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| **Communication support (text, picture/ graphic and video production) for a STEP IN 2 EU programme** | **Project number/ cost centre:**  **24.2122.0-003.00**  **G-012550-003** |

**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

BMZ German Federal Ministry for International Cooperation and Development

EU European Union

FK Expert

NORAD The Norwegian Agency for Development Cooperation

SME Small and Medium Enterprises

ToRs Terms of reference

1. **Context**

The international cooperation programme STEP IN 2 EU is co-funded by the German and Norwegian Governments, and the European Union under its EU4Business initiative and implemented by the German federal company “Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH”.

The programme aims to support the Government of Ukraine institutions in the EU accession progress on economic chapters and create better economic conditions and financing options for Ukrainian companies to benefit from integrating into the EU single market.

The programme is structured around 4 Outputs:

* Output 1 aims at strengthening the institutional capacities of the Ministry of Economy, Environment and Agriculture (MEEA), National Bank of Ukraine (NBU) and other relevant actors for the development and implementation of economic policy reforms in the context of the EU accession process. This will lead to a better integration of Ukrainian companies in the EU single market.
* Output 2 focuses on the implementation of measures to integrate Ukrainian enterprises and financial institutions into the European Union's single market. These measures derive from action plans for economic policy reforms supported in Output 1 and include initiatives such as dialogue, networking, advisory, and financing services, with particular attention to supporting vulnerable groups.
* Output 3 intends to improve the local conditions for prioritised sectors in selected regions.
* Output 4 concentrates on the increase of technical capacities of selected financial institutions to provide financial services to Ukrainian companies.

Target groups:

The main beneficiaries of STEP IN 2 EU are the owners and employees of private businesses that will profit from the improved economic framework conditions and better access to the EU single market as well as to financial services. To achieve these objectives, the programme also targets experts and managers of the Ministry of Economy, Environment and Agriculture (MEEA) and the National Bank of Ukraine (NBU) and other relevant actors who are involved in reforms in the context of the EU accession process. Furthermore, experts involved in economic promotion measures for businesses and financial institutions will profit from the programme. Experts from financial institutions will be supported in the context of improved services to Small and Medium Enterprises (SMEs).

The activities of the programme include analytical research and expert support for the Ministry MEEA, the National Bank of Ukraine, and other institutions in the area of economic reforms; trainings, workshops, and study visits for public officials; dialogue platforms, business forums, advisory and financial services for enterprises; targeted support for vulnerable groups; initiatives to improve local conditions for prioritised sectors in selected regions; as well as strengthening the technical capacities of financial institutions through training, pilot products, and alignment with EU standards.

The various activities of the programme need a targeted, efficient and high-quality communication via different platforms such as Facebook, LinkedIn, own websites, and platforms of partners, in line with the communication strategy of the project and the communication guidelines of the project, commissioning parties (BMZ/ EU/ NORAD), or the partners. The communication activities shall take into consideration the following objectives:

* Make people aware about the project activities
* Call a specific target group to participate in the project initiatives and to use the opportunities
* Showcase and disseminate the results, successes, impacts and good practices of the project activities
* Ensure transparency

