|  |  |
| --- | --- |
| **Support to implementation of Risk Assessments** | **Project number/ cost centre:**  **G - 012241-001** |

**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**

**Description of the project**

The project “Strengthening of Urban Resilience in the Areas of Supply Infrastructure and Housing in Ukraine (SUR)” was registered by the Secretariat of the Cabinet of Ministers of Ukraine on August 13, 2024, under number 2023.1821.0 (project registration card No. 5620-04).

The GIZ transitional development assistance project “Strengthening of Urban Resilience in the Areas of Supply Infrastructure and Housing” (SUR), financed by the German Federal Ministry for Economic Cooperation and Development (BMZ) focuses on the repair and rehabilitation of critical supply infrastructure and services as a contribution to municipal civil protection, as well as urban resilience and the rehabilitation, repair, and creation of municipal and private housing as a contribution to social resilience in Ukraine. The **goal of the project** is to strengthen municipal services of general interest systematically in selected cities and city communities. Urban resilience is the ability of an urban system to react resiliently in the event of crises, while at the same time adapting, reshaping, and strengthening itself in terms of sustainable urban development. The project is part of the transitional development assistance fields of action reconstruction of basic infrastructure and services as well as disaster risk management.

The SUR project focuses primarily on war-related dangers and risks (e.g., dangers to the population from shelling, destruction of critical and social infrastructure, housing) in the ongoing war context of Ukraine. Additionally, natural and climate hazards are considered. The project works with cities and municipalities and aims at supporting in systematic disaster risk management, particularly in risk analysis, disaster prevention, and structural preparedness for disasters, to effectively protect their residents in acute emergencies.

**Background information and objective of the service**

Building on the previous analytical work conducted by RPTU Kaiserslautern and INSAR, which included the analysis of spatial risks in Ukrainian cities, identification of critical spots, formulation of resilience principles for the Ukrainian context, and preparation of a toolbox and measures that informed neighborhood resilience strategies (RNDCs), the consultant will support the SUR project team and partners in strengthening the risk-related components of their work.

The consultant will provide methodological guidance on risk assessment and risk management approaches relevant to the current Ukrainian context; assist partners in conducting sector-specific and neighborhood-level risk analyses (including risk matrices) for 3 urban hromadas; and advise on suitable mitigation and management measures. In coordination with the SUR project and partner organizations, the consultant will also provide recommendations for strategic responses to identified risks and threats. Additionally, the consultant will provide the methodological framework for risk assessment phase for the project pipeline development that could help Ukrainian municipalities to select and prioritize the urban projects that contribute to strengthening urban resilience

These tasks will contribute to the refinement and alignment of sectoral resilience strategies and neighborhood resilience strategies, resulting in RNDC framework plans, improved risk matrices, and strengthened project pipelines and project cards.

The objective of the service is to support the implementation of the participatory criticality assessment of critical infrastructure at the local level, through the facilitation of in person workshops in cities which will implement the manual described above. In addition to workshop facilitation, the consultant will provide methodological guidance to project partners in interpreting identified risks and system interdependencies, and support them in integrating the results of these assessments into the development and refinement of sectoral resilience strategies and neighborhood-level strategic planning documents.

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

The contractor is responsible for providing the following services

**WP 1: Provision of Advisory Services for the Development of Sectoral Resilience Strategies in Key Municipal Systems (district heating, water supply, wastewater management, and others) l (approx. 10 Expert days)**

* Conduct a comprehensive quality review of sectoral resilience documents (district heating, water supply, wastewater management, etc.) prepared by other contractors, assessing their methodological soundness, internal consistency, and alignment with international resilience standards and national requirements.
* Benchmark the reviewed documents against best-practice references, including the Multisectoral Resilience Strategy of Myrhorod and the Resilient Water Supply Strategy of Dnipro, identifying deviations, missing components, gaps in risk assessment, and insufficiently addressed system interdependencies.
* Prepare structured technical feedback reports outlining strengths, weaknesses, and areas requiring revision in each document, with clear, actionable recommendations for improvement tailored to the respective municipal systems.
* Facilitate consultations with the authors of the documents and municipal stakeholders to clarify identified issues, validate findings, and ensure common understanding of required methodological adjustments and quality standards.
* Support the harmonization and integration of reviewed documents into a coherent multisectoral resilience planning framework by assessing how well sector-specific strategies align with each other and with existing municipal strategies, ensuring consistency of approaches across sectors.

