|  |  |
| --- | --- |
| **Regional framework of skills development in Ukraine** | **Project number/ cost centre:**  21.2145.7-009.00 (50%) 21.2145.7-011.00 (50%) |

**Terms of reference**

1. **List of abbreviations**

AG Commissioning party

AN Contractor

AVB General terms and conditions of contract (‘local terms and conditions’) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Ukraine

FK Expert

FKT Expert days

KZFK Short-term expert

ToRs Terms of reference

VET Vocational education and training

MoES Ministry of Education and Science of Ukraine

MoEU Ministry of Economy, Environment and Agriculture of Ukraine

SES State Employment Service of Ukraine

RMA Regional military administration

1. **Context**

The ongoing war in Ukraine has led to more than six million people leaving the country. An equally large number have been internally displaced. A consequence of the mass migration is the drastic shortage of skilled labour in key sectors of economy.

Ukraine currently needs around 100,000 skilled workers and demand is growing. Based on forecasts, the country will need up to 4.5 million additional skilled workers by 2033. The problem is further compounded by the training and qualifications, which often do not match job requirements. Jobseekers are increasingly expected to have green and digital skills. This skills gap is especially evident in the key sectors of economy. Crucial to the effort is a VET system that prepares workers specifically for the job market.

In 2023 the Federal German Ministry for Economic Cooperation and Development (BMZ) assigned GIZ to develop the project “Skills4Recovery”. The EU, Poland, and Estonia have joined the Multi Donor Initiative Skills4Recovery in autumn 2024 to enhance training opportunities for young people and adults in Ukraine. Since 2025 the Danish co-financing is being integrated one-to-one into the existing outputs (content integration) and used to scale the value addition with special focus on agricultural sector and aimed on helping vulnerable groups such as women, ex-combatants, people with disabilities, IDPs for inclusive economic recovery.

The MDI’s objective is to increase the availability of qualified workforce for the Ukrainian recovery process. The provision of qualified labour in sufficient numbers is based on creating adequate educational opportunities for all people of working age – this includes initial education for young people and further education for adults. The educational system must activate different population groups, such as internally displaced persons, former combatants, returnees, and women in order to exploit the required potential.

Key outputs of the Multi Donor Initiative are:

1. Institutional Strengthening of training providers
2. Implementation of training programmes
3. Support of transition to labour market
4. Development of political and strategic concepts according to labour market needs
5. Replication of best practices throughout Ukraine

Key partners of the MDI Skills4Recovery are the Ministry of Education and Science (MoES), the Ministry of Economy of Ukraine (MoEU), State Employment Centre, National Qualification Agency (NQA), regional state/military administrations, VET schools and VET training providers, employment organizations.

Ukraine is developing a new National Employment Strategy and its Operational Plan, which will set priorities to increase labour market supply, reduce skills mismatches, and improve workforce participation in the context of regional recovery and EU approximation. Translating these national priorities into actionable regional programmes requires robust and comparable approaches to forecasting skills demand and supply, as well as matching people to opportunities through coordinated education, employment services and other measures.

Traditionally, Ukrainian regions were managed centrally at the national level, but since 2020 they have gained greater autonomy as part of the nationwide decentralisation reform. Despite the changes of the last five years, regions have not yet developed effective mechanisms for economic and social development that consistently rely on national policy frameworks.

The Skills4Recovery Team is involved in the development of the National Employment Strategy and other policies in labour market regulation and vocational education. The MoEU is seeking support for implementing government priorities in the regions and has requested assistance in this regard. It is envisaged to pilot one regional case that will serve as an operational model for workforce provision and can be replicated in other regions.

In Ukraine, there is an approved methodology for developing, monitoring and assessing the effectiveness of regional development strategies and action plans ([https://zakon.rada.gov.ua/ laws/show/z0632-16](https://zakon.rada.gov.ua/%20laws/show/z0632-16)). This document has a broader focus, covering various aspects of regional development, but it does not specifically address employment or education.

Therefore, there is a clear need to develop a practical, regionally applicable framework for forecasting and matching skills that operationalises national employment and education policies at subnational level. This assignment will support the design and piloting of such a framework in one selected region, building on the existing methodology for regional development planning while complementing it with a specific focus on workforce provision, skills demand and supply, and coordination between key stakeholders. The outcomes of this pilot are expected to inform future guidance and scalable approaches that can be replicated across other regions of Ukraine.

