

<b>Procurement of expert services for capacity development of LSG officials on in strategic planning</b>	<b>Project number/ cost centre:</b>
	23.2122.2-002.30

## Terms of reference

### Contents

0.	List of abbreviations .....	1
1.	Context.....	2
2.	Tasks to be performed by the contractor .....	3
3.	Concept.....	5
	Technical-methodological concept .....	5
4.	Personnel concept.....	5
5.	Costing requirements .....	6
	Assignment of personnel and travel expenses .....	6
6.	Inputs of GIZ or other actors.....	7
7.	Financial provision .....	7
8.	Requirements to the format of the bid.....	8
9.	Other provisions .....	9
10.	Outsourced processing of personal data .....	11
11.	Annexes .....	11

### 0. 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

## 1. Context

The Multi-Donor Action “Ukraine Local Empowerment, Accountability and Development Programme” is jointly co-financed by the European Union (EU), its member states Germany, Poland, Denmark, Slovenia and France and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. On 1 January 2025 the Programme turned to its Phase III, which will be running until 31 December 2027. The main beneficiary of the Programme at the central level is the Ministry for Development of Communities and Territories of Ukraine that receives support in progressing the decentralisation reform and aligning regional policy with the EU acquis. At the sub-national level, the Programme continues supporting municipalities in all regions by enhancing professional and administrative skills of municipal officials for strong local self-government and by enabling municipalities to implement regional and local development policies and reconstruction planning in the context of Ukraine's accession to the EU.

The **Overall Objective** of the Programme is to contribute to further advancement of multi-level governance in Ukraine, which is transparent, accountable and responsive to the needs of the population in the context EU integration and rebuilding Ukraine.

Within this overall context, U-LEAD with Europe's activities throughout Phase III are designed to achieve **three results**:

**Result 1:** The Ukrainian government and the Parliament are increasingly capable of advancing the decentralisation reform and aligning regional policy with the EU acquis.

**Result 2:** The professional and administrative skills of municipal officials for strong local self-government in the context of Ukraine's accession to the EU are enhanced, taking into account, among other things, the special needs of vulnerable groups and gender equality.

**Result 3:** Ukrainian municipalities are enabled to implement regional and local development policies and reconstruction planning in the context of the EU accession process.

Main focus areas of U-LEAD in Phase III comprise:

- Pillar 1: Policy and legal advice for strong local self-governments and regions,
- Pillar 2: Capacity development for all municipalities,
- Pillar 3: Support to local reconstruction and development.

Within Pillar 1, legal and policy advice is rendered to partners in adjustment of legislation and aligning it to EU acquis with regard to multi-level governance. In the framework of Pillar 2, informational, consultative and capacity-development measures are offered to municipalities across Ukraine in a tailor-made and targeted way within 12 thematic support packages and reflecting LSG needs and EU integration. Within Pillar 3, U-LEAD's expertise contributes to local reconstruction, formation of absorption capacity for EU structural instruments, development of UA-EU partnership projects and support of municipalities in digital transformation.

The management/implementation structure for U-LEAD with Europe comprises a horizontal Directorate and four Programme Units in Kyiv, and 24 Regional Offices which directly support local self-government bodies.

Upon obtaining candidate status for EU membership, Ukraine committed to aligning with the requirements of the European Union's regional policy. This process involves strengthening administrative capacity and enhancing the ability to effectively plan development at the national, regional, and local levels. The availability of high-quality planning documents and an effective

mechanism for their implementation is essential for executing investment projects for Ukraine's recovery and development, as well as for cooperation programs such as Interreg, the Ukraine Facility Plan, the restoration of the State Fund for Regional Development (DFRR), and others.

To implement these commitments, the Law of Ukraine «On the Principles of State Regional Policy» introduced a three-tier strategic planning system in the country: the State Regional Development Strategy, regional development strategies, and local development strategy.

The Local Development Strategy (hereinafter referred to as the Strategy) is a strategic planning document of the state regional policy that defines strategic and operational goals and objectives for the sustainable development of the municipality. It is developed for the period of implementation of the State Regional Development Strategy, taking into account the provisions of the aforementioned Law.

On August 13, 2024, Resolution No. 940 of the Cabinet of Ministers of Ukraine introduced amendments to the State Regional Development Strategy for 2021-2027, which, in turn, necessitates the mandatory updating of regional and local development strategies.

