|  |  |
| --- | --- |
| **Consultancy for cogeneration** | **Project number/ cost centre:**  **19.1813.5-010.00** |

**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

1. **Context**

The project "Strengthening Communities in War-Affected Communities in Ukraine through Localised Action ("EMPOWER") aims to strengthen the resilience of communities and vulnerable groups in Ukraine that have been particularly affected by war. The project is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO). Activities to support vulnerable population groups in eleven regions (Sumy, Kharkiv, Dnipropetrovsk, Zaporizhzhia, Kherson, Mykolaiv, Poltava, Odesa, Lvivska, Kyivska, Ivano-Frankivska) in the areas of health, protection (including psychosocial support), education in emergencies and shelter / non-food items are supported by more than 50 local implementing partners. The project follows the strategic approach of localisation by supporting local actors in supporting the most urgent needs of the population and ensuring a comprehensive strengthening of the capacities of local partner organisations. The project works along the Humanitarian-Development-Peace (HDP) Nexus. EMPOWER aims to support the delivery of essential services in a difficult humanitarian context by strengthening local partners and promoting the resilience of local communities. Due to the difficult framework conditions in Ukraine, the strategic importance of the project and the complex management structure with international and national colleagues working in different locations and remotely, the involvement of external expertise on specific topics is necessary.

The ongoing conflict in Ukraine has led to significant challenges, particularly in the most affected regions in East and South Ukraine. These areas are facing a significant increase in the need for emergency aid, which has also spurred the creation of new local NGOs to address these urgent needs. Vulnerable populations, including internally displaced persons (IDPs), women, children, elderly, and persons with disabilities, are particularly in need of assistance. It is crucial to provide targeted and comprehensive support to address their specific needs and ensure their safety and well-being.

The EMPOWER project is designed to mitigate these challenges by providing targeted support to vulnerable communities, supporting the delivery of basic services. It targets the most vulnerable groups of the population such as IDPs, women, children, elderly, veterans and persons with disabilities in these areas and additionally aims at fostering community participation and strengthening local capacities. GIZ is committed to involving local partners in all stages of implementation and project planning to foster ownership and sustainability.

GIZ is procuring lot of cogeneration (CHP) units for energy and heat generation for Ukrainian partner municipalities and instructions in frame of initiative for heating season 2026 which was given to provide support to Ukraine after massive russian’s missile attacks on Ukrainian energy and gas systems. Procurement of cogeneration (CHP) units helps Ukrainian Partner’s communities to pass heating season 2026.

All procurements will be carried out from Germany and delivered to the recipient in Ukraine. The capacity of the CHP units is between 0.5 and 2.3 MW with a Voltage of 400 V and are to be delivered to the recipient. The support is focused on container-based turnkey systems (plug & play) and covers only the procurement of units.

The EMPOWER project has to select reliable partners who can do installation and commissioning since October 2026. That’s why project need technical support of proper partner’s selection. The criteria for selection are not only the need for support but also the financial and technical capabilities of the recipients.

The recipient must be able to carry out all the necessary design and installation work at their own expense, as well as able to obtain the necessary permits and contracts for the use of gas and the supply of electricity to the public network with the relevant utility companies.

To support this, GIZ intends to undertake further procurement for the recipient for goods that are directly required for the installation of the CHP units or are included in the recipient's procurement plan for 2026 to generate the costs for the design and installation of the CHP units via this compensation approach.

GIZ plans to add on each cogeneration unit a procurement package of up to 2.500.000 UAH for goods and materials.

It is planned to install in several selected locations more than only one unit of cogeneration unit, to increase the resilience of new system configuration in the event of a device failure or due to required maintenance work.

In normal operating conditions both units should serve the partner with required electricity or heating power.

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

The provision of services under the tender is divided into 4 LOTs with same scope of works for contractors. The difference is the Contractors will work with different Partner communities (different cities).

**Tenderers are asked to submit for one or more location(s) – LOT(s) - in separate. With the intention to have as much as possible contractors involved, GIZ limits the awarding for each tenderer to one LOT only. Only in case of not enough tenderers in one of the listed locations, the tender is awarded with more than one LOT on the condition he has applied for it.**

**In case the tenderer is rated in more than one LOT with the highest score, GIZ awards taking into consideration the spread to the subsequent tenderer.**

|  |  |
| --- | --- |
| **LOT Nb** | **Location (government-controlled area of Ukraine)** |
| LOT 1 | Up to 10 communities from: Lviv, Vinnytsia, Rivne regions |
| LOT 2 | Up to 10 communities from: Kyiv, Cherkasy, Kirovograd regions |
| LOT 3 | Up to 10 communities from: Odesa, Mykolaiv, Dnipropetrovsk regions |
| LOT 4 | Up to 10 communities from: Sumy, Poltava, Kharkiv regions |

Contractor for each LOT is responsible for:

**Task 1 (05.01.-31.01.2026)**

* Visits to the selected recipients by GIZ with inspection of the selected site for the installation of the CHP units together with GIZ technical team members
* Technical evaluation discussions on the planned measures with the partner to find out the technical approach to the use of the CHP in the future.
* Plausibility checks of partner approach to the complexity of the installation of a CHP unit and whether the partner understands its technical tasks.
* Technical assessment of given partner statements, check of realistic measures with performance in short period of installation time, until next heating season 2026.
* Assessment of Investment plan of partner for the year 2026 with selection of goods and materials what can be procured on neutral defined specification by GIZ as additional support.