1. **Tasks to be performed by the contractor**

The objective of the assignment is to design and pilot a practical, regionally applicable framework for forecasting and matching skills that enables Ukrainian regions to translate national employment and education policies into effective regional programmes for workforce provision and recovery.

It is assumed to achieve the objective by performing the following blocks:

* Strengthen the capacity of regional authorities to plan and implement evidence-based workforce and skills policies aligned with the national employment policy (e.g. strategy) and regional recovery needs
* Develop and test, in one pilot region, a methodology and set of tools for analysing current and future skills demand and supply, improving coordination between education providers, employment institutions and employers, targeting a potential options for scaling to other regions
  1. **Tasks**

The contractor is responsible for providing the following works:

**Work Package 1. Inception regional dialogue and skills background research**

1.1. Conduct online inception meeting (2 hours, online) with political partners (MoES, MoEU and/or others), GIZ Team to confirm Mykolaiv region, agreed on operational goals, a work plan, timeframe(s), focal persons, data needs or other details.

1.2. Make a structured review of national and regional strategies, existing analytical reports, labour market and education statistics for the pilot region. The review is expected to define references and cross-linkages of national documents to the regional regulations.

1.3. Perform stakeholder mapping and conduct 10 semi-structured interviews (online/face-to-face) with regional authorities, employment services, VET providers, employers’ organisations and social partners.

1.4. Develop of a short diagnostics note (15–20 pages, A4, Arial, 10-11 size, English and Ukrainian) summarising baseline situation, key skills demand/supply trends, existing forecasting practices and gaps in the pilot region.

**Work Package 2. Regional skills forecasting and matching framework**

2.1. Draft a concise methodological concept (framework note) (app. 10–15 pages, A4, Arial, 10-11 size, English and Ukrainian) on how to develop the regional skills framework with aligning with the National Employment Strategy and existing government methodology for regional development planning.

2.2.Develop of practical tools for the regional skills planning, workforce provision and others (templates, simple questionaries, computation algorithms, step-by-step guidance) for:

* Data-driven policy making via statistic data collection on supply and demand of workforce on the regional level, analysis matrix(es), indicators and others
* Stakeholder consultation/dialogue format(s), frequency, duration, typical agenda to be agreed on etc.
* Forecasting and prioritisation of occupations/skills needed for the piloted region

2.3. Conduct one online/hybrid validation workshop (1 day, 25–30 participants) with political partners, pilot region representatives, employers, training providers and experts to review and refine the framework and tools.

2.4. Finalise of the developed regional skills framework package (the methodologic concept and tools), prepare of a user-friendly guidance document for regional administrations to apply the regional skills framework.

**Work Package 3. Pilot development regional skills framework in the selected region**

3.1. Conduct online/hybrid regional meeting (0,5-day, app. 3-4 hours) chaired by regional administration with participation of employers, training providers, employment service, trade unions and civil society organisations to establish a working group and agree (clarify) on a modality and timeline for developing the regional skills framework.

3.2. Support of the regional working group in applying the methodological concept and tools to produce a short regional skills forecast, aligning it with the regional administration’s priorities or existed challenges.

3.3. Conduct of regional skills matching workshop (1-day, app. 6 hours) to translate regional (economic and social) forecast results into a set of priority labour market and educational measures (e.g. adjustments in training provision, active labour market programmes etc.).

3.4. Develop the regional skills framework and support (technical assistance) the regional administration with integrating into the existing regional development strategy, operational plans or related regional plans (e.g. economic development, employment, vocational training etc.).

**Work Package 4. Knowledge transfer for the piloted regional administration**

4.1. Conduct a small online survey or 3–5 follow-up calls with regional government representatives to specify training needs on skills forecasting and matching, regional skills framework development.

4.2. Design and deliver of a modular short training programme (4 online sessions, 0,5-day, app. 15 participants each) for the regional administration, employment services and education providers.

4.3. Arrange one national-level information/promotional event (0,5-day, app. 50 participants) to present pilot results and the developed concise guideline of regional skills framework development for replicating it in other regions. Send the guideline of regional skills framework development to all regional administrations under control of the Ukrainian government.