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

The contractor is responsible for providing the following work:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Task** | **Unit** | **Quantity** |
| **Work Package 1: Texts** | | | |
| 1.1. | **Announcement** (e.g. texts for social media and website, news etc.)   * Get from GIZ input data. Read the source document for information search. If needed, contact the responsible manager to clarify key messages or technical details. * Use the STEP IN 2 EU communication template, following corporate identity guidelines including fonts, colours, disclaimers, and logos. * Draft short, engaging, and informative texts tailored for different formats (e.g. social media posts up to 500 characters, brief updates up to 1,000 characters, or longer texts on request). Avoid direct quotes unless specifically approved. * Translate the content into English and/or Ukrainian depending on the audience and channel. * Coordinate on the texts with GIZ. * Ensure timely delivery: standard turnaround is 1–3 working days, with flexibility for urgent requests up to date. * Hand over the product to GIZ. Submit the final product in editable format (Word) or another format if requested. | 1 text product | 60 |
| 1.2. | **Press release** / Post-release / Analytical news/ Blog-post/ Small article   * Prepare the basis for the release in advance (from the read source document). If necessary, contact the project manager and clarify the information. * Use project branded sheet / template with corporate fonts, colours, etc. * Write a text with quotes (offer on behalf of the speaker), the volume of 700-1000 characters (+/-30% depending on the essence of the text). * Translate the text into English. Agree with GIZ. * Select photos or coordinate with infographic designer to illustrate the material. * (If necessary) provide consent from people for the use of their image in the photos and from the photographer for the right to use his art object. * Delivery within 1-3 working days (for releases - 1 day). * Hand over the product to GIZ in editable format (Word) or another format if requested. | 1 text product | 30 |
| 1.3. | **Success story/** Good practice of an enterprise or a person(s) that participated in the programme:   * Receive input and draft text from GIZ, including general background information. * Prepare and send to GIZ additional questions to the key hero of the success story, if necessary, to finalise the content and enrich the narrative. * Use the STEP IN 2 EU programme’s branded template, applying the correct fonts, colours, disclaimers, and other corporate identity elements. * Select several high-quality photos that best illustrate the story. * Write the success story in line with GIZ’s guidance on key messages, with a length of 1,000–1,500 characters (+/–30%, depending on the content). * Translate the story into English, ensuring the final version is bilingual (Ukrainian–English). * Submit the draft for approval to GIZ. * Delivery within 2-3 working days. * Submit the final product in the designed template provided by GIZ (Word, PPTX). | 1 text product | 50 |
| **Work Package 2: Graphic Design** | | | |
| 2.1 | **Illustration for a post on social media**  :   * Select from official free or paid photobank pictures or created by a designer, comply with the requirements for specifying copyright. * Put the text and logos on the image. * Use GIZ’s templates. * Agree with GIZ, delivery within 1-3 working days. * Hand over the product to GIZ. | 1 picture | 50 |
| 2.2 | **"Rubric" cards (editing and personalization)** for a specific social media post: • Receive from GIZ the appropriate text, photo, information for the production of the final product of the card. • Hand over the product to GIZ in PNG formats.   * Delivery within 1-2 working days | 1 picture | 10 |
| 2.3 | **Infographics (middle difficulty)** • Get a technical task from a copywriter or manager (this may be a map or information portrait of the project audience). • Prepare infographics in Ukrainian and English. • Agree with GIZ   * Delivery within 3-5 working days * Hand over the product to GIZ in AI, PNG and PDF formats. | 1 picture | 15 |
| 2.4 | **Infographics (high difficulty)** • Get a technical task from a copywriter or manager (this may be a map or information portrait of the project audience). • Prepare infographics in Ukrainian and English. • Agree with GIZ   * Delivery within 5-7 working days * Hand over the product to GIZ in AI, PNG and PDF formats. * Q-ty of elements: at least 5. * High level of detalization. * Possibility of interactive functions. * Presentation of complex data. | 1 picture | 5 |
| 2.5 | **Presentation slide** • Get the idea and data for the slide from GIZ. • Prepare a slide (design/ layout/ illustrations, etc.) • Agree with GIZ   * Delivery within 1-3 working days. Urgent requests may occur. * Hand over the product to GIZ in PPTX format. | 1 slide | 150 |
| 2.6 | **Vector layouts for printing**  (Roll-ups, Press Walls, Stickers, Flags, Table mini-flags, etc.): • Get a GIZ technical task. • Prepare a layout in AI and JPG. • To agree with the GIZ   * Delivery within 2-4 working days * Hand over the product to GIZ (AI and JPG). | 1 picture | 20 |
| 2.7 | **Booklet/ Flyer layout,** 1-page A4 (A5 if needed) • Receive a technical task from GIZ (textual and visual materials). • Prepare a layout in AI and PDF. • Agree with GIZ   * Delivery within 3-10 working days * Hand over the product to GIZ (AI, pptx and PDF). | 1 page A4 | 15 |
| **Work Package 3: Video** | | | |