Local development strategies are the primary tool for effective planning and adaptation to new challenges. In 2026, updating these strategies becomes particularly necessary due to a number of internal and external factors. The challenges of war, implementation of public investment management reform, demographic shifts, increasing migration flows, and the impact of pandemics require a reassessment of development goals and priorities. Environmental issues, the need to implement energy-saving technologies, and the development of «green» initiatives also compel municipalities to adapt their strategies to modern ecological requirements. This is important not only for environmental preservation but also for attracting grants and investments. The absence of an up-to-date strategic document may hinder municipalities' access to national and international resources.

Municipalities also compete for investors, grants, and skilled labor. The lack of an updated strategy may reduce a municipality's attractiveness to businesses, potentially negatively affecting the economic situation and the overall quality of life for residents.

Updating local development strategies is a crucial step in ensuring their competitiveness, efficient resource utilization, and responsiveness to modern challenges. A systematic approach to strategic planning will allow municipalities to successfully adapt to new conditions and create a favorable environment for recovery and development.

This activity contributes to Output 2 of the Programme.

## **2. Tasks to be performed by the contractor**

U-LEAD concludes contract/s with Contractor/s, corresponding to four LOTS. Each LOT foresees the engagement of one expert, who will provide advisory support to a group of up to 15 selected municipalities in the process of strategic planning and in updating and improving their local development strategies. In total, up to 60 municipalities will be supported, and the specific list of municipalities for each LOT will be determined by U-LEAD following a separate selection process.

### **2.1. Tasks**

The contractor is responsible for providing the following services, which are the same for all **LOTS (1–4)**:

- 1) Support to preparation and delivery of up to 1 three-day offline training in strategic planning (1 training – 3 events during 3 days) in any rear oblast centers of Ukraine

**Outputs:** agendas, presentations, events held

- 2) Support to preparation and delivery of up to 1 online capacity development event in strategic planning.

**Outputs:** agenda, presentation, event held

- 3) Preparation and delivery of up to 2 group online consultations and up to 3 individual online consultations for each of up to 15 selected municipalities. As a result of these consultations, the municipalities develop a package of draft strategic planning documents (monitoring of the implementation of the current strategy, socio-economic analysis of the municipality, results of resident surveys, SWOT/TOWS, goal tree, action plan for strategy implementation, monitoring and evaluation system) in accordance with legislative requirements and methodological recommendations. The expert provides methodological support and recommendations for finalising documents before they are submitted for approval.

**Outputs:** package of draft strategic planning documents developed by the municipalities; expert recommendations for each of up to 15 municipalities, prepared on the basis of the draft documents developed by the municipalities

- 4) Preparation of materials upon request and supporting other activities on strategic planning-related topics

**Outputs:** materials prepared, events held

Expert must provide the outputs of the contract within the specified deadlines in Ukrainian, the exact time frame will be communicated upon contract conclusion. But the event agendas and MS Team/U-LEARN meeting (capacity development event) screenshots with the number of participants shall be submitted in English.

Period of assignment: from **26 January 2026** till **31 August 2026**.

Place of assignment: the activities shall be carried out in Ukraine in an online and offline format. Details of the implementation are subject to discussion and require prior confirmation by U-LEAD.

Visibility guidelines of the U-LEAD with Europe Programme will be provided after the conclusion of the contract.

## **2.2. Reporting:**

Contractor shall submit the written progress report and the final report in English to the person responsible for the contract.

All written and verbal communication under this contract is confidential and not subject to disclosure to third parties.

The progress report is submitted by **18 May 2026** together with the developed outputs (agendas, presentations, prepared materials etc.). Based on the results of the contract, a final report is prepared and submitted by **31 August 2026**. The list of conducted consultations should be

indicated in the progress/final reports. Reports templates will be provided after signing the contract. Reports should include a list of all outputs.

Developed documents are considered the property of GIZ and shall not be used by the selected Contractor or any other legal or private person without the prior written approval of the GIZ project team. GIZ receives the exclusive right to use all materials, outputs and developments created by the Contractor and the expert engaged by him within and during the term of this agreement.

### **3. 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).

### **4. Personnel concept (proposed staff)**

The requirements and qualifications of the experts are identical for all four LOTS (1-4).