**WP 2: Support to Development of Risk-Informed Resilience Strategies (approx. 20 Expert days)**

* Providing expert support to SUR project partners in refining and aligning neighbourhood resilience strategies (RNDCs) based on existing risk assessments Advising municipalities on practical mitigation and risk-management measures, including preparation of project ideas and priority intervention lists.
* Contributing to the methodological framework for integrating risk-related findings into strategic planning documents at neighbourhood and sector levels.
* Participating in coordination meetings and technical consultations, offering expert feedback on proposed measures and planning approaches.
* Supporting partners in translating risk analysis results (prepared by other contractors) into actionable project pipelines and investment planning components.

**WP 3: Support to the development of the project pipeline concept with a focus on risk management (approx. 5 Expert days)**

* The consultant will support and guide SUR project and other project consultants by reviewing and analysing all available materials related to the development of the project pipeline. Based on this review, the consultant will prepare an analytical note summarizing key findings, identifying gaps and opportunities, and providing recommendations for integrating risk assessment and risk management considerations into the overall project pipeline concept. This task will ensure that the pipeline development process is coordinated, aligned with broader resilience objectives, and effectively incorporates sectoral and neighbourhood-level risk factors.

**WP 4: Technical Expertise and Advisory for DRM (approx. 10 Expert days)**

* Offering responsive expert guidance and inputs to the SUR project and SUR Contractors , addressing specific challenges, questions, or issues related to risk management, DRM strategies and policies, stakeholder mapping, and measures to enhance city-level preparedness.
* Providing consultations on defining advisory and implementation approaches in line with donor requirements (e.g., EU), including support in mobilizing additional funding.
* Advising on the conceptualization and drafting of tender documents for activities supporting risk management and DRM initiatives in Ukrainian cities

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

|  |  |
| --- | --- |
| **Milestones/process steps/partial services** | **Anticipated deadline/place/person responsible** |
| WP 1 Submission of documentation of the provision of advisory services by the consultant to SUR project partners and other contractors in reviewing, benchmarking, and providing technical feedback on sectoral resilience documents, facilitating consultations, and supporting the integration of sector-specific strategies into a coherent multisectoral resilience planning framework; | By 04.2026/Contractor/Ukraine/hybrid |
| WP 2 Submission of documentation of the provision of expert support by the consultant to SUR project partners and other consultants in refining neighborhood resilience strategies, advising on risk-management measures, and supporting the integration of risk findings into strategic planning and project pipelines; | By 04.2026/Contractor/Ukraine/hybrid |
| WP 3 Submission of the documentation of the provision of support and guidance by the consultant towards other project consultants and SUR project partners in the review, analysis, and development of the project pipeline concept, including integration of risk assessment and risk management considerations into neighborhood and sectoral resilience strategies | By 05.2026/Contractor/Ukraine/hybrid |
| WP 4 Expertise and support on demand from SUR Project | Ongoing during contract duration /Contractor/online |

**The contract duration is from 01.03.2026 till 31.06.2026.**

* 1. **Deliverables and Reporting:**

The Contractor will be responsible for the following:

|  |  |  |
| --- | --- | --- |
| **Reporting/ Deliverable #** | **Requirements to the format** | **Anticipated period, by** |
| WP 1 Provision of expert evaluation and advisory guidance on risk management for sectoral resilience documents in key municipal systems, including benchmarking, gap analysis, and support for harmonization within a multisectoral resilience planning framework | (doc, ppt) form in English and Ukrainian; | 4.2026 |
| WP 2 Provision of risk assessment note and strategic responses for neighborhoods in up to 6 selected urban hromadas as well as preparation of the review notes on projects for strengthening urban resilience through the lens of risk responce and mitigation in up to 6 urban hromadas (up to 10 projects per urban hromada) (based on specific request) | (doc, ppt) form in English and Ukrainian; | 04.2026 |
| WP 3 Provision of the analytical note and recommendations on the project pipeline development, including integration of risk assessment and risk management considerations | (doc, ppt) form in English and Ukrainian; | 05.2026 |
| WP 4 Expertise and support on demand from SUR Project | Based on requirements from SUR project | Ongoing during contract duration |