| 3.1. | **Video plot of middle difficulty (60-120 seconds)** according to the results of the initiative or the year, an informational and analytical comment from representatives of the programme, success stories, etc.: • Receive a task from GIZ about the need to create a video clip. Discuss the concept orally. Get input data (statistics, contacts, etc.) that need to be covered in the story. • Write a story script (in Ukrainian). • Agree the scenario with GIZ (deadline: 3-4 working days). • Translate into English the announcer's reading, the direct speech of the speakers and their regalia in order to prepare a file with subtitles. • Make a video (mandatory elements: Arial font; title slide with the title of the video, possibly with logos; all speakers are signed - first name, last name, position, company name, city or village, region; final slide with a disclaimer and links to the program pages or QR codes; the video must be synchronously bilingual, that is, if the voiceover is in Ukrainian, then the subtitles are in English, and vice versa). • Coordinate the video project with GIZ (deadline: 3-4 working days). • Obtain consent from filmed persons for filming. • Provide consent from the author of the film for the transfer of copyright or the granting of the right of use. • Hand over the product to GIZ with two files: 1) video with original size; 2) compressed video for use in presentations, etc.   * Delivery within 10 working days | 1 video plot (up to 120 seconds) | 5 |
| **Work Package 4: Media delivery** | | | |
| 4.1. | **News distribution to the TOP-50 mass media of Ukraine** (nationwide and with a profile for business and entrepreneurship): • Provide GIZ with a list of mass media to which the news will be sent. • Notify by e-mail as soon as the mailing is completed (deadline: within 1-2 days after request) • Hand over a media-monitoring report (3-4 days after mailing). | 1 delivery | 15 |
| **Work Package 5: Media monitoring** | | | |
| 5.1. | **Providing an analytical media report for the specified period** (half-yearly or upon request).  General indicators: • іsearch output for 5-10 keywords; • total reach (unique users); • total reach (views); • dynamics of mentions by day;  Report indicators for each individual publication: • keyword indicated in output by; • date of publication; • publication title; • link to the publication; • type of media (TV, radio, press, digital mass media, social networks, web); • name of the source; • audience reach (unique users); • number of repetitions (sharing); • tone of voice (positive, neutral, negative); • objectivity/subjectivity.  Format:   * Excel table * English language * Half-yearly or on request (dates will be discussed upon contracting) | 1 report | 2 |
| **Work Package 6: Template development** | | | |
| 6.1 | **Brand book**   * Develop a concise and user-friendly brandbook based on the existing visual identity of the STEP IN 2 EU programme in close cooperation with the project’s communication specialist. * The brandbook should include clear guidelines on logo usage, colour palette, typography, banners, templates for communication materials (e.g. social media, factsheets, presentations), and integration of donor’s and GIZ visibility requirements etc. * Format: pptx + Graphic elements separately in jpg/ png/ ai format * Language: English and Ukrainian version * Delivery within 10 working days | 1 Brand Book | 1 |
| 6.2 | **PowerPoint template**   * Develop a PowerPoint design template for the use by the programme in close coordination with the project’s communication specialist. * Include elements described in the brand book as well as the logo battery * Templates for the following slide types shall be included:   + Title,   + Chapter title,   + Content + title,   + Picture + content + title,   + Slide with tables in branded style,   + Slide with infographics in branded style,   + Designed empty slide,   + Contact information * Format: ppotx * Language: English and Ukrainian versions * Delivery within 10 working days | 1 Slide | 20 |
| 6.3 | **Word template**   * Develop Word design templates for the use by the programme in close coordination with the project’s communication specialist. * Include elements described in the brand book as well as the logo battery * The following types of templates can be included:   + Factsheet   + Success story   + Digest/ newsletter   + Agenda   + Participation certificate * Format: docx * Language: English and Ukrainian versions * Delivery within 10 working days | 1 Word template | 20 |
| **Work Package 7: Printing of layouts** | | | |
| 7.1 | **Printing of press-wall, banners, approximately sized 5×2.4 m** (The size may be adjusted depending on the premises where the events will take place), including stands/constructions - Delivery within 3 working days after request | 1 pc | 5 |
| 7.2 | **Printing of press-walls or banners, approximately sized 7×2.4 m** (The size may be adjusted depending on the premises where the events will take place), including stands/constructions - Delivery within 3 working days after request | 1 pc | 5 |
| 7.3 | **Printing of Stickers** (not more than size A4, could be less depending on the task) - Delivery within 3 working days after request | 1 pc | 100 |
| 7.4 | **Printing of Table mini-flags**  - Delivery within 3 working days after request | 1 pc | 20 |
| 7.5 | **Printing of badges**, sized 100 × 150 mm. Rounded corners. Two holes for carabiners (2 pcs) and lanyards for badges - Delivery within 3 working days after request | 1 pc | 600 |
| 7.6 | **Printing of speaker nameplates** sized 210 × 74 mm. - Delivery within 3 working days after request | 1 pc | 50 |
| 7.7 | **Printing of signages sized A3**  110 – 120 g/m2 High-quality copy paper  - Delivery within 3 working days after request | 1 pc | 20 |
| 7.8 | **Printing of signages sized A4**  110 – 120 g/m2 High-quality copy paper  - Delivery within 3 working days after request | 1 pc | 20 |