The Contractor is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

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

The Contractor may be awarded one or more LOTs, provided that a separate expert is assigned to each LOT. The same expert may not cover multiple LOTs. Experts assigned to a LOT are responsible solely for their designated group of municipalities.

#### **Expert 1**

##### Tasks of expert 1:

- Refer to Chapter 2

##### Qualifications of expert:

- Education/training (2.2.1): university degree (specialist) in economy, finance, spatial planning, regional and local development, public management and administration or relevant area
- General professional experience (2.2.3): 7 years of professional experience in the strategic planning sector
- Specific professional experience (2.2.4): 7 years of experience in working with municipalities of various functional types of territories (for example, mountainous, rural, agglomerations, etc.).
- Other (2.2.8): a portfolio in Ukrainian demonstrating its experience in strategic planning, including references to 10 local development strategies that were developed in accordance with the relevant Ministry requirements and approved by the respective municipal councils, as well

as experience working with municipalities of various functional types of territories (for example, mountainous, rural, agglomerations, etc.). The functional type of the territory must be indicated in accordance with the classification set out in Resolution of the Cabinet of Ministers of Ukraine No. 1493 dated 19 November 2025.

## 5. Costing requirements

### Assignment of personnel and travel expenses

For each of the 4 LOTS (1-4) up to 1 three-day offline training is foreseen for experts in any rear oblast centers of Ukraine according to the assignment which will be reported by evidence/performance.

All business travel must be agreed in advance with the GIZ staff member responsible for the project.

### Sustainability aspects for travel and travel regulations

If applicable on ground of these Terms of Reference the following travel regulations and reporting documents are to be observed. See Annex 1 to these Terms of Reference.

### Specification of inputs

Fee days	Unit of measurement	Number of experts	Total number of days	Comments (if any)
LOT 1 Short term Expert	day	1	71	
LOT 2 Short term Expert	day	1	71	
LOT 3 Short term Expert	day	1	71	
LOT 4 Short term Expert	day	1	71	
Transport	Unit of measurement	Quantity		Comments (if any)
LOT 1-4 Fixed travel budget				<p>A fixed budget of UAH 13600 per each LOT is earmarked for settling travel expenses against evidence/performance.</p> <p>This amount includes accommodation, travel costs (train, compensation for own transport 13,71 UAH/km, taxi, bus). Accommodation, train tickets, taxi, bus – are to be reimbursed against evidence, for own transport – reimbursement is to be done against performance.</p>

				Settlement is possible only until the budget is depleted.
--	--	--	--	---

The expected output and number of working days according to the task / activity can be reviewed and changed subject to consent of the responsible GIZ employee depending on the circumstances.

There is no contractual obligations to use up the full days/travel or budgets. The number of days/travel and the budgets will be contractually agreed as **maximum amounts**.

## 6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make available the administrative processes implemented by Experts, such as the organization of meetings (e.g., sending invitations to participants).

## 7. Financial provisions

### 7.1. Contract value and anticipated payment schedule

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

#### Anticipated payment schedule:

Under the contract, 2 payments are planned **18.05.2026** and **31.08.2026** (after approval of the relevant reports). For timely payment, the necessary documents shall be provided by the expected date of payment. Payment can only be made after the prior agreement of the contact/responsible person.

### 7.2. 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.

### 7.3. 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 services, on the ground of original invoices, acts of acceptance and timesheets, submitted in original form within 10 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

### 7.4. Requirements to the submission of the financial reporting documents



- Originals of Invoices, acts of acceptance and timesheets, etc. shall be submitted to the address of the GIZ Project together with the technical documents (reporting) 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;
- 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.

To receive payment for services, the Contractor shall provide the following documents:

- Invoice and Timesheets (template) can be downloaded here: [Україна Tenders | GIZ](#)
- Act of services provided
- Outputs and reports

## **8. Requirements to the format of the bid**

### **8.1. Documents to be submitted**

#### **8.1.1. 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) (in English);**
- CV of expert with relevant work experience, qualifications (education) (**up to 5 pages, in English**), including a portfolio in Ukrainian with references to 10 local development strategies developed in line with Ministry requirements and approved by municipal councils;
- copy of Diploma.

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.

The complete technical bid must not exceed 10 pages (excluding CV). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs and shall not exceed 5 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 language.

