the issue regarding the implementation of the project The General Assembly of the participants of the Charity Fund is convened for humanitarian demining based on the Application and the results of the Selection.

7.19. General meeting of the participants of the Charitable Foundation:

- approve the humanitarian demining project for the relevant territory in accordance with the Application;
- The decision is made to grant permission to the Executive Director of the Charitable Foundation to conclude an agreement on the provision of charitable assistance with the relevant territorial community, with the stipulation that it is subject to the agreement on the essential terms and the procedure for financing the project by the donor(s) of the Foundation;
- The decision is made to grant permission to the Executive Director of the Charitable Foundation to conclude a service agreement with the demining operator, who has successfully passed the Selection with the condition – after agreeing on the essential terms and the project financing procedure with the donor(s) of the Foundation.

7.20. The decision-making by the governing bodies of the Charitable Foundation in accordance with this section does not create an automatic obligation to enter into contracts and is carried out taking into account the provisions of this Policy, the decisions of donors, and the consent of the relevant Community or other applicant in accordance with this Policy.

**8. GROUNDS FOR REJECTION OF DOCUMENTS AND DENIAL OF ACCESS TO OPMD** 8.1. The Fund has the right to reject the OPMD documents and deny access to participate in the competition if one or more of the following grounds are established:

**8.1.1. Legal and formal grounds:**

- failure to submit the complete set of documents as defined by this Policy;
- submission of documents with violation of established deadlines;
- non-compliance of the submitted documents with the requirements of this Policy or the regulatory framework;
- Submission of documents that have become invalid or are no longer relevant as of the date of their submission.
- Submission of documents without the application of a qualified electronic signature or using the QES of a person not authorized to act on behalf of the OPMD;
- Non-compliance of the form, structure, or content of documents with the requirements of this Policy.
- Submission of documents containing technical errors that prevent their proper

evaluation.

8.1.2. Grounds related to the reliability of information:

- the detection of unreliable, contradictory, or distorted information in the submitted documents;
- establishing the fact of document forgery or submitting knowingly false information;
- The refusal of the OPMD to provide additional explanations or supporting documents at the request of the Fund or independent experts.

8.1.3. Grounds related to qualification and capability:

- The absence of valid certificates of conformity for mine action processes in accordance with the requirements of the Cabinet of Ministers of Ukraine Resolution No. 123 dated February 2, 2024, and DSTU 8820:2023;
- the absence of confirmed experience in performing similar work;
- The non-compliance of the material and technical base or personnel with safety requirements and standards for mine action.

8.1.4. Grounds related to financial capability:

- unsatisfactory financial condition, indicating the risk of non-fulfillment of obligations;
- the presence of a submitted application regarding the OPMD for the initiation of bankruptcy proceedings (insolvency);
- the presence of a significant amount of debt that may affect the performance of work.

8.1.5. Grounds related to integrity and conflict of interest:

- establishment of a conflict of interest between the OPMD and the Fund or the Community/other applicant;
- the presence of sanctions, warnings, or restrictions regarding the activities of the OPMD;
- establishment of a connection between the OPMD and local government bodies, their officials, if such connection may affect the objectivity of the selection.

8.1.6. The decision to reject the OPMD documents is formalized by an order indicating the grounds and may be communicated to the OPMD in writing.

## **9. FINALITY OF DECISIONS AND ABSENCE OF APPELLATE REVIEW**

The decision of the Charity Fund regarding the admission or refusal of the OPMD to participate in the competition is final, mandatory for execution, and not subject to review or appeal.

9.2. The submission of appeals, complaints, or other requests regarding the results of the qualification selection is not provided for by this Policy.

9.3. The procedure for the qualification selection of OPMD is carried out exclusively in accordance with this Policy and other internal documents of the Charitable Foundation.

9.4. The procedure for the qualification selection of OPMD, conducted by the Charitable Foundation within the framework of charitable activities and based on Applications, is not subject to the Law of Ukraine "On Public Procurement".

## **10. ABSENCE OF WARRANTIES AND OBLIGATIONS**

**10.1.** According to the results of the conducted selection of the OPMD, the Charity Fund does not guarantee the conclusion any contracts with the selected OPMD.

10.2. Conclusion of the contract(s) with the OPMD is possible only with the consent of the Community or another applicant in accordance with the requirements of this Policy for the implementation of demining activities in the field of humanitarian demining selected by the Charitable Foundation for Humanitarian Demining.

