

Procurement of expert services to support capacity development of LSG officials on citizens' participation related topics.

**Project number/  
cost centre:**

23.2122.2-002.30

## CONFIDENTIAL

### Terms of reference

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## 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

In 2020, Ukraine finalized the implementation of the administrative and territorial reform aimed at building up a viable system of local self-government that shall contribute to positive changes in the life of citizens. In October 2020, local elections took place in the newly established municipalities many of which experienced significant territorial changes.

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 regarding 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.

The war significantly activated civil society, gradually forming a new model of interaction between local authorities and civil society, based on the principles of openness, transparency, and shared responsibility.

The Law on Democracy at the local self-government level promotes the development of civil society and the participation of residents in decision-making processes at the local level.

The public is increasingly participating in local decision-making processes in their municipalities, using such public participation tools as public discussions, local initiatives, electronic petitions and other participatory tools. Enshrining these and other participation tools in the Statute of a municipality standardizes and regulates the procedure for their use. Building knowledge about the importance and effectiveness of the participation tools contributes to increasing the openness and transparency of the activities of local self-government bodies and officials, ensuring effective cooperation between LSG and municipalities' residents, increases trust on the part of residents and involves them in the effective spending of local resources.

This activity contributes to Output 2 of the Programme.

## 2. Tasks to be performed by the contractor

U-LEAD concludes a contract with a Contractor whose two experts will provide support in the implementation of the comprehensive programs on preparation of statutes of municipalities and citizens' participation in municipality. The experts shall deliver capacity development measures to a wider audience of Ukrainian local self-government officials on legislative instruments of citizens' participation in solving local issues.

### 2.1. Tasks of experts and expected outputs

Each of the 2 Contractor's experts shall perform the following services:

1. Preparation (updating) of materials and delivery of up to 35 online capacity development events for LSG officials on topics related to statutes of municipalities, citizens' participation in municipality and other relevant areas.

**Output:** concepts, agendas, presentations, tests, practical tasks, trainer's books, materials for events held.

2. Preparation of materials and delivery of up to 15 offline capacity development events on topic related to citizens' participation, public hearings and League of Leaders.

**Output:** concepts, agendas, presentations, tests, practical tasks, trainer's books, materials for events held.

3. Preparation of agendas, presentations, and delivery of up to 8 information sessions.

**Output:** agendas, presentations of events held.

4. Preparing and delivery up to 40 consultations for LSG staff (including FB-consulting).

**Output:** consultations held.

5. Preparing materials upon request and supporting other requested materials.

**Output:** prepared materials.

6. Preparation of progress reports and final report.

**Output:** progress reports, final report.

The activities shall be carried out in Ukraine in an online and offline formats. Experts should be able to use interactive IT tools for online training, so they will have their own access/subscription to them. Details of the implementation are subject to discussion and require prior confirmation by U-LEAD.

- 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.

The anticipated contract duration is from **2 February 2026** till **30 September 2027**.

## **2.2. Deliverables and Reporting:**

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

Contractor must provide the outputs of the contract in Ukrainian, but the progress reports and the final report together with the event agendas and MS Team/U-LEARN meeting (trainings, information sessions) screenshots with the number of participants shall be submitted in English.

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

The progress reports are submitted to **22 May 2026, 26 August 2026, 25 November 2026, 3 March 2027, 8 June 2027** together with the developed outputs (agendas, presentations, materials prepared etc.). MS Team/U-LEARN meeting (trainings, information sessions) screenshots with the number of participants indicated shall be provided with the progress reports and final report. Based on the results of the contract, a final report is prepared and submitted by **30 September 2027**. The list of prepared and conducted events should be indicated in the progress and 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 experts 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. Provide a description of the approaches, methods and tools that are planned to be used to implement these tasks. In addition, the tenderer must prepare and submit a short presentation (up to 6 slides or 2 pages of text) on the topic: "Formulation and local decision-making with citizens' participation: challenges for LSG bodies and ways to address them."

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 strategy should describe in detail the approach of service provision, namely the tenderer should describe on the basis of what sources and how it is going to provide services described in Chapter 2 Tasks to be performed.

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2.1)** with them.

## Further requirements (1.7)

The tenderer is required to prepare and submit **a short presentation** (up to 6 slides or 2 pages of text) on the topic: "Formulation and local decision-making with citizens' participation: challenges for LSG bodies and ways to address them".

## 4. 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.

### For Expert 1

#### Tasks of Expert 1

- Preparation and delivery of online events aimed at supporting local government officials in developing municipality statutes, implementing forms of citizens' participation, and making local decisions with the involvement of residents.
- Preparation and delivery of offline trainings on the practical use of forms of citizens' and residents' participation in addressing issues of local importance in Kyiv or other cities located in the rear regions of Ukraine.
- Preparation and delivery of activities to build capacity within the framework of training programs on "Developing the Statute of Municipality" "Citizens' Participation in Resolving Issues of Local Importance," "Conducting Public Hearings," and other related topics.
- Preparation and conducting of events aimed at developing the capacity of officials to implement the principles of citizens' participation in the activities of local self-government bodies in the context of Ukraine's European integration.
- Participation in other pilot activities related to municipality engagement in addressing issues of local importance.