During assignment implementation, the service provider shall submit the following works:

|  |  |  |
| --- | --- | --- |
| **Milestones/partial works** | **Deadline/place/person responsible** | **Criteria for acceptance** |
| **Work Package 1: Texts** | | Approval by the Contact person from GIZ side |
| 1.1 Announcement | 1-3 working days after request |
| 1.2 Press release | 1-3 working days after request |
| 1.3 Success story | 1-3 working days after request |
| **Work Package 2: Graphic Design** | |
| 2.1 Illustration for a post on social media | 1-3 working days after request |
| 2.2 “Rubric” cards (editing and personalisation) | 1-2 working days after request |
| 2.3 Infographics (middle difficulty) | 3-5 working days after request |
| 2.4 Infographics (high difficulty) | 5-7 working days after request |
| 2.5 Presentation slide | 1-3 working days after request |
| 2.6 Vector layouts for printing | 2-4 working days after request |
| 2.7 Booklet/ Flyer layout | 3-10 working days after request |
| **Work Package 3: Video** | |
| 3.1 Video plot of middle difficulty(60-120 seconds) | 10 working days after request |
| **Work Package 4: Media delivery** | |
| 4.1 News distribution to the TOP-50 mass media of Ukraine | 1-2 working days after request |
| **Work Package 5: Media monitoring** | |
| 5.1 Providing an analytical media report for the specified period | Half-yearly on agreed days |
| **Work Package 6: Template development** | |
| 6.1 Brand book | 10 working days after request |
| 6.2 PowerPoint template | 10 working days after request |
| 6.3 Word template | 10 working days after request |
| **Work Package 7: Printing of layouts** | |
| 7.1 Printing of press-walls or banners, sized 5×2.4 m | 3 working days after request |
| 7.2 Printing of press-walls or banners, sized 7×2.4 m | 3 working days after request |
| 7.3 Printing of Stickers | 3 working days after request |
| 7.4 Printing of Table mini-flags | 3 working days after request |
| 7.5 Printing of badges | 3 working days after request |
| 7.6 Printing of speaker nameplates | 3 working days after request |
| 7.7 Printing of signages, sized A3 | 3 working days after request |
| 7.8 Printing of signages, sized A4 | 3 working days after request |

The contract duration is from 16 March 2026 till 16 September 2027

* 1. **Deliverables and Reporting:**

The Contractor will be responsible for the following:

|  |  |  |
| --- | --- | --- |
| **Reporting/ Deliverable #** | **Requirements to the format** | **Anticipated period, by** |
| 1. Quarterly Interim reports on:  * Summary of the communication products for each project component * Analysis of communication activities in the project channels (reach, shares, likes etc. | From 2 to 3 pages, Word, Arial 11, English language | 30.06.2026  30.09.2026  31.12.2026  31.03.2027  30.06.2027 |
| 1. Final report  * Summary of the communication products for each project component * Analysis of communication activities in the project channels (reach, shares, likes etc. * Recommendations for the future communication activities | From 3 to 8 pages, Word, Arial 11, English language | 31.08.2027 |

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 tenderer's 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 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.