**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.**

#### **8.1.2. 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).**

#### **8.1.3. Registration documents of the tenderer**

Shall be provide according to the requirements of tender documentation



#### 8.1.4. Documents for tenderer's eligibility confirmation

Must be submitted in accordance with provided template.

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:
2 reference projects in the field of strategic planning for local self-government bodies (development or update of local development strategies)	Eligibility self-declaration
5 years of professional experience in the strategic planning sector	Eligibility self-declaration
Minimum requirements for commission value of the project: experience in managing projects with minimum commission value of 500.000 UAH	Eligibility self-declaration

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.

## 9. Other Provisions

### 9.1. 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 Contract 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 für Internationale Zusammenarbeit GmbH in Ukraine, Code of Conduct for Contractors of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH published on the link Ukraine Tenders | GIZ (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 not 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 will be communicated upon contract conclusion.

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.

## **9.2. VAT Exemption**

The Project related information and the reference to the relevant Governmental Framework Agreement should be adopted respectively.

The given procurement of services upon the Contract shall be carried out at the funds of the funds of the Project of International Technical Assistance (Project ITA), PN: 2023.2122.2, Project title “Supporting decentralisation in the context of reconstruction and EU integration in Ukraine / UDU – U-LEAD with Europe: Phase III”, registered by the Secretariat of the Cabinet of Ministers of Ukraine and complies with the category (type) 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, Framework Agreement between the Government of Ukraine and the Commission of European municipalities 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.

## **10. Outsourced processing of personal data**

The participant confirms his consent 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 Personal Data Protection" № 2297-VI of 01.06.2010.

## **11. Annexes**

### **Annex 1 Travel regulations (hereinafter – Regulations)**

#### **1. Business trips of experts/consultants**

All experts/consultants who are travelling on behalf of and commissioned by GIZ should use these Travel regulations for calculation and compensation of costs if these costs are stipulated in the Contract. For the claim of travel expenses, the experts/consultants must submit documents according to the terms of the Regulations, unless otherwise is expressly stated in the Contract.

Compensation of travel expenses is carried out exclusively within the limits of the amounts for individual items fixed in the Contract.

Payment of advances for business trips is possible only if it is expressly stated in the Contract.

#### **2. Definition of a business trip**

A business trip, as defined by the GIZ' general regulations governing the reimbursement of travel expense and accommodation, involves an expert/consultant temporarily working at a place other than his/her regular domicile and/or seat of business to conduct official business with GIZ's approval.

The duration of a business trip (period of absence) shall be calculated as the time between departure from the place of residence or the principal place of work at the start of the business trip and the return to any of the above-mentioned places on completion of the business trip.

#### **3. Accommodation allowance**

Overnight accommodation costs are reimbursed to the extent agreed in the Contract against proof of performance (in case of using lump sum) or against presentation of evidence (based on original financial documents). Limits for overnight accommodation shall be stipulated in the Contract. Hotel reservations are made by an expert/consultant by himself/herself. For accommodation during business trips room category not higher than Standard (or equal) is to be booked, unless otherwise is expressly stated in the Contract. Overnight accommodation costs during domestic and international business trips shall not be reimbursed for business trips to a place of residence during which the expert/consultant stays in his/her own home or place where he/she maintains his/her own household.

**Contractor should provide the following documents for specific reimbursement type:**

**Against performance (lump-sum based) – act of acceptance.**

**Against evidence – copy of the original invoice from the hotel or other actual service provider with period of stay, names of guests, type and number of rooms, price per night, total amount, meals (if included). (Service fee of booking platforms is not to be reimbursed).**

#### **4. Per diem allowance**

The per-diem allowance covers the additional cost of subsistence to the expert/consultant during an assignment away from their regular domicile and/or seat of business and accrued if the condition of a one-day or more business trip is fulfilled. The minimum business trip time is a one-day business trip lasting 10 hours, including working hours and travel time.

Per diems are paid within the amount specified in the Contract, as a lump sum. The reduced lump sum rate applies for one-day business trips lasting from 10 to 24 hours and depending on the type of meals at the hotel or the provision of meals from GIZ. The calculation of per diems for business trips depending on the type of meals is given in the Table 1 (see below).

**Contractor should provide the following documents for specific reimbursement type:**

**Against performance (lump-sum based) – timesheets in accordance with GIZ limits**

**Against evidence – not applicable**

#### **5. Currency of reimbursement of travel expenses**

Reimbursements of costs of business trips within Ukraine are paid in Ukrainian Hryvnia (UAH).