#### Qualifications of Expert 1

- Education/training (2.2.1): university degree (*master*) in law, economics or a related field

- General professional experience (2.2.3): 5 years of professional experience in the preparation and delivery of offline and online training sessions for LSG officials, including Heads of municipalities.
- Specific professional experience (2.2.4): proven 5-year experience in training municipalities on proven experience in implementing projects in cooperation with local self-government bodies and civil society including, but not limited on cooperation between LSG bodies and civil society institutions, and the introduction of inclusive approaches to the engagement of various public groups (veterans, youth, business, etc.) and other related topics
- Other (2.2.8): Developing Municipality Statute considering the Law on Local Democracy at the Local Self-Government Level

## For Expert 2

### Tasks of Expert 2

- Preparation and delivery of online events aimed at supporting local government officials in developing municipality statutes, implementing forms of citizens' participation, and making local decisions with the involvement of residents.
- Preparation and delivery of offline trainings on the practical use of forms of citizens' and residents' participation in addressing issues of local importance in Kyiv or other cities located in the rear regions of Ukraine.
- Preparation and delivery of activities to build capacity within the framework of training programs on "Developing the Statute of Municipality" "Citizens' Participation in Resolving Issues of Local Importance," "Conducting Public Hearings," and other related topics.
- Preparation and delivery of events to develop the capacity of officials to implement the principles of citizens' participation in the activities of local self-government bodies in the context of Ukraine's reconstruction and recovery.
- Participation in other pilot activities related to municipality engagement in addressing issues of local importance.

### Qualifications of Expert 2

- Education/training (2.3.1): university degree (*master*) in law, economics or a related field
- General professional experience (2.3.3): 5 years of professional experience in the preparation and delivery of offline and online training sessions for LSG officials, including Heads of municipalities.
- Specific professional experience (2.3.4): proven 2-year experience in training municipalities on proven experience in involving the public in municipality recovery/reconstruction processes.
- Other (2.3.8): Developing Municipality Statute considering the Law on Local Democracy at the Local Self-Government Level.

## 5. Costing requirements

### Assignment of personnel and travel expenses

15 offline capacity development events are foreseen in Kyiv or other cities located in the rear regions of Ukraine for experts according to the assignment which will be reported by performance.

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

## Specification of inputs

Fee days	Unit of measurement	Number of experts	Total number of days	Comments (if any)
Implementation including preparation and reporting	days	2	400	200 days per each expert
Travel expenses	Unit of measurement	Quantity		Comments (if any)
Per-diem allowance in country of assignment	N/A	N/A	N/A	
Fixed travel budget				<p>A fixed budget of <b>UAH 102 000</b> is earmarked for settling travel expenses against evidence.</p> <p>This amount includes accommodation and travel costs within Ukraine, settled against evidence.</p> <p>Settlement is possible only until the budget is depleted.</p>

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 are 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, 6 payments are planned **22.05.2026**, **26.08.2026**, **25.11.2026**, **03.03.2027**, **08.06.2027** and **30.09.2027** (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. 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 payments shall be done exclusively for the actually performed services (“up to”), 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.

### 7.3. Requirements to the submission of the financial and 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%).

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, Technical-methodological concept proposed in relation to the identified tasks. **Technical bid must be signed and stamped (if stamp is used), (in English);**
- **CVs of all experts** with relevant work experience and qualifications - **(up to 4 pages, in English);**
- **copies of the diploma of each expert** with a master's degree in law, economics or relevant area;
- **a short presentation** (up to 6 slides or 2 pages of text) on the topic: “Formulation and local decision-making with citizens’ participation: challenges for LSG bodies and ways to address them” (cl. 3, 1.7 of the technical-methodological concept) - **(in Ukrainian).**

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 12 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 and shall not exceed 4 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 replacement of the selected/contracted expert is not foreseen but can be carried out in case of extreme necessity with the prior consent of the Programme by amending the contract. In this case, the qualifications of the expert proposed for replacement shall not be lower than the qualifications of the expert specified in the contract.

**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 in accordance with the provided template.

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

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.

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

- Shall provide official document/s confirming and clarifying a legal/business status of the bidder – scan copy of official document/s.

## **8.1.4. Eligibility confirmation**

To submit Self-declaration of eligibility in accordance with provided template.

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 Contractor 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 will be assigned after contract signing.

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 procurement of services under this procedure shall be effected with the funds of the project of international technical assistance (Project ITA) № 2023.2122.2 «Supporting decentralisation in the context of reconstruction and EU integration in Ukraine / UDU – U-LEAD with Europe: Phase III» registered with the Secretariat of the Cabinet of Ministers of Ukraine (registration card of the project (program) No. 5974 dated 21/04/2025) and corresponds to the category (type) of goods specified in the procurement plan, available at: <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 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 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**