## Project management of the contractor (1.6)

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

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

1. Personnel concept (proposed staff)

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

## Team leader

Tasks of the team leader

* Overall responsibility for the advisory packages of the contractor (quality and deadlines), especially assuring that all tasks, even on short notice, will be executed within the accorded deadlines
* Coordinating and ensuring regular and smooth communication with GIZ, partners and others involved in the project
* Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting the short-term experts
* Regular reporting in accordance with deadlines
* Quality assurance of all communication products as well as assurance of the iterations and implementation of the feedback by the project team

Qualifications of the team leader

* Education/training (2.1.1): university degree in communication/ PR/ Journalism/ Advertisement/ Social science
* Language (2.1.2): C2-level (native speaker) language proficiency in Ukrainian, B2-level language proficiency in English
* General professional experience (2.1.3): 5 years of professional experience in the communication/ PR sector
* Specific professional experience (2.1.4): 3 years of communication for a sphere related to economic development or trade or EU-integration or similar (1 reference project); Experience in at least two of the work packages listed under chapter 2 (1 reference project per work package)
* Leadership/management experience (2.1.5): 2 years of management/ leadership experience as project team leader or manager in a company
* Development cooperation (DC) experience (2.1.7): 2 years of work with international (development) organisations (2 reference projects)

## Short-term expert pool with minimum 6, maximum 11 members

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

Tasks of the short-term expert pool

* Execution of the above-mentioned tasks (Chapter 2) in coordination with the team leader and within the agreed deadlines
* Adaptation and update of the products according to the feedback of the project team

Qualifications of the short-term expert pool

* Education/training (2.6.1): all experts with university degree (Bachelor’s) in communication/ PR/ Journalism/ Advertisement/ Social science
* Language (2.6.2): All experts with ​C2​-level language proficiency in Ukrainian (7 out of 10 points), 2 experts with a B2-level language proficiency in English (3 out of 10 points)
* General professional experience (2.6.3): all experts with 2 years of professional experience in the communication/ PR sector
* Specific professional experience (2.6.4):
* From 2 to 3 experts with 2 years of professional experience in text production (2 out of 10 points)
* From 1 to 2 experts with 2 years of professional experience in Social Media Management (SMM) (2 out of 10 points)
* From 1 to 2 experts with 2 years of professional experience in graphic design and image/ photo editing and layout (2 out of 10 points)
* From 1 to 2 experts with 2 years of professional experience in video production and editing (2 out of 10 points)
* From 1 to 2 experts with 2 years of experience in the advertisement sector (2 out of 10 points)
* The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

Any changes in the short-term expert pool must be approved by GIZ.

# Costing requirements

## Assignment of personnel and travel expenses

All business travel 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 are to be observed. See Annex 1 to these Terms of Reference.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel expenses** | **Unit of measurement** | **Quantity** |  | **Comments (if any)** |
| **Fixed travel budget** | **UAH** | **3000** |  | A budget is earmarked for travel to the following countries: Ukraine.  A fixed budget of UAH 3000 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.  Travel under this Contract may be required solely for the purpose of providing the following services in Ukraine, subject to prior written approval by the responsible GIZ project representative. |

**Specification of inputs**

## Contracts for works:

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

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

|  |  |  |
| --- | --- | --- |
| **Milestones/partial works** | **Estimated expert days for orientation** | **Deadline/place/person responsible** |
| **Work Package 1: Texts** | | |
| 1.1 Announcement | Lump sum per text product | 1-3 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 1.2 Press release | 1-3 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 1.3 Success story | 1-3 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| **Work Package 2: Graphic design** | | |

|  |  |  |
| --- | --- | --- |
| 2.1 Illustration for a post on social media | Lump sum per picture | 1-3 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 2.2 “Rubric” cards (editing and personalisation) | 1-2 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 2.3 Infographics (middle difficulty) | 3-5 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 2.4 Infographics (high difficulty) | 5-7 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 2.5 Presentation slide | Lump sum per slide | 1-3 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 2.6 Vector layouts for printing | Lump sum per picture | 2-4 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 2.7 Booklet/ Flyer layout | Lump sum per page | 3-10 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| **Work Package 3: Video** | | |
| 3.1 Video plot of middle difficulty(60-120 seconds) | Lump sum per video | 10 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| **Work Package 4: Media delivery** | | |
| 4.1 News distribution to the TOP-50 mass media of Ukraine | Lump sum per delivery | 1-2 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| **Work Package 5: Media monitoring** | | |
| 5.1 Providing an analytical media report for the specified period | Lump sum per report | Half-yearly on agreed days handover via e-mail/ Team leader or expert assigned for the task |
| **Work Package 6: Template development** | | |
| 6.1 Brand book | Lump sum per delivery | 10 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 6.2 PowerPoint template | Lump sum per delivery | 10 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| 6.3 Word template | Lump sum per delivery | 10 working days after request handover via e-mail/ Team leader or expert assigned for the task |
| **Work Package 7: Printing of layouts** | | |
| 7.1 Printing of press-walls or banners, sized 5×2.4 m | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |
| 7.2 Printing of press-walls or banners, sized 7×2.4 m | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |
| 7.3 Printing of Stickers | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |
| 7.4 Printing of Table mini-flags | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |
| 7.5 Printing of badges | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |
| 7.6 Printing of speaker nameplates | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |
| 7.7 Printing of signages sized A3 | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |
| 7.8 Printing of signages sized A4 | Lump sum per pc | 3 working days after request /Kyiv/ Team leader or expert assigned for the task |