Reimbursements of costs of international business trips are paid in Ukrainian Hryvnia (UAH). Reimbursement of travel expenses in foreign currency (not UAH) must be made according to below mentioned:

a) in accordance with the exchange rate that is indicated in bank account statement (for cashless transactions).

b) in accordance with European Commission's official monthly accounting rate, published on [https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en) on the date when the financial documents (proof of evidence) was issued (for cash transactions when no bank statement is available for confirmation of the used exchange rate).

c) in accordance with the exchange rate of National Bank of Ukraine <https://bank.gov.ua/ua/markets/exchangerates/> (on the date when the financial documents (proof of evidence) were issued)). (In case that invoiced foreign currency is not available at the European Commission site).

#### **6. Flights / ground transportation (train, taxi, private vehicles, car hire/car-sharing/)**

Costs for transportation are reimbursed within the amount specified in the Contract, against proof of performance (in case of using lump sum) or against presentation of evidence (based on original financial documents).

The preferred mode of transport shall be economically efficient and environmentally friendly. GIZ is committed to the principles of resource conservation and environmental protection and therefore requires all partners to choose the most environmentally friendly means of transport. Experts/consultants shall take advantage of any price reductions (special rates etc.) that are available.

If travel time by train is 5 hours or less, train transport must be preferred for economic and environmental reasons

### 7.1 Flights

Only economy class flight tickets can be reimbursed to experts/consultants. The choice of an airline company should be based on a comparison of ticket prices. The choice of a more expensive flight should be justified by an expert/consultant (e.g. a tight travel schedule combined only with the selected flight).

**Contractor should provide the following documents for specific reimbursement type:**

**Against performance (lump-sum based) - not applicable**

**Against evidence – tickets with price indication.**

### 7.2 Trains

Train tickets shall be booked and purchased by the expert/consultant by himself/herself. The ticket purchase fee is not to be reimbursed.

If required, first class tickets (abbreviation in Ukraine: Л – two-seater, soft-seated, М – deluxe, single-seater, three-seater) are possible in case your journey not less than 2 hours. The decision on the class tickets is in the responsibility of traveler and should be considered based on the cost-efficiency and security reasons (e. g. overnight trip).

**Contractor should provide the following documents for specific reimbursement type:**

**Against performance (lump-sum based) - not applicable**

**Against evidence – tickets with price indication.**

### 7.3 Taxis and group private transportation

If the expert/consultant uses a taxi or a group private transportation during a business trip, abroad or in Ukraine, he/she should follow the principle of economic efficiency and necessity of usage this mean of transport.

The justification for such a choice should be provided together with a financial document (proof of evidence).

**Contractor should provide the following documents for specific reimbursement type:**

**Against performance (lump-sum based) - Taxi (not applicable); Group private transportation (route sheet with indication point of destination/point of arrival overall km).**

**Against evidence – Taxi (bill or ride report or screenshot of order with price indication); Group private transportation (invoice from the actual service provider).**

### 7.4 Private vehicles

As a rule, business trips should be made by rail rather than using a private vehicle. Compensation for usage of private vehicles is allowed if such a category of costs is stipulated in the Contract.

In the case of using private vehicles, GIZ compensates for such costs at a fixed rate per kilometre, using the shortest possible route (according to the calculation of the Google Maps navigator).

For journeys with a one-way distance of more than 200 km, the expert/consultant must provide evidence that using a motor vehicle is more economical than other means of transport. The basis for reimbursement and for determining which means of transport is more economical is the cost of a second-class rail ticket.

If a private motor vehicle is used for other important reasons (e.g. to carry heavy luggage, documents or materials, or if local transport connections are poor), convincing and adequate reasons must be set out by the expert/consultant.

**Contractor should provide the following documents for specific reimbursement type:**

**Against performance (lump-sum based) - needs evidence by internal based calculation of route planner like Google-map or similar (13,71 UAH per 1 km which includes all expenses without exception, such as fuel etc.)**

**Against evidence - not applicable**

### **7.5 Buses**

Bus tickets must be booked and purchased independently by an expert/consultant.

**Contractor should provide the following documents for specific reimbursement type:**

**Against performance (lump-sum based) - not applicable**

**Against evidence – tickets with price indication**