Technical clarifications:

* The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
* The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
* The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ. The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

|  |  |  |
| --- | --- | --- |
| **Milestones/partial works** | **Anticipated deadline/place/person responsible** | **Criteria for acceptance** |
| **Work Package 1.** Inception regional dialogue and skills background research | 01.03.2026,  Kyiv, Ukraine, the contractor | Documentations and proof of performance per each activity, the email approval from GIZ;  List of stakeholders and participants in GIZ template confirming all groups of stakeholders are presented (authorities, business, VET providers).  Explicit recognition of the framework by representatives of regional authorities (e-mail, public approving comment) |
| **Work Package 2.** Regional skills forecasting and matching framework | 01.06.2026,  Kyiv, Ukraine, the contractor |
| **Work Package 3.** Pilot development regional skills framework in the selected region | 01.09.2026,  Kyiv, Ukraine, the contractor |
| **Work Package 4.** Knowledge transfer for the piloted regional administration | 01.11.2026,  Kyiv, Ukraine, the contractor |

The contract duration is from 10.01.2026 till 20.12.2026.

* 1. **Deliverables and Reporting:**

The Contractor will be responsible for the following:

|  |  |  |
| --- | --- | --- |
| **Reporting/ Deliverable #** | **Requirements to the format** | **Anticipated period, by** |
| **Work Package 1.** Inception regional dialogue and skills background research | | |
| 1.1. **Inception report** **1** including   * Operational goals, a work plan, timeframe(s), focal persons, data needs or other details (act. 1.1) * Review of national and regional strategies, existing analytical reports, labour market and education statistics for the pilot region (act. 1.2) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 15 pages, A4, Arial, 10-11 size, no length limits. | 15.02.2026 |
| 1.2. **Interim report 2** including:   * Stakeholder mapping and conduct 10 semi-structured interviews (act. 1.3) * Short diagnostics note summarising baseline situation, key skills demand/supply trends etc. (act. 1.4) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 20 pages, A4, Arial, 10-11 size, no length limits. | 01.03.2026 |
| **Work Package 2.** Regional skills forecasting and matching framework | | |
| 2.1. **Interim report 3** including:   * Methodological concept (framework note) for regional skills framework development (act. 2.1) * Set of practical tools for the regional skills planning, workforce provision etc. (act. 2.2) * Result of validation workshop (act. 2.3) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 20 pages, A4, Arial, 10-11 size, no length limits. | 01.06.2026 |
| 2.2. Guidance for regional administrations (act. 2.4) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 10 pages, A4, Arial, 10-11 size, no length limits. | 01.06.2026 |
| **Work Package 3.** Pilot development regional skills framework in the selected region | | |
| 3.1. **Interim report 4** including:   * Establishment of a working group, a modality and timeline for developing the regional skills framework (act. 3.1. 3.2) * Results of regional skills matching workshop (act. 3.3, 3.4) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 20 pages, A4, Arial, 10-11 size, no length limits. | 01.09.2026 |
| 3.2. Regional skills framework and implementation measures (act.3.4) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 10 pages, A4, Arial, 10-11 size, no length limits. | 01.09.2026 |
| **Work Package 4.** Knowledge transfer for the piloted regional administration | | |
| 4.1. **Interim report 4** including:   * Results of a small online survey or follow-up calls (act. 4.1) * Modular short training programme for the regional administration (act. 4.2) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 20 pages, A4, Arial, 10-11 size, no length limits. | 01.11.2026 |
| 4.2. National-level information/ promotional event with the guideline of regional skills framework development (act. 4.3) | Documentations in English and Ukrainian, docx-pdf-xls-file or other formats, submitted via email to GIZ, app. 20 pages, A4, Arial, 10-11 size, no length limits, including:   * Agenda in English and Ukrainian, developed in the Skills4Recovery format. * List of participants according to the GIZ requirements * Presentation materials from the event, promotion materials, in particular the guideline of regional skills framework development designed for public dissemination * Pictures and/or video recordings * List of mailing the developed guideline of regional skills framework development | 01.11.2026 |

1. Concept (technical-methodological design)

In the bid, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

## Technical-methodological concept

**Strategy (1.1)**: The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

## Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project (1.6.1). In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan (1.6.2)** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept (1.6.3). The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

* Service-delivery control
* Managing adaptations to changing conditions
* Ensuring the flow of information between the tenderer and GIZ
* Assuming personnel responsibility for the contractor’s experts

## Further requirements (1.7) Not applicable.

1. Personnel concept (proposed staff)

The Contractor is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 10), the range of tasks involved and the required qualifications.