# Inputs of GIZ or other actors

GIZ are expected to make the following available:

* Photos, needed information, etc. for all communication products
* Corporate design guidelines, disclaimers, regulations, design templates when available

All materials necessary for the work will be sent simultaneously with the request.

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 work completed, the Contractor shall be paid in the following instalments:

|  |  |  |  |
| --- | --- | --- | --- |
| **Instalment #** | **Anticipated payment date** | **Payment of up to % from total contract value (anticipated)** | **Deliverables and reporting** |
| 1 Interim payment | 15.07.2026 | 10% | Acc. to cl. 2.2, #1 |
| 2 Interim payment | 15.10.2026 | 20% | Acc. to cl. 2.2, #1 |
| 3 Interim payment | 15.01.2027 | 20% | Acc. to cl. 2.2, #1 |
| 4 Interim payment | 15.04.2027 | 20% | Acc. to cl. 2.2, #1 |
| 5 Interim payment | 15.07.2027 | 20% | Acc. to cl. 2.2, #1 |
| Final payment | 16.09.2027 | 10% | Acc. to cl. 2.2, #2 |

* 1. **Financial proposal**

The total cost of the Contract is set in UAH, including all direct and related expenses, taxes and fees, but excluding 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, service entry sheet (LERF) 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, timesheets and service entry sheets (LERF), 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%);
* In case the Contracts is a VAT Payer at the moment of the Invoice issuing, the VAT exemption clause shall be applicable and the Contractor should also submit the Tax Invoice to GIZ as soon as that is available.
* Service entry sheets (LERF) standard template will be provided upon Contract signing.

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

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

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

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

On the date of signing this Contract, the Contactor confirms that in accordance with the Tax Code of Ukraine, the Contractor is/is not a payer of value added tax under general conditions.

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

Contact person from GIZ side responsible for contract implementation and communication with the Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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;
* ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU;
* not be in the process of termination;
* not be registarted on temporary occupaied 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, a citizen of the Russian Federation, 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.

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

* 1. **VAT Exemption**

The given procurement of services/ works upon the Contract shall be carried out at the funds of the funds of the Project of International Technical Assistance (Project ITA), PN: 24.2122.0, Project title “ STEP IN 2 EU (“Support for Trade, Economy, Policies, Institutions, Norms”) ”, registered by the Secretariat of the Cabinet of Ministers of Ukraine (registration card of the project (program) No. 6277-01 dated 26.12.2025) and complies with the category (type) of Services specified in the purchase plan available at address <https://www.kmu.gov.ua/diyalnist/mizhnarodna-dopomoga/pereliki-zareyestrovanih-proektiv-z-planami-zakupivel>

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

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

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

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

* 1. **Implementation**
     1. The Contractor shall handle the organisational, artistic and practical implementation of the production. This includes, among other things:

Drawing up the shooting schedule, obtaining a commitment from everyone involved in production, procuring all items of equipment required for production (e.g. props, etc.) and carrying out administrative tasks such as accounting, correct payment of tax, reporting on the production schedule.

* + 1. Responsibility for obtaining permission to film of video materials lies with the Contractor. The Contractor is responsible for complying with local filming permits and for meeting all other conditions.
    2. The Contractor is not entitled to transfer its rights and obligations under the present contract to third parties or to assign exercise of these rights and obligations to third parties. Subcontracting of third parties by the Contractor for production purposes is subject to GIZ’s written approval.

