DEVELOPMENT OF 8 ONLINE COURSES FOR THE U-LEARN PLATFORM, INCLUDING A FUNDAMENTALS SET FOR LOCAL SELF-GOVERNMENT OFFICIALS	**Project number/ cost centre:** **G-012306-002**

Terms of reference

0. List of abbreviations

SCORM Sharable Content Object Reference Model

ToRs Terms of reference

U-LEARN E-learning platform of the U-LEAD with Europe Programme

1. Context

The Multi-Donor Action “Ukraine Local Empowerment, Accountability and Development Programme” (U-LEAD with Europe) is jointly co-financed by the European Union, its Member States Germany, Poland, Denmark, Slovenia and France and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. Since 1 January 2025, the Programme has been implemented under Phase III, which will run until 31 December 2027.

The overall objective of U-LEAD with Europe is to contribute to the further advancement of transparent, accountable and responsive multi-level governance in Ukraine in the context of EU integration and the rebuilding of Ukraine. In Phase III, the Programme supports the Government and Parliament in advancing decentralisation and aligning regional policy with the EU acquis, strengthens the professional and administrative capacities of local self-government bodies, and enables municipalities to implement local and regional development policies and reconstruction planning.

A key component of the Programme’s capacity development portfolio is U-LEARN, a digital learning environment providing online learning opportunities for representatives of local self-government bodies and other stakeholders interested in local development. U-LEARN is technically administered by U-LEAD with Europe and provides a platform for delivering structured, accessible and practice-oriented learning programmes for municipalities across Ukraine.

One of the recurring capacity gaps identified among municipalities is the lack of a structured entry point into public service at the local level. Newly appointed local self-government officials often acquire essential knowledge and practical skills related to service procedures, integrity standards, human-centred service delivery, accessibility and workplace safety through informal and inconsistent learning processes. This creates a need for a coherent introductory learning offer that provides newly appointed officials with a common foundation for effective performance in local self-government.

To address this gap, U-LEAD with Europe is establishing a Fundamentals set of introductory online courses for local self-government officials, complemented by three thematic courses on municipal management. The courses are intended to provide a structured and practical starting point for officials entering or developing their careers in local self-government, support their understanding of key principles and requirements of public service, and strengthen the competencies needed to perform their functions effectively.

The substantive content of the courses will be developed by U-LEAD experts, working groups and separately contracted subject-matter experts. This assignment focuses on the instructional design, development, production and technical delivery of the online courses on the U-LEARN platform. The service provider will be expected to transform the approved substantive content into engaging, learner-centred and technically functional digital learning products suitable for online delivery.

The target audience comprises officials of local self-government bodies, with a particular focus on newly appointed officials, staff of executive bodies of local councils, heads of structural units, and specialists working in HR, legal, financial and other functional areas.

Against this background, the purpose of the assignment is to design, develop, produce and technically deliver a set of high-quality, practice-oriented online learning courses for local self-government officials on the U-LEARN platform, ensuring a consistent learning experience, clear instructional structure, accessibility and user-friendly navigation, and alignment with the learning objectives and substantive content provided by U-LEAD.

Officials of LSG bodies experience a lack of structured, common baseline of professional knowledge: in the 2023 all-Ukrainian training needs analysis more than 80% of senior officials reported gaps across every core area of competence simultaneously, while cross-cutting standards ranked lowest of all 24 areas. Newly appointed staff meanwhile learn service rules, ethical standards, work with residents, accessibility and personal safety informally and unevenly; experienced staff have often never had these expectations set out explicitly at all. In parallel, there is a separate and narrower demand for professional management competences required by specialised units. These two needs differ in audience, depth and content life cycle, and therefore call for different products.

The Fundamentals courses define the common professional baseline expected of every employee of a LSG body, regardless of unit or length of service. It serves two functions at once: an onboarding track for newly appointed officials, and a shared frame of reference for the existing workforce, which can be used for periodic refresh, for induction after a change of position, and as a common standard when the institution refers to how its staff are expected to work. Each course is complete, so that an experienced official can take a single one where a gap exists, while the five together form a coherent track.

Thematic coverage of the Fundamentals set:

- legal and HR foundations of service in local self-government bodies: rights, duties, procedures, organisational culture;
- ethical standards and integrity in daily service, including the recognition of risk situations and conflicts of interest;
- orientation towards the needs of people in decision-making and service delivery, including practical tools for working with residents' experience;
- accessibility of municipal space, services and communication;
- personal safety of an employee at the workplace, including under martial law, and response to incidents.

Stand-alone thematic online courses are to be developed as independent products. They address a narrower audience (heads of structural units and specialised staff who already have the baseline covered). Each course can be taken independently of the others and will be updated on its own cycle, driven by changes in legislation and practice.

Thematic coverage:

- strategic planning of municipal development, in line with the methodology expected o be approved and introduced by the end of 2026;
- analysis and assessment of the business environment of a municipality for local economic development purposes. This course is a logical continuation of the U-LEAD training programmes and will enable municipalities to assess their own situation independently and to select the instruments that fit it;
- governance of municipal enterprises operating in the form of limited liability companies. This course responds to recent legislative changes related to the corporatisation of municipal enterprises, under which local self-government bodies may convert their unitary enterprises into limited liability or joint-stock companies, which requires a different set of ownership and oversight competences than managing a unitary enterprise.