10.3. The conclusion of the contract(s) directly depends on the consent of the relevant donor or donors, from whose funds charitable assistance will be provided to a specific Community or another applicant in accordance with the requirements of this Policy, regarding the financing of demining services in accordance with the Application.

10.4. The absence of consent from the Council/Community/other applicant in accordance with the requirements of this Policy. The donor(s) do not create any obligations for the Charitable Foundation towards the OPMD, including compensation for expenses related to participation in the Selection Procedure.

## **11. AGREEMENT OF THE MINE OPERATOR WITH THE CONDITIONS OF THE POLICY AND DISCLAIMER REGARDING THE ABSENCE OF OBLIGATIONS OF THE FUND**



11.1. By submitting documents for participation in the Selection Procedure, the OPMD confirms that it is fully acquainted with this Policy, understands its content, terms, and requirements, and unequivocally agrees to them.

11.2. The submission of documents for participation in the selection means the confirmation by the OPMD that passing or not passing the selection does not create any property, financial, contractual, or other obligations for the Charitable Foundation towards the OPMD.

11.3. OPMD acknowledges and agrees that the Selection procedure conducted by the Charity Fund is not a public procurement procedure, and that the Law of Ukraine "On Public Procurement" and other regulatory legal acts in the field of public procurement do not apply to such a procedure.

OPMD recognizes that as a result of the Selection conducted, the Charity Fund does not guarantee the conclusion of any contracts, including a service provision/work execution contract with OPMD, until the consent of the relevant donor or donors and the Community/Council/other applicant is obtained in accordance with the requirements of this Policy on the implementation of the humanitarian demining project.

11.4. OPMD understands and agrees that the provision of charitable assistance to the Community/other applicant in accordance with the requirements of this Policy in the form of funding for humanitarian demining services is a right, not an obligation of the Charity Fund, and is carried out solely in the presence of appropriate funding from the donor or donors and agreement with the Community/other applicant in accordance with the requirements of this Policy.

11.5. OPMD confirms its awareness that it is impossible to compel the Charity Fund to provide charitable assistance, conclude any contracts, or implement the humanitarian demining project, as this directly contradicts the principles of providing charitable assistance, and all decisions of the Fund within this Policy are made at its own discretion and within the scope of its statutory activities.

## **12. FINAL PROVISIONS**

12.1. This Policy, after its approval in the established manner, shall be placed in a publicly accessible location, including on the official website of the Fund or in another information resource designated by the Fund.

12.2. The review and update of this Policy shall be carried out as needed, including in the event of changes to the legislation of Ukraine, regulatory legal acts, or standards in the field of demining activities, but no less than once every two years.

12.3. This Policy shall come into effect from the date of its approval by the General Meeting of the participants of the Charity Fund, unless otherwise specified by the relevant decision.

12.4. From the date of entry into force of the new version of the Policy, the previous version shall lose its validity and shall not be applied.

Familiarization of the employees of the Charitable Foundation with this Policy is mandatory.

12.5.1. The charitable foundation ensures that employees with whom an employment contract is concluded are familiarized with the Policy, either by personal signature or through the use of electronic document management tools in accordance with the legislation of Ukraine.

**MINIMUM REQUIREMENTS FOR DOCUMENTS SUBMITTED BY OPMD.**

1. The certificate of absence of conflict of interest and relatedness must contain information about The absence of any real or potential conflict of interest, connection, or dependence with the Charitable Foundation, its officials, and the relevant territorial community.

/Date, signature, digital signature/

2. The reference on the experience of performing similar work should contain information about the completed contracts:

1. Customer
2. Subject of the contract
3. Execution period
4. Area of the cleared territory
5. Availability of responsibility transfer certificates (CPMD)

/Date, signature, electronic signature/

3. The certificate of material and technical base and personnel must contain information about: Description of the equipment, machinery, special machines, as well as information about certified personnel (quantity, qualification, experience).

/Date, signature, electronic signature/

4. The financial capability report must contain information about the volume of income from services for demining, financial indicators, availability of a bank account.

/Date, signature, electronic signature/

5. Information from the OPMD regarding the provision of guarantees about the authenticity of all submitted documents and information, awareness of responsibility for submitting false data, and consent following the review of the terms of this Policy.

/Date, signature, electronic signature/

6. Letter of guarantee from an independent expert with the following content:

«I, \_\_\_\_\_, I confirm:

- absence of conflict of interest;
- absence of dependence on OPMD;
- the presence of professional experience in the field of mine action or another related field in accordance with the terms of the Policy;
- readiness to conduct an impartial and objective assessment.