1. Concept (technical-methodological design)

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

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

## Technical-methodological concept

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

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

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

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

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

## Project management of the contractor (1.6)

Not applicable

## Further requirements (1.7)

Not applicable

1. Personnel concept (proposed staff)

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

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

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

## Key expert 1

Tasks of key expert 1

* Overall responsibility of the advisory packages (quality and deadlines)
* Coordination and ensuring communication with GIZ, Partners and others involved in the project
* Regular reporting in accordance with the deadlines

Qualifications of key expert 1

* Education/training (2.2.1): Masters university degree in Disaster Risk Reduction, Urban Planning, Geography, Critical Infrastructure Management, or a related field.
* Language (2.2.2): C2-level language proficiency in Ukrainian; C1 -level proficiency in English.
* General professional experience (2.2.3): 7 years of professional experience in the resilience sector
* Specific professional experience (2.2.4): 4 years experience in Climate and Disaster Risk assessment; 1 year experience in Risk and Resilience Profile development in Ukraine
* Leadership/management experience (2.2.5): not applicable
* Regional experience (2.2.6): 2 years of experience in projects in Ukraine
* Development cooperation (DC) experience (2.2.7): 1 years of experience in DC projects
* Other (2.2.8): 1 year experience in facilitating workshops and moderation.

# Costing requirements

## Assignment of personnel and travel expenses

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**

## contracts for services:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Unit of measurement** | **Number of experts** | **Total number of days** | **Comments (if any)** |
| **Designation of key expert** | **days** | **1** | **45** |  |
| **Travel expenses** | **Unit of measurement** | **Quantity** |  | **Comments (if any)** |
| **Transport** | **Unit of measurement** | **Quantity** |  | **Comments (if any)** |
| **Other costs** | **Unit of measurement** | **Quantity** |  | **Comments (if any)** |

## 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 | **26.03.2026** | 30% | Acc. to cl.2.1 |
| 2.Interim Payment | **15.04.2026** | 50% | Acc. to cl.2.1 |
| 2 Final payment | **15.06.2026** | 20% | Acc. to cl.2.1 |

* 1. **Financial proposal**

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

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

* 1. **Payment Conditions**
* The Contractor shall be paid 100% post payment upon performance in the agreed instalments;
* All the payments shall be done exclusively in the national currency of Ukraine (UAH) by means of a bank transfer to the bank account of the Contractor;
* All the activities shall be done exclusively within the timeframe of the Contract;
* All the payments shall be done exclusively for the actually performed works/services (“up to”), on the ground of original invoices, acts of acceptance 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, service entry sheet (LERF) 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. If the prices in the contract are specified in foreign currency, the Contractor is obliged to indicate prices in all invoices and/or acts of acceptance in two currencies: in foreign currency and in the equivalent amount in UAH and to indicate applied currency exchange rate in accordance with Contract conditions.
* 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 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 Luisa Kyca (luisa.kyca@giz.de)*.*

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

N/A

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

Tenderers must provide the following documents:

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

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

The complete technical bid must not exceed 10 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 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 .

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

* + 1. **Commercial bid**

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

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

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

Shall be provide according to the requirements of tender documentation

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

|  |  |
| --- | --- |
| **The tenderer is obliged to conform to the following eligibility requirements:** | **The tenderer must provide the following document to confirm the compliance with eligibility requirements:** |
| Experience in conducting a risk assessment in Ukraine | Risk Assessment Report conducted for a Ukrainian city/region/the country (PDF Format; min 2 pages) |
| Experience in conducting resilience concepts/resilience profiles in Ukraine | Report:on a resilience concept/resilience profile conducted conducted for a Ukrainian city/region/the country (PDF Format; min 2 pages) |
| Experience in working in Ukraine | Portfolio of reference projects in Ukraine (PDF Format; max 1 pages) |

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. **Option**

Depending on the needs of SUR Projects partners as well as SUR Project itself the following Options can be drawn. The decision on the drawing of Options will approximately be made by April 2026.

