
Project number:
Procurement of expert services to support capacity development of
LSG officials on gender related topics at the local level in 2026-2027.G-012306-002

Terms of reference

0. List of abbreviations – AG Commissioning party

AN Contractor

AVB General terms and conditions of contract ('local terms and conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Ukraine

FK Expert

FKT Expert days

KZFK Short-term expert

ToRs Terms of reference

1. Context

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

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

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

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

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

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

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

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

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

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

The issues of ensuring equal rights and opportunities for women and men, non-discrimination, and inclusive governance are gradually becoming an integral part of modern local self-government in Ukraine. Amid war, internal displacement, changes in the labor market structure, and the growing social burden on local communities, the need to develop policies that take into account the needs of different population groups has significantly increased. At the same time, Ukraine’s European integration course calls for aligning public administration practices with EU standards, where gender equality and inclusivity are fundamental principles of local policy-making.

Despite the gradual strengthening of the regulatory framework and the existence of specific government requirements regarding the integration of gender approaches, practical capacity at the local government level often remains limited. In many communities, gender approaches are still perceived primarily as a formal requirement of donors or specific programs, rather than as a management tool for improving the quality of decisions. The most common challenges include the lack of systematic gender statistics, limited experience in conducting gender analysis of local programs and budgets, and insufficient integration of relevant approaches into personnel policy, rule-making, and internal communications.

Given the concept of the planned set of activities, U-LEAD aims not only to raise municipal awareness through a series of informational events, but also to move toward a deeper level of institutional development by piloting the Community Gender Index tool and supporting individual local municipalities in the process of self-assessment and the development of action plans. This format requires not only training but also methodological, analytical, and consulting support, including the adaptation of indicators, support for data collection, and interpretation of results in accordance with the actual context of community work.

In this regard, there is a well-founded need to engage an external expert or team of experts with practical experience in gender policy, working with local self-government bodies, institutional assessment, and facilitating organizational change. External expertise will ensure the methodological quality of the assessment tools, the objectivity of the process, and the adaptation of international and Ukrainian practices to the needs of local municipalities, as well as create a product that can be scaled up in the program's future work.

2. Tasks to be performed by the contractor

GIZ concludes the contract with the Contractor whose two experts will provide advisory support to local self-government officials on gender related topics at the local level in 2026-2027.

2.1. Tasks

GIZ concludes the contract with the Contractor whose 2 (two) experts will provide advisory support to local self-government officials on gender related topics at the local level in 2026-2027.

The anticipated contract term is from **05 September 2026 to December 10, 2027**.

The Contractor's 2 experts shall provide the following services:

- Preparation and update of concept (group work)
Result: Concept
- Preparation and update of Methodology (group work)
Result: Methodology
- Preparing and delivery of up to 8 capacity development events (group work)
Result: Programmes, presentations
- Preparing and delivery of up to 160 consultations for LSG staff on gender related issues (individual work)
Result: List of consultations held
- Expert evaluation of up to 48 analytical reports prepared by municipalities followed by respective recommendations. Development of up to 48 action plans that will be effective for particular municipalities (individual work)
Result: 48 Expert recommendations for municipalities based on the results of the evaluation of analytical reports. 48 Action plans.

- Development and conduction of up to 6 info-sessions (group work)
Result: Programmes, presentations
- Preparing other materials upon request, holding events and supporting other activities (individual work)
Result: prepared materials, events held, events supported, other.

Thematically, the capacity development measures mentioned above cover the following:

Gender equality and gender-sensitive governance.
 Gender approaches in the institutional development of local self-government bodies.
 Gender aspects of strategic and operational planning.
 Gender-based data analysis and assessment of the needs of different population groups.
 Gender-sensitive approaches in the formulation and implementation of local policies.
 Gender-sensitive approaches in human resource management and organizational development.
 Gender-sensitive approaches in municipal finance and budgetary processes.
 Gender-sensitive and non-discriminatory communication.
 Self-assessment of local communities' institutional capacity regarding gender equality
 Gender standards and European approaches to good governance.