The personnel must be provided for all positions, otherwise, the bid will be disqualified. Each expert can hold only one position, multiple position holding is not permitted.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

## Team leader

Tasks of the team leader

* Overall responsibility for the advisory packages of the contractor (quality and deadlines)
* Coordinating and ensuring communication with GIZ, partners and others involved in the project
* Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
* Regular reporting in accordance with deadlines

Qualifications of the team leader

* Education/training (2.1.1): Master or higher degree in public management, regional economy, labour market regulations, business administration
* Language (2.1.2): C1-level language proficiency in English
* General professional experience (2.1.3): 7 years of professional experience in the consulting or public management
* Specific professional experience (2.1.4): 5 years in vocational education or regional economic development
* Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
* Regional experience (2.1.6): 5 years of experience in projects in Ukrainian regions (national wide)
* Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
* Other (2.1.8): proved experience in cooperation with the Ministry of Education and Science and/or Ministry of Economy, Agriculture and Environment of Ukraine

## Expert pool (5 experts are required), CVs, with project roles, areas of expertise are required

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 10 Requirements on the format of the bid) for the assessment.

Tasks of expert pool

* Responsibility for engaging vulnerable groups, inactive people, with advisory requests from political partners and GIZ
* Performing works in time and in the highest quality for achieving the objective and tasks of the assignment (cl.2)
* Coordinating and communication with technical specialists of political partners or other stakeholders
* Ensuring compliance and knowledge sharing, sustainability of results, dissemination of deliverables.
* Regular reporting in accordance with deadlines

Qualifications of experts

* Education/training (2.2.1): all experts with Bachelor or higher degree in public management, management, regional economy, labour market regulations, business administration
* Language (2.2.2): all experts with B2-level language proficiency in English
* General professional experience (2.2.3): all experts with 5 years of professional experience consulting or public management
* Specific professional experience (2.2.4): all experts with 3 years in vocational education or regional economic development
* Leadership/management experience (2.2.5): not applicable
* Regional experience (2.2.6): all experts with 2 years of experience in projects in Ukrainian regions (national wide)
* Development cooperation (DC) experience (2.2.7): not applicable
* Other (2.2.8): not applicable

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

* Team skills
* Initiative
* Communication skills
* Socio-cultural skills
* Efficient, partner- and client-focused working methods
* Interdisciplinary thinking

# Costing requirements

## Assignment of personnel and travel expenses

Not applicable.

## Sustainability aspects for travel and travel regulations

Not applicable.

**Specification of inputs**

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

|  |  |  |
| --- | --- | --- |
| **Milestones/partial works** | **Estimated expert days for orientation** | **Anticipated deadline/place/person responsible** |
| **Work Package 1.** Inception regional dialogue and skills background research |  | 01.03.2026  Kyiv, Ukraine  The contractor |
| Team leader | 18 |  |
| Short term expert pool | 28 |  |
| **Work Package 2.** Regional skills forecasting and matching framework |  | 01.06.2026  Kyiv, Ukraine  The contractor |
| Team leader | 32 |  |
| Short term expert pool | 74 |  |
| **Work Package 3.** Pilot development regional skills framework in the selected region |  | 01.09.2026  Kyiv, Ukraine  The contractor |
| Team leader | 26 |  |
| Short term expert pool | 55 |  |
| **Work Package 4.** Knowledge transfer for the piloted regional administration |  | 01.06.2026  Kyiv, Ukraine  The contractor |
| Team leader | 24 |  |
| Short term expert pool | 48 |  |

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

# Inputs of GIZ or other actors

Not applicable

1. **Financial provisions**
   1. **Contract value and anticipated payment schedule**

The contract value shall be calculated according to the format of the commercial bid.

**Anticipated payment schedule:**

In consideration of works completed, the Contractor shall be paid in the following instalments:

|  |  |  |  |
| --- | --- | --- | --- |
| **Instalment #** | **Anticipated payment date** | **Payment for WP** | **Deliverables and reporting** |
| 1 Interim payment | 20.03.2026 | 100% of the cost of Working Package 1 | Acc. to cl. 1.1.-1.5 |
| 2 Interim payment | 15.06.2026 | 100% of the cost of Working Package 2 | Acc. to cl. 2.1.-2.2 |
| 3 Interim payment | 15.09.2026 | 100% of the cost of Working Package 3 | Acc. to cl. 2.1.-2.3. |
| 4 Final payment | 25.11.2026 | 100% of the cost of Working Package 4 | Acc. to cl. 3.1-3.2. |

* 1. **Financial proposal**

The total cost of the Contract is set in UAH, including all direct and related expenses, taxes and fees, but excl. VAT.

All costs connected to the contract implementation, e.g. connected management staff, should be covered according to the received amount of the total value of the Contract. No additional budget lines are allowed.