* 1. **Option 1**
  2. **Type and scope**

In addition, the following tasks should be completed by the contractor:

**WP 5 Support to Development of Risk-Informed Resilience Strategies for 3 urban hromadas (approx. 20 Expert days)**

* In coordination with the SUR project partners conduct risk assessment in 3 urban hromadas (for ex. Including risk matrix);
* Providing expert support to SUR project partners in aligning neighborhood resilience strategies (RNDCs) with the risk assessments
* Advising municipalities on practical mitigation and risk-management measures, including preparation of project ideas and priority intervention lists.
* Contributing to the methodological framework for integrating risk-related findings into strategic planning documents at neighborhood and sector levels.
* Participating in coordination meetings and technical consultations, offering expert feedback on proposed measures and planning approaches.
* Supporting partners in translating risk analysis results (prepared by other contractors) into actionable project pipelines and investment planning components

**WP 6: Technical Expertise and Advisory for DRM (approx. 20 Expert days)**

* Offering responsive expert guidance and inputs to the SUR project, addressing specific challenges, questions, or issues related to risk management, DRM strategies and policies, stakeholder mapping, and measures to enhance city-level preparedness.
* Providing consultations on defining advisory and implementation approaches in line with donor requirements (e.g., EU), including support in mobilizing additional funding.
* Advising on the conceptualization and drafting of tender documents for activities supporting risk management and DRM initiatives in Ukrainian cities

* 1. **Deliverables and Reporting:**

The Contractor will be responsible for the following optional services:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Reporting/ Deliverable** | **Requirements to the format** | **Anticipated period, by** |
| **1** | Provision of risk assessment reports, strategic alignment notes, and mitigation recommendations for 3 urban hromadas, including guidance on translating risk analysis into actionable project pipelines and investment planning components. | (doc, ppt) form in English and Ukrainian; | 15.06 and 15.08.2026 |
| **2** | Submission of the documentation of the provision of expertise and advice towards the SUR project on the topic of DRM in Ukraine in monthly jour-fix, online meetings | (doc, ppt) form in English and Ukrainian; | 15.06 and 15.08.2026 |

## Requirements

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

* 1. **Quantitative requirements for the optional services**

Specification of inputs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Unit of measurement** | **Number of experts** | **Total number of days** | **Comments (if any)** |
| **Designation of key expert** | **days** | **1** | **40** | N/A |

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

**Requirements on the format of the bid for the option**

Price of the option shall be indicated separately from the price of main service.

1. **Option 2**

In addition the following tasks should be implemented by the contractor:

**WP7 Support to implementation of risk assessments (approx. 20 Expert days)**

* Conduct risk assessment workshops, online, hybrid or in Ukraine or other EU country or Moldova, in up to 4 cities.
* Workshop duration up to 3 days. Workshop participants will be determined by the selected city in accordance with the criteria developed by SURs service provider.
* The consultant is required to ensure adequate facilitation and implementation of the risk assessment technology developed by the SUR contractor. Translation will be organized through SUR Project.
* The contractor is required to become familiar with the risk assessment methodology, its technical contents and procedure of implementation/facilitation through exchange meetings with SUR contractor.
* Ensure technical facilitation of in person formats or hybrid formats across all workshops (coordination with translation services, technical set up, ect.) in coordination with SUR Project and the SUR service provider
* The consultant is required to provide a written report of each workshop/training activity including photos.
* The contractor is required that all relevant forms for SUR projects to be filled in by the participants are delivered to SUR Project.
* Coordinate with GIZ project management regarding scheduling, logistics, and security considerations.
  1. **Deliverables and Reporting:**

The Contractor will be responsible for the following optional services:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Reporting/ Deliverable** | **Requirements to the format** | **Anticipated period, by** |
| **1** | Provision of report for each workshop | (doc, ppt) form in English | 12.2026 |

## Requirements

The options will be exercised by means of a contract extension on the basis of the individual approaches already offered.

* 1. **Quantitative requirements for the optional services**

Specification of inputs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Unit of measurement** | **Number of experts** | **Total number of days** | **Comments (if any)** |
| **Designation of key expert** | **days** | **1** | **20** | N/A |
| **Travel expenses** | **Unit of measurement** | **Quantity** |  | **Comments (if any)** |
| **Fixed travel budget** | **limit** | **Up to 248.096 UAH** |  | A budget is earmarked for travel to the following countries: Ukraine.  A fixed budget of UAH 248.096 is earmarked for settling travel expenses against evidence/performance.  This amount includes accommodation, per diems, 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 per-diem, own transport – reimbursement is to be done against performance.  Settlement is possible only until the budget is depleted. |

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

**Requirements on the format of the bid for the option**

Price of the option shall be indicated separately from the price of main service.

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