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
Preparation, update of concept	During contract, TBD, online, Experts
Preparation, update of Methodology	During contract, TBD, online, Experts
Prepared and delivered of up to 8 capacity development events, Programmes, presentations	During contract, TBD, online, Experts
Prepared and delivered of up to 160 consultations	During contract, TBD, online, Experts
48 Expert recommendations for municipalities based on the results of the evaluation of analytical reports. 48 Action plans	During contract, TBD, online, Experts
Prepared and delivered of up to 6 info-sessions: Programmes, presentations	During contract, TBD, online, Experts
Developed other materials upon request and events held	During contract, TBD, online, Experts

Period of assignment: from **5 September 2026 till 10 December 2027**.

The list of prepared and conducted events and consultations should be reflected in the progress or final reports.

Experts should be able to use interactive IT tools for online training, so they will have their own access/subscription to them.

This task does not include administrative processes implemented by the Contractor such as organization of meetings (for example, sending invitations to the participants) - this functionality would be provided by GIZ.

All activities shall be carried out in Ukraine in online format.

2.2. Deliverables and Reporting:

MS Team/U-LEARN meeting (trainings, information sessions) screenshots with the number of participants indicated shall be provided with the progress reports and final report

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

The Contractor will be responsible for the following:

#	Reporting/ Deliverable	Requirements to the format	Anticipated period, by
1	Progress report, Timesheets	Contractor shall submit the written Interim Final Report, Timesheets, Agendas in English to the person responsible for the contract, outputs of the contract - in Ukrainian. Concepts, Methodologies, Programmes, Recommendations etc. – Word format; Presentations – pptx format.	Throughout the contract period 10 Jan 2026
3	Progress report, Timesheets	Contractor shall submit the written Interim Report, Timesheets, Agendas in English to the person responsible for the contract, outputs of the contract - in Ukrainian. Concepts, Methodologies, Programmes, Recommendations etc. – Word format; Presentations – pptx format.	Throughout the contract period 30 May 2027
4	Progress report, Timesheets	Contractor shall submit the written Interim Report, Timesheets, Agendas in English to the person responsible for the contract, outputs of the contract - in Ukrainian. Concepts, Methodologies, Programmes, Recommendations etc. – Word format; Presentations – pptx format.	Throughout the contract period 30 July 2027
5	Final Report, Timesheets	Contractor shall submit the written Final Report, Timesheets, Agendas in English to the person responsible for the contract, outputs of the contract - in Ukrainian. Concepts, Methodologies, Programmes, Recommendations etc. – Word format; Presentations – pptx format.	Throughout the contract period 30 November 2027

3. Concept

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).

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

Technical-methodological concept

Further requirements (1.7.):

As part of the technical-methodological concept, the tenderer shall present their initial concept for the Methodology for Assessing the Level of Gender Mainstreaming in Municipal Governance, which will be further developed during the implementation of the contract.

The proposed methodology should be designed as a practical self-assessment tool for municipalities to periodically assess the level of gender mainstreaming in municipal governance and to identify areas for improvement through the development of follow-up action plans.

The concept should outline the proposed structure and thematic areas of the methodology, which may include, but are not limited to, organisational arrangements, strategic planning, budgeting and finance, human resource management, communication, and other relevant governance areas.

The concept should also describe the proposed assessment logic, the key stakeholders to be involved in the self-assessment process, and the overall approach to conducting the assessment. The inclusion of illustrative examples, such as sample assessment questions, indicators, scoring matrices, or tables, is encouraged where relevant.

4. Personnel concept (proposed staff)

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

The Contractor is required to provide detailed **Portfolio** with a description of the work performed, events conducted and developments, achievements, presentation of activities and professional development during the period of professional activity along with the references (e-mail and/or contacts) for the feedback.