The Consultant shall follow the safety rules of the site when visiting facilities.

**Task 2 (01.02.-20.02.2026)**

* Preparation of 3 different standard packages of goods/materials out of the collected information for the support of receiving cogeneration unit partners
* Preparation of neutral specifications for goods/materials
* Collection of initial data for market research on Ukraine market and cost estimations

**Task 3 (14.03. – 14.04.2026)**

* Technical evaluation of bids for material and goods

**Task 4 (15.04. – 30.11.2026)**

* Site inspection at the partners to review installation works – Contractor must check installation process, quality of works, provide advises to the partners how to do installation in correct way etc.
* Preparation of site reports

Contractor for each LOT will provide technical services to prepare reports, technical tender documentation, plus the full package of tender documents in accordance with Ukrainian laws, regulations, standards and procedures.

Contractors for each LOT report in written on progress status regularly (weekly) to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The contractor for each LOT is responsible for providing the following work packages and for achieving the corresponding milestones:

|  |  |
| --- | --- |
| **Milestones/process steps/partial services** | **Anticipated deadline/place/person responsible** |
| Assessment of existing situation at partner locations | 31.01.2026 |
| Preparation of procurement lists (3 standard packages)  Defining neutral technical specifications  Market research on prices and availability on the market | 20.02.2026 |
| Technical evaluation of bids | 14.04.2026 |
| Site inspections with site reports | 30.11.2026 |

The contract duration is from 20.01.2026 till 31.12.2026.

Due to the reason that all site visits will be performed at critical infrastructure places of the Ukraine partners, the consultant must ensure a high confidentially of visited sites and collected information. The consultant only hand over the results to GIZ and it is forbidden to discuss the operation and the results with third parties.

* 1. **Deliverables and Reporting:**

Contractors for each LOT will be responsible for the following:

|  |  |  |
| --- | --- | --- |
| **Reporting/ Deliverable #** | **Requirements to the format** | **Anticipated period, by** |
| Results of assessment of selected partners | Assessment reports, Pdf files (UA/ENG), photo (jpeg) | 31.01.2026 |
| Procurement lists (3 standard packages) with neutral technical specifications | Excel files (UA/ENG) | 20.02.2026 |
| Market research on prices and availability on the market | Pdf files (UA/ENG) | 20.02.2026 |
| Site reports with photos | Pdf file (UA/ENG), photo (jpeg) | 30.11.2026 |

1. Concept (technical-methodological design) - not relevant
2. 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 Contractor for each LOT shall assign a team consisting of 2 experts (Expert 1 and Expert 2).

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

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.

**Expert 1** (key expert)

Tasks of the Expert 1:

Expert 1 should be employed by the company for all work to be carried out.

Expert 1 should take on the role of the lead expert for tasks described in Chapter 2; this would require a clear statement of availability of the expert according to the resources needed to perform all activities. Expert 1 is responsible as well for general coordination and communication, also is backstopper for all activities by supplier. The time required for this must be included in the man-days calculation.

• Overall responsibility for the tasks assigned (quality and deadlines);

• Coordinating and ensuring communication with GIZ, partners and others involved in the Project, as well as the expert organization;

• Identifying the need for planning and steering assignments;

• Regular reporting in accordance with deadlines.

Qualifications of the Expert 1

• Education (2.1.1): university degree (Bachelor/Master) in Engineer of electric and/or heating systems (based on provided certificates)

Language (2.1.2): B2-level language proficiency in English Language, C2-level (native) language proficiency in Ukrainian Language *(5 points per each language)*

* General professional experience (2.1.3): 10 years of professional experience in the design works and supervision of works for electrical high voltage or/and district heating systems

Qualified expert in electrical high voltage and/or heating systems based on provided certificates (2.1.4): • Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company

**Expert 2** (key expert)

Tasks of expert 2:

Expert 2 is responsible for technical support of Expert 1 for contract tasks:

• Overall responsibility for the tasks assigned (quality and deadlines);

• communication with GIZ, partners and others involved in the Project;

• Identifying the need for planning and steering assignments;

• Regular reporting in accordance with deadlines.

Qualifications of expert 2

• Education (2.2.1): university degree (Bachelor/Master) in Engineer of electric and/or heating systems (based on provided certificates)

Language (2.2.2): B1-level language proficiency in German or English Language, C2-level (native) language proficiency in Ukrainian Language (*5 points per each language)*

General professional experience (2.2.3): 10 years of professional experience in the working with electric high voltage and/or district heating systems

• Qualified expert electrical high voltage and/or heating systems based on provided certificates (2.2.4):

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

Due to the necessary activities to be carried out in parallel, it is necessary to maintain enough staff (Technical experts) that can also compensate for vacation times and sick leave. The replaced Technical experts must have qualifications not lower than those specified in the requirements below. The replacement can be done only with GIZ approval via signing of Supplement to the Contract.