/Date, signature, electronic signature/

**Appendix No. 2 to the Policy:**  
**SCORING SCALE ACCORDING TO THE CRITERIA DEFINED BY THE POLICY**

**Evaluation methodology:**

Total score – 100. Candidates are categorized by levels of trust:

85-100 points: High level (recommended for cooperation);

65-84 points: Medium level (additional monitoring required);

Less than 65 points: High risk (not recommended).

Criteria	Documents	Points
<b>LEGAL AND ORGANIZATIONAL RELIABILITY – UP TO 5 POINTS</b>		
Completeness and proper documentation	Entire package	Up to 3 points
Absence of legal and reputational risks	References, registers	Up to 2 points
<b>EXPERIENCE AND QUALIFICATION OF OPMD – UP TO 30 POINTS</b>		
Valid certificates of conformity (all necessary processes)	Certificates	up to 8 points
Experience in executing similar contracts in 2025 (year) (min. 2)	Certificates of transfer of responsibility	up to 15 points
Experience working in challenging conditions / large territories	Reference	up to 7 points
<b>MATERIAL AND TECHNICAL BASE – UP TO 15 POINTS</b>		
Availability of machinery and equipment	Reference + confirmation	up to 8 points
Compliance of MTB with the scope of work	EDUCATION, description	up to 4 points
Availability of specialized equipment	Explanation	up to 3 points
<b>PERSONNEL AND SECURITY MANAGEMENT – UP TO 15 POINTS</b>		
Qualified personnel (sappers, team leaders)	Certificates	up to 8 points
Experience of the management staff	Resume	up to 4 points
Availability of internal security procedures	Description	up to 3 points
<b>FINANCIAL CAPACITY – UP TO 10 POINTS</b>		
Sufficient income volume	Reference	up to 4 points
Financial stability	Financial reporting	up to 4 points
Absence of financial risks	Registers	up to 2 points
<b>PRICE PROPOSAL – UP TO 15 POINTS*</b>		
Best (economically justified) price	Lowest or optimal	up to 10 points
Transparency and detail of the price	Calculation	up to 5 points
*Note: the lowest price is not automatically the best if it does not meet safety, quality, or realism requirements.		
<b>SERVICE DELIVERY/WORK EXECUTION TIMELINES – UP TO 5 POINTS</b>		
Realistic work execution schedule	Schedule	up to 2 points
Optimality of timelines	Expert assessment	up to 3 points
<b>QUALITY OF PROPOSAL AND COMPLIANCE WITH TECHNICAL SPECIFICATION – UP TO 5 POINTS</b>		
Full compliance with Technical Specification	Explanation	up to 5 points

**Appendix No. 3 to the Policy:**  
**FORM\* OF SCORING ASSESSMENT OF PROPOSALS**  
**OF MINE ACTION OPERATORS**

Name of the Mine Action Operator \_\_\_\_\_

EDRPOU Code \_\_\_\_\_

Date of assessment: \_\_\_\_\_

Basis: Order No. \_\_\_\_\_ dated \_\_\_\_\_ 2025

No.	Criterion of assessment	What is being assessed	Documents-basis	Maximum number of points	Actual number of points
1	Legal and organizational reliability	Completeness and accuracy of documents, absence of legal risks	Statutory documents, certificates, registers, guarantee letters	5	
2	Experience and qualification of OPMD	Certification and experience in humanitarian demining	Certificates, certifications, Certificates of Transfer of Responsibility	30	
3	Material-Technical Base	Availability and Sufficiency of Equipment and Facilities	Reference on MTB, OSV, Supporting documents	15	
4	Personnel and Security System	Qualification of Sappers and Security Management	Certificates, orders, internal procedures	15	
5	Financial capability	Financial stability and solvency	Financial reporting, references	10	
6	Price offer	Economic justification and price transparency	Price offer, calculation	15	
7	Terms of service provision	Realism and optimality times	Schedule of work execution	5	
8	Quality and compliance with the technical specification	Completeness and compliance with technical requirements	Technical part of the proposal	5	

Total score: \_\_\_\_\_

\*This table is used exclusively for the internal evaluation of proposals from operators of demining activities and does not create any obligation for the Charity Fund to determine a winner or to conclude any contracts.

Expert \_\_\_\_\_

(Name, signature)

An expert conclusion is attached to the table on \_\_\_\_ page.