* 1. **Payment Conditions**
* The Contractor shall be paid 100% post payment upon performance in the agreed instalments;
* All the payments shall be done exclusively in the national currency of Ukraine (UAH) by means of a bank transfer to the bank account of the Contractor;
* All the activities shall be done exclusively within the timeframe of the Contract;
* All the payments shall be done exclusively for the actually performed works/services (“up to”), on the ground of original invoices, acts of acceptance, submitted in original form within 15 working days after their submission by the Contractor and acceptance by GIZ. The invoice is considered not accepted for payment in case of errors and/or provision of an incomplete package of documents for payment
  1. **Requirements to the submission of the financial reporting documents**
* Originals of Invoices, acts of acceptance, etc. shall be submitted to the address of the GIZ Project together with the technical documents (reporting/ deliverables) and other financial supporting documents as and if stipulated by the Contract.
* Each invoice and act of acceptance shall contain the Project Number, contract number and the percentage for cost split as follows:
* 21.2145.7-009.00 (50%)
* 21.2145.7-011.00 (50%)
* By submitting the Invoice the Contractor should indicate (in the invoice) whether the Contractor is a Single Tax Payer (e.g. 5%, 2%) or a VAT Payer (20%);
* In case the Contractor is a VAT Payer at the moment of the Invoice issuing, the VAT exemption clause shall be applicable and the Contractor should also submit the Tax Invoice to GIZ as soon as that is available.

1. **Other Provisions**
   1. **General**

The Contract will be signed by the Parties in original form. Each Party agrees to provide the other Party with the original signed Contract and annexes. In this case, the Party that sent the Contract is responsible for the authenticity of the signatures of its authorized representatives and imprint of seal (if any).

The implementation of activities under present Contract can be started only after the Contact enters in force.

With signing of this contract, the parties are fully aware of the respective GIZ provisions, namely General terms and conditions of contract for supplying services and work on behalf of the Deutsche Gesellschaft fur Internationale Zusammenarbeit GmbH in Ukraine, Code of Conduct for Contractors of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Supplements to General Terms of contract governing Contracts with Appraisers/Firms of Consultants (local) published on the link [Ukraine Tenders | GIZ](https://www.giz.de/en/regions/europe/ukraine/tenders) (section “Terms of procurement of services”/ секція “Умови закупівель послуг”) and such provisions shall be binding on the parties as if stated in full in this agreement.

On the date of signing this Contract, the Contactor confirms that in accordance with the Tax Code of Ukraine, the Contractor is/is not *(shall be specified at the time of contract preparation by the procurement unit responsible for contract preparation)* a payer of value added tax under general conditions.

The Contractor shall be responsible for all taxes and other payments according to the Ukrainian law. Taxes, levies or fees to the Government of Ukraine shall be paid by the Contractor.

Contact person from GIZ side responsible for contract implementation and communication with the Contractor \_\_\_\_\_\_\_ *(indicate name/-s, surname/-s, phone/-s, e-mail/-s) (shall be specified at the time of contract preparation by the procurement unit responsible for contract preparation)*

The Contractor shall be solely responsible for all the security issues according to the own security concept during the implementation of the Contract. GIZ shall not be reliable and/or responsible for any damages and/or injuries occurred during the implementation of the Contract by any Person directly or indirectly involved into the implementation of the Contract and/or by any other third Person.

The Contractor is obliged to provide the originals of documents indicated in the special agreement at his own expense.

Additionally, the Contractor must:

* be a registered legal entity/private entrepreneur in Ukraine;
* not be on the sanctions list of Ukraine, the EU, the UN;
* ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU, the UN;
* not be in the process of termination;
* not be registered on temporary occupied territories of Ukraine;
* not have the ultimate beneficial owner, member or participant (shareholder), having a share in the authorized capital of 10 percent or more, which is the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran, a citizen of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran except for those who live on the territory of Ukraine on legal grounds, or a legal entity created and registered in accordance with the legislation of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran.

GIZ reserves the right to verify the information at any time. The tenderer confirms that he agrees to the processing of personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Law of Ukraine "On the Protection of Personal Data" No. 2297-VI dated 01.06.2010.