# Costing requirements

## Assignment of personnel and travel expenses

## The contractor shall submit with each invoice an overview of the activities carried out with details of the person worked on, the project identification with an interval of 0.5 working days on the time sheets (minimal unit of measure for working days in time sheet - 0,5 day, not less).

## Costs for transport will be reimbursed on evidence documents base and volume defined by the project - Project will provide Contractor locations for visits and dates for such visits.

## The company can reimburse based on this budget line all necessary transport activities to fulfil the described tasks (on evidence). All kind of transports are accepted by GIZ on standard configuration (according to GIZ rules and procedures). For transportation by train (evidence by tickets) is using Second Class, for night trains – 4 bed compartments. Transport by company or private cars needs evidence by internet-based calculation of route planner like Google-map or similar (ride report) (18 UAH per 1 km which includes all expenses without exception, such as fuel, etc.). The Contractor shall use the shortest possible route.

## Due to far distances between sites GIZ also taking over costs for accommodation. Rate per night is setting up to 1500 UAH against evidence.

## Cost for phone calls, internet and IT equipment as well as consumable goods are included to expert’s day rate.

## All travel activities must be agreed in advance with the 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 per each LOT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Unit of measurement** | **Number of experts** | **Total number of days** | **Comments (if any)** |
| **Expert 1, Expert 2** | **man-day** | **2** | **60** |  |
| **Travel expenses** | **Unit of measurement** | **Quantity, up to** | **Amount UAH up to per night** | **Comments (if any)** |
| **Overnight allowance in country of assignment** | **nights** | **20** | **1500** | A budget is earmarked for hotel accommodation to the following countries: Ukraine. |
| **Transport** | **Unit of measurement** | **Quantity** | **Amount, UAH, up to** | **Comments (if any)** |
| **Travel expenses (train, private vehicles)** |  | **1** | **200.000** | Travel within the country of assignment. |

## 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.

# 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 services completed, the Contractor shall be paid in the following instalments:

|  |  |  |  |
| --- | --- | --- | --- |
| **Instalment #** | **Anticipated payment date** | **Payment of up to % from total contract value** | **Deliverables and reporting** |
| 1 Interim payment | 31.01.2026 | 25% | Acc. to cl. 2.2 |
| 2 Interim payment | 20.02.2026 | 25% | Acc. to cl. 2.2 |
| 3Interim payment | 14.04.2026 | 25% | Acc. to cl. 2.2 |
| 4 Final payment | 30.11.2026 | 25% | Acc. to cl. 2.2 |

* 1. **Financial proposal**

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

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 and timesheets, 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 and timesheets, 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
* 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%);

Timesheet standard template can be found here <https://www.giz.de/sites/default/files/media/els-document/2025-09/time-record-template-days-and-hourly.xls>

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 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.

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, the cost of the Contract remains unchanged and is to be considered with VAT.

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** – Not Applicable

# Outsourced processing of personal data – Not applicable

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);**
* *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 Ukrainian or English (language).

The complete technical bid must not exceed 30 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 10 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 Ukrainian or 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.**

* + 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**

Should be provided according to the requirements of tender documentation

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

|  |  |
| --- | --- |
| 1.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.Average annual turnover for the last three financial years: at least **10.000 EUR** | Please provide financial statements for the last three financial years. |
| 3.Average number of permanent employees for the last three calendar years2023-2025: **at least 2 persons** | Please provide statements on the number of employees for the last three years with a signature and seal |
| 4. Experience in design works and/or installation of cogeneration units for (heating and power supply) –  at least 3 Projects from last 3 years 2023-2025, amount of each at least 5.000.000 UAH | Please provide the information in an arbitrary form on the reference projects. The document shall be signed and sealed |
| 5.Experience in design works and/or supervision of works on public buildings in critical infrastructure (at least three projects for last 3 years 2023-2025, amount of each at least 5.000.000 UAH | Please provide the information in an arbitrary form on the reference projects. The document shall be signed and sealed |
| 6.Experience in development cooperation with international organizations, currently presented in Ukraine, in heating projects (at least 1 year, at least 1 project) | Please provide the information in an arbitrary form on the reference projects. The document shall be signed and sealed |

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.

1. **Annexes**

* Annex 1 – Travel regulations

**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 evidance – 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 – 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-inforeuro\_en**](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_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/**](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 - not applicable |
| 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 evidance – 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 evidance – Taxi – not applicable; 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 (18 UAH per 1 km which includes all expenses without exception, such as fuel etc.) |
| 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 evidance – tickets with price indication |

**Table 1 / Таблиця 1**

**The calculation of per diems for business trips per Travel Day**

Зображення, що містить текст, знімок екрана, Шрифт, число

Автоматично згенерований опис