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

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

Expert 1

Tasks of expert 1

- Preparation and update of concept (group work)
Result: Concept
- Preparation and update of Methodology (group work)
Result: Methodology
- Preparing and delivery of up to 8 capacity development events (group work)
Result: Programmes, presentations
- Preparing and delivery of up to 80 consultations for LSG staff on gender-related issues (individual work)
Result: List of consultations held
- Expert evaluation of up to 24 analytical reports prepared by municipalities followed by respective recommendations. Development of up to 24 action plans that will be effective for particular municipalities (individual work)

Result: 24 Expert recommendations for municipalities based on the results of the evaluation of analytical reports. 24 Action plans.

- Development and conduction of up to 6 info-sessions (group work)
Result: Programmes, presentations
- Preparing other materials upon request, holding events and supporting other activities (individual work)
Result: prepared materials, events held, events supported, other.

Qualifications of expert 1

- Education/training: university degree *master's in public administration*, governance, economics, social sciences, humanities
- General professional experience: 4 years of professional experience in the gender equality and gender-sensitive governance sector
- Specific professional experience: 1 year of conducting trainings for Ukrainian local self-government bodies on *gender equality related topics*

Expert 2

Tasks of expert 2

- Preparation and update of concept (group work)
Result: Concept
- Preparation and update of Methodology (group work)
Result: Methodology
- Preparing and delivery of up to 8 capacity development events (group work)
Result: Programmes, presentations
- Preparing and delivery of up to 80 consultations for LSG staff on gender-related issues (individual work)
Result: List of consultations held
- Expert evaluation of up to 24 analytical reports prepared by municipalities followed by respective recommendations. Development of up to 24 action plans that will be effective for particular municipalities (individual work)
Result: 24 Expert recommendations for municipalities based on the results of the evaluation of analytical reports. 24 Action plans.
- Development and conduction of up to 6 info-sessions (group work)
Result: Programmes, presentations
- Preparing other materials upon request, holding events and supporting other activities (individual work)
Result: prepared materials, events held, events supported, other.
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Qualifications of expert 2

- Education/training: university degree *master's in public administration*, governance, economics, social sciences, humanities
- General professional experience: 4 years of professional experience in gender-sensitive governance sector
- Specific professional experience: 1 year of conducting trainings for Ukrainian local self-government on *gender equality related topics*

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative

- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing (quantitative) requirements

Specification of inputs

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

Fee days	Unit of measurement	Number of experts	Total number of days	Comments (if any)
Designation of Expert 1 and Expert 2 (Implementation including preparation and reporting)	Expert days	2	194	97 days for each expert

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

6. Inputs of GIZ or other actors

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

7. Financial provisions

7.1. Contract value

The contract value shall be calculated according to the format of the financial bid (price schedule).

7.2. Financial bid (price schedule)

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

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

7.3 Payment Conditions

- The Contractor shall be paid 100% post payment upon performance in the agreed instalments *on quarterly basis*;
- 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.

7.4. 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.
- Each invoice and act of acceptance shall contain the Project Number, contract number and the percentage for cost split as follows (if applicable):
- ✓ Indicate project number ad %
- 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 Contractor 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.

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>

Act of acceptance for completed works /services standard template can be found here: https://www.giz.de/sites/default/files/media/els-document/2026-03/act-service-acceptance-final_0.doc

8 Requirements on the format of the bid

8.1 Documents to be submitted:

Technical bid

Tenderers must provide the following documents:

- **CV of each expert** indicating relevant general and specific professional experience (**up to 3 pages per expert, in English**);
- **Copies of experts' diplomas**;
- **Portfolio** with a description of the work performed, events conducted and developments, achievements, presentation of activities and professional development during the period of professional activity (**up to 3 pages in Ukrainian**) along with the contacts, references for the feedback.
- **Technical bid** containing a description of the methodology proposed in relation to the identified tasks. Technical bid must be signed and stamped (if stamp is used), (**in English**);
- **Financial bid** calculated in accordance with 3. Quantitative requirements (according to the provided template);
- **Official document/s** confirming and clarifying a legal/business status of the bidder (scan copy of official document/s).

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

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.

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

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

Commercial bid

The commercial bid in accordance with the provided template.