# 8.4 Copyright and rights of use

## 8.4.1 The Contractor shall transfer to GIZ in irrevocable, transferable and exclusive form all rights of ownership, rights of use under copyright and ancillary copyright law and other rights to which it is entitled or may become entitled or that it has acquired or may acquire in connection with the provision of services in accordance with the con-tract; this shall apply without restrictions on time, place or content. The Contractor is obliged to provide information about the scope of these rights at GIZ’s request by submitting the corresponding contracts.

## 8.4.2 The Contractor shall in particular transfer to GIZ the following exclusive rights exempt from restrictions on time or place:

1. Broadcasting right, i.e. the right to make the production publicly available as of-ten as required in its complete form including all the corresponding recorded material (images and audio) using any broadcasting method or format (transmission or re-transmission by radio or television) including cable, wireless, internet, satellite and other technical broadcasting methods, wholly or in part, including as part of another production. This applies to any number and all possible types of broadcast or similar technical equipment, whether using analogue or digital technology, linear or interactive use, irrespective of the technical design of the broadcast and including its use in online services. Transmission may also take place via video text signals to provide subtitles for video text.
2. On-demand right, i.e. the right to provide the production to a large number of users by means of digital and other storage media and transmission technology so that these users can receive the production on individual demand using a television and/or other device, including for interactive use.
3. Database and telecommunication right, i.e. the right to feed the production, or segments or elements thereof, into electronic databases and data networks and to transmit it/them on demand to users, either at a charge or free of charge, by means of digital or analogue memories or transmission technology via cable, satellite, electronic data telephone services, online services or other transmission channels, for the purposes of acoustic and/or visual reproduction, copying, fur-ther transmission and/or storage and interactive use on computers, TVs or other reception devices. This includes the right to redesign the production, in as far as this is required for technical reasons, for the above purposes.
4. Video programming right, i.e. the right to utilise the production, wholly or in part, by means of duplication and distribution (sale, rental, leasing, etc.) on all tech-nical, digital and analogue audiovisual systems for commercial or non-commercial pur-poses. This includes the right to provide the production on demand to a restricted group of recipients or an undetermined group of individuals.
5. The right to duplication and distribution, i.e. the right to duplicate and distribute the production within the scope of the conceded types of use, also on other audio/visual storage media than those originally used.
6. The right of voice synchronisation (dubbing), i.e. the right to synchronise or post-synchronise the production in all languages, including the original language (also by third parties) or to create subtitles and voice-over versions.
7. Ancillary printing rights, i.e. the right to produce, duplicate and distribute representations of content from the scripts.

## The list of rights to be acquired by the Contractor shall not include the rights managed by the German Society for Musical Performing and Mechanical Reproduction Rights (GEMA) and the rights to music managed by Gesellschaft für Leistungss-chutzrechte (GVL, German Collecting Society for Performance Rights). However, the Contractor shall obtain the unpaid consent of the rightsholder (originator, music publisher or music publishing firm) in cases involving the use of classical or pop songs or passages from dramatico-musical works in other dramatico-musical or dramatic works or in television productions or for other audiovisual storage media, where a number of pieces of music are brought together with an overarching concept and narrative thread.

## 8.4.3 The Contractor shall advise GIZ immediately if it emerges during realisation of the production that the rights specified in sections 8.4.1 and 8.4.2 cannot be acquired to the full extent required.

## 8.4.4 The rights cited in sections 8.4.1 and 8.4.2 shall be transferred to GIZ upon payment of the amount due after acceptance of the works (see section 7).

## 8.4.5 The Contractor shall not be entitled to make commercial use of the production or parts thereof, including the title, material, in particular the script, composition, arrangement and the characters in the production on the basis of rights that it is not obliged to transfer to GIZ, unless GIZ explicitly agrees to this.

## 8.4.6 GIZ is entitled to transfer to third parties wholly or in part the rights and authorisations assigned to it by the Contractor, or to grant those third parties rights of use.

# 8.5 Assignment of ownership

## 8.5.1 Ownership of the entire body of recorded material (video and audio) used by the Contractor to realise the production shall, insofar as that material is not already owned by GIZ, pass to GIZ upon payment of the amount due under section 7 after acceptance of works.

## 8.5.2 The Contractor shall ensure that the recorded material referred to in section 8.5.1 above is not subject to any third-party rights (rights of ownership, liens, rights of retention and other security rights). If requested by GIZ or its agent, the Contractor shall provide confirmation from the suppliers or processors of the material that evidences freedom from such rights.