* 1. **VAT Exemption**

The given procurement of services/ works upon the Contract shall be carried out at the funds of the funds of the Project of International Technical Assistance (Project ITA), PN: 21.2145.7, Project title “Vocational Education and Training in Ukraine/ Skills4Recovery”, registered by the Secretariat of the Cabinet of Ministers of Ukraine (registration card of the project (program) No. 5296-03 dated 01.05.2025) and complies with the category (Expert services on individual technical issues of project implementation) of Services specified in the purchase plan available at address <https://www.kmu.gov.ua/diyalnist/mizhnarodna-dopomoga/pereliki-zareyestrovanih-proektiv-z-planami-zakupivel>

The above-mentioned ITA project is implemented within the Framework Agreement between the Government of Ukraine and the Government of the Federal Republic of Germany on Counselling and Technical Cooperation dated 29/05/1996 and Framework Agreement between the Government of Ukraine and the Commission of European Communities ratified by the Law of Ukraine № 360-VI of 03.09.2008.

**The given procurement of services/ works upon the Contract** **shall be determined free from VAT** under provisions of cl.197.11 Art. 197 of the Tax Code of Ukraine. Operations for providing services under this Agreement are subject to VAT exemption.

In case if on the date of Contract signing the Contractor is not registered as a VAT payer and during execution of the Contract the Contractor becomes registered as a VAT payer, then the Contractor must notify GIZ of such VAT registration in writing or in electronic form by means of submission of an e-mail with copy of the Excerpt from VAT Registration Registry to the GIZ’s e-mail address indicated in the details of the Contract. The Contractor must submit the mentioned notification to the GIZ not later than 1 calendar day following the day of VAT registration.

At the same time the Parties agreed that the purchase of Services after the VAT registration of the Contractor shall be exempt from VAT in accordance with the abovementioned.

# Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR’s data transfer rules must be considered whenever personal data leaves the EU for a third country. GIZ is NOT in any way responsible for such processing.

1. **Requirements to the format of the bid**
   1. **Documents to be submitted**
      1. **Technical bid**

Tenderers must provide the following documents:

* a technical bid containing a description of the methodology proposed in relation to the identified tasks. **Technical bid must be signed and stamped (if stamp is used);**
* tentative work plan;
* personnel (team) concept
* CVs of all experts with relevant work experience, qualifications (education, certificates).

The structure of the technical bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The technical bid must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete technical bid must not exceed 20 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application (if such format of CV is set). The CVs shall not exceed 7 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be drawn up in English.

**The technical bid must not include any financial information such as daily fees for experts or any other payments. Otherwise, the bid will be disqualified.**

* + 1. **Commercial bid**

The commercial bid must include the costs associated with the implementation of the assignment and must be provided according to the format provided in the tender documentation.

**Commercial bid must be signed and stamped (if stamp is used).**

* + 1. **Registration documents of the tenderer**

Shall be provide according to the requirements of tender documentation

* + 1. **Documents for tenderer’s eligibility confirmation**

|  |  |
| --- | --- |
| The tenderer is obliged to conform to the following eligibility requirements: | The tenderer must provide the following document to confirm the compliance with eligibility requirements: |
| **A.** Minimum requirements for **managerial** capacity: 2 reference project(s) in the field of development and/or implementation nationwide programmes with the total budget at least 500.000 UAH at the date of implementation, with indicating donor organisation, duration, target audiences (recipients) and other details in English | Tenderers must provide: Eligibility Self-Declaration, 2 supportive (reference) letters (1 reference letter per project), from the Ukrainian authorities (e.g. Ministries, state authorities, sectoral regulatory bodies or other) |
| **B.** Minimum requirements for **technical** experience: 3 reference project(s) in the field of supporting vulnerable groups, developing inclusive measures for employment, transition to the labour market, and education of target audiences of the assignment (e.g. sociological survey, interviewing IDPs, etc.) in English | Tenderers must provide: Eligibility Self-Declaration,  3 supportive (reference) letters from the clients/beneficiaries about performed projects |

The tenderer must:

* be a registered legal entity/private entrepreneur in Ukraine;
* not be on the sanctions list of Ukraine, the EU, the UN;
* ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU, the UN;
* not be in the process of termination;
* not be registered on temporary occupied territories of Ukraine;
* not have the ultimate beneficial owner, member or participant (shareholder), having a share in the authorized capital of 10 percent or more, which is the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran, a citizen of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran except for those who live on the territory of Ukraine on legal grounds, or a legal entity created and registered in accordance with the legislation of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran.

GIZ reserves the right to verify the information at any time. The tenderer confirms that he agrees to the processing of personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Law of Ukraine "On the Protection of Personal Data" No. 2297-VI dated 01.06.2010.