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

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

All costs connected to the contract implementation, e.g. connected management staff, should be covered according to the received amount of the total value of the Contract.

Registration documents of the tenderer

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

Documents for tenderer's eligibility confirmation

Must be submitted in accordance with provided template.

The tenderer is obliged to confirm the following eligibility requirements:	The tenderer must provide the following document to confirm the compliance with eligibility requirements:
A. Minimum requirements for references: at least 2 reference projects in the field of development and delivery of training activities for LSG officials or similar target groups	Eligibility self-declaration
B. Minimum requirements for working experience: at least 1 years of experience in the field of development and delivery of training activities for LSG officials or similar target groups	Eligibility self-declaration
C. Minimum requirements for commission value of the project: experience in managing projects with minimum commission value of 800.000 UAH	Eligibility self-declaration

The tenderer must:

- be a registered legal entity/private entrepreneur in Ukraine;

- not be on the sanctions list of Ukraine, the EU, the UN;
- ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU, the UN;
- not be in the process of termination;
- not be registered on temporary occupied territories of Ukraine;
- not have the ultimate beneficial owner, member or participant (shareholder), having a share in the authorized capital of 10 percent or more, which is the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran, a citizen of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran except for those who live on the territory of Ukraine on legal grounds, or a legal entity created and registered in accordance with the legislation of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran.

GIZ reserves the right to verify the information at any time.

8. Other Provisions

8.1. General

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

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

At the same time, the Period of Assignment, during which the Contractor is anticipated to work in order to perform the Contract, is defined by the Article 3 of this Contract.

Implementation of any activities under the present Contract /Supplement to this Contract (if any) can be started only after the Contract/Supplement (if any) enters in force and must take place only during the Period of Assignment.

Costs that are incurred outside the Period of Assignment are not eligible.

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

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

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, and **the given procurement of services/ works upon the Contract shall not be determined free from VAT**, 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 will be specified at the time of contract preparation.

The Contractor shall be solely responsible for all the security issues according to the own security concept during the implementation of the Contract. GIZ shall not be reliable and/or responsible for any damages and/or injuries occurred during the implementation of the Contract by any Person directly or indirectly involved into the implementation of the Contract and/or by any other third Person.

The Contractor is obliged to provide the originals of documents indicated in the special agreement at his own expense.

The Tenderer/ 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.

8.2. VAT Exemption

The given procurement of services upon the Contract shall be carried out at the funds of the funds of the Project of International Technical Assistance (Project ITA),

PN: 23.2122.2, Project title "U-Lead with Europe", registered by the Secretariat of the Cabinet of Ministers of Ukraine registration card of the project (program) No. 5974 dated 21/04/2025) and corresponds to the category (type) of goods specified in the procurement plan, available at: <https://www.kmu.gov.ua/diyalnist/mizhnarodna-dopomoga/pereliki-zareyestrovanih-proektiv-z-planami-zakupivel>

The above-mentioned ITA project is implemented within the Framework Agreement between the Government of Ukraine and the Government of the Federal Republic of Germany on Counselling and Technical Cooperation dated 29/05/1996 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.

9. Outsourced processing of personal data - N/A

10. Requirements to the format of the bid

10.1. Documents to be submitted

Tenderers must provide the following documents:

- *CVs of all experts with relevant work experience, qualifications (education, certificates).*

The CVs of the personnel proposed in accordance with Chapter 3 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 language.

- *Portfolio*

Portfolio with a description of the work performed, events conducted and developments, achievements, presentation of activities and professional development during the period of professional activity (**up to 3 pages in Ukrainian**) along with the contacts, references for the feedback.

- *Copies of experts' diplomas;*
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- *Technical bid*

Technical bid containing a description of the methodology proposed in relation to the identified tasks. Technical bid must be signed and stamped (if stamp is used), (**in Ukrainian**);

- *Financial bid (Price schedule)*

The financial 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.

Financial bid (price schedule) must be signed and stamped (if stamp is used).

- *Registration documents of the Tenderer*

Shall be provide according to the requirements of tender documentation.

- *Self-Declaration*