## 8.5.3 From the point at which ownership is transferred to GIZ in accordance with 8.5.1, the Contractor shall store the entire body of recorded material used for the production marked clearly with the name of GIZ and for sole access of GIZ. Until the material is handed over, the Contractor shall be entitled to process the recorded material in or-der to complete the production.

## 8.5.4 In order to enable GIZ to utilise the rights of use under copyright and ancillary copy-right law and any other rights that are to be transferred under this contract, the Contractor shall upon formal acceptance of the end product hand over the entire body of recorded material (video and audio on an external hard disk) together with the other results of the work.

# 8.6 Guarantees

## 8.6.1 The Contractor hereby guarantees the effective acquisition of the rights and authorizations specified in sections 8.4.1 and 8.4.2 with regard to both their type and scope; the Contractor also guarantees the entitlement to retransfer these rights to the extent stipulated above.

## 8.6.2 The Contractor further guarantees that all rights and authorizations transferred under this contract have not been transferred either partially or wholly to third parties, and are not subject to third-party rights, and that no third-party rights, in particular personality and/or moral rights, were infringed, either in the making or subsequent utilization of the production, that might lead to claims against GIZ. The Contractor indemnifies GIZ against all third-party claims and shall reimburse GIZ for all costs incurred in connection with corresponding legal defense. Further claims on the part of GIZ shall not be prejudiced by this.

# 8.7 Defence against third party rights

In the event that the rights specified in sections 8.4, 8.5 and 8.6 of this TOR are impaired by third parties or a threat of such impairment exists, the Contractor shall:

* 1. notify GIZ there of immediately,
  2. take or arrange for every possible action that may be required to prevent such impairment and to hold GIZ harmless from third-party claims.

GIZ is entitled to instruct the Contractor accordingly and to request and obtain information from the Contractor on the corresponding preventive measures taken by the latter. Without prejudice to the above, GIZ is entitled but not obliged to take appropriate action itself to prevent any such impairment. In this event, it will notify the Contractor.

# Data Protection

The execution of the contract may be associated with processing of personal data by the contractor on behalf of the GIZ, such as (but not limited to) names, contact information, and photos or videos. Such data processing shall be carried out only on behalf of and in accordance with the instructions of the GIZ. Therefore, the GIZ and the contractor shall conclude a contract for commissioned processing (AuV) in accordance with Article 28 GDPR. It shall be annexed to these tender documents.

The bidder must set out the technical and organizational measures (TOM) it takes to ensure a high level of data protection and data security in an annex to its bid. This also applies if the bidder has already been audited by the contractor in the past. Details on the relevant TOM can be found at the end of the AuV (see section "Note on technical organizational measures (TOM)"). The TOM of the bidder/contractor must reflect the state of the art, the nature, scope, context and purposes of the processing of personal data, as well as the risk to the rights and freedoms of the data subjects. The contractor should also indicate in its bid all relevant certifications it has (e.g., according to ISO 27001). After a positive review, the contract is concluded with the Annex AuV.

Additionally, the contractor must help the GIZ comply with data protection principles and formalities.

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

Tenderers must provide the following documents:

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

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

The complete technical bid must not exceed 8 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 04 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 3 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be drawn up in English language.

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

* + 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 provided 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: |
| At least 3 project references with international organizations | Self-declaration of the agency |
| At least 5 project examples for Social Media, Layout/ Design of Flyers/ Brochures and/ or Infographics | Examples of the deliverables (communication material) as Annexes to Self-declaration of the agency |
| At least 7 employees in average over the last three years | Self-declaration of the agency |

The tenderer must:

* be a registered legal entity/private entrepreneur in Ukraine;
* not be on the sanctions list of Ukraine, the EU;
* ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU;
* not be in the process of termination;
* not be registered on uncontrolled 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, a citizen of the Russian Federation, 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.

GIZ reserves the right to verify this 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 2 – Outsourcing of Data Processing (AuV)

**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. |
| 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). |
| 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 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) was 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). |
| 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) |
| 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). |
| 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 kilometer, 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. |
| 7.5 Buses  Bus tickets must be booked and purchased independently by an expert/consultant. |

**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