2. Tasks to be performed by the contractor

This is a contract for works (results-based contract) at a fixed lump-sum price per milestone. Payment is made for accepted results in accordance with Section 6.3. The Contractor is responsible for organising the work, the team and the timeline required to deliver the accepted results.

GIZ commission the Contractor to provide instructional design, development, production and technical support for online learning content on the U-LEARN digital learning platform.

The Contractor will be responsible for the following:

Each course is a self-paced online course with interactive elements up to 40 slides (except course 2, up to 50 slides). Every course includes a final test of up to 10 questions combining situational and theoretical items. Situational tasks require a choice of action, and every option is accompanied by a short explanation of the consequences of that choice.

Online courses shall include practical and interactive learning components that enable learners to apply the knowledge and skills acquired throughout the courses.

Such components may include, but are not limited to, interactive simulations, practical exercises, case studies, scenario-based tasks, modelling of real-life work situations, decision-making exercises, testing of proposed solutions, and analysis of results.

Practical and interactive components shall be aligned with the content and intended learning outcomes of the respective online course and, where appropriate, shall be based on real-life or realistic scenarios relevant to the target audience. The format, scope and complexity of such components shall be determined based on the subject matter, target audience and expected learning outcomes of each course.

In addition, one of the online courses (Course 2) shall include an interactive game/simulation designed to enable learners to apply the knowledge and skills acquired through the course in a realistic work-related scenario. Its content and functionality shall be aligned with the learning objectives of the respective course and a self-paced online course with interactive elements up to 50 slides.

All online courses developed under the assignment shall comply with applicable accessibility and inclusive design requirements and shall be designed to ensure that the learning content can be accessed and used comfortably by the widest possible range of learners, including users accessing the courses via mobile devices.

In particular, the learning materials shall:

- include subtitles for all video content;
- provide sufficient colour contrast between text and background to ensure readability;
- use font sizes and typography that ensure clear and comfortable reading across different devices, including mobile devices;
- not rely on colour alone to convey meaning, distinguish information, or communicate instructions;
- ensure that text, visual and multimedia content is presented in an accessible and user-friendly manner, in accordance with applicable digital accessibility requirements and principles.

All online courses shall provide a consistent, clear and user-friendly learning experience and shall take into account the diverse needs and ways in which learners may access and perceive information.

Methodology requirements for courses

- Agreement of the educational objectives of each course based on the material provided by U-LEAD with Europe experts (objectives, expected results, proposed approach).
- Methodological adaptation of the source materials: stylistic and grammatical processing of the text content.

- Development of the course script containing all textual content, involving a copywriter.
- Development of the video script and of the shooting plan, including the teleprompter text.
- Preparation of all design elements.
- Animation or parallax of design elements.
- Testing of the draft edition of the course on U-LEARN.
- Correction of mistakes, including Ukrainian proofreading, and consideration of comments.
- Approval of current tasks with the Learning Lab contact person, at least at the following milestones: 1. Agreement of educational objectives. 2. Development of the course script. 3. Approval of the video script and shooting plan. 4. Testing of the draft edition of the course.

2.1. Tasks

The contractor is responsible for providing the following services:

- Development (design and production) of 8 online courses for U-LEARN, combining interactive slide-based content and video content, where applicable, based on substantive materials provided by U-LEAD with Europe experts and adapted to the technical requirements of U-LEARN.
- Update and technical refinement of existing online courses to ensure their alignment with current legislation and relevant regulatory changes. This includes reviewing and revising course content, learning materials, practical assignments, examples, and other educational components, as necessary, to reflect legislative amendments and ensure the accuracy and relevance of the information provided. The assignment includes the technical updating, replacement, and development of interactive learning slides and content blocks, as well as the development of relevant promotional materials for the courses, including promotional videos, illustrations, and other visual assets, to support their communication and promotion.

All materials and deliverables developed under this contract, including online courses, scripts, videos, illustrations, interactive components and editable source files, shall be delivered to GIZ. GIZ shall receive exclusive rights to use, reproduce, publish, distribute, modify and adapt these materials, and to authorise third parties to do so, without territorial or time limitations, subject to the applicable contractual terms.
The Contractor shall ensure that the materials do not infringe any third-party rights and shall obtain all permissions necessary for their intended use. Any pre-existing or third-party materials shall be clearly identified, and their use shall be subject to prior approval by GIZ.
The Contractor may not use, publish or share the deliverables without GIZ's prior written consent.

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	Criteria for acceptance
Course 1	January 29, 2027, Ukraine, Contractor	Online course developed in close coordination with the U-LEAD with Europe team and reviewed and approved at the key stages of development. The educational objectives and expected learning outcomes agreed upon; the course scripts developed and approved; the video scripts and shooting plans approved; video shooting and post-production completed, where applicable; and the draft courses tested on the U-LEARN platform. All comments and feedback addressed, and the final versions of the courses submitted in

		a fully functional form, ready for publication and use by learners.
Course 2	January 29, 2027, Ukraine, Contractor	Online course developed in close coordination with the U-LEAD with Europe team and reviewed and approved at the key stages of development. The educational objectives and expected learning outcomes agreed upon; the course scripts developed and approved; the video scripts and shooting plans approved; video shooting and post-production completed, where applicable; and the draft courses tested on the U-LEARN platform. All comments and feedback addressed, and the final versions of the courses submitted in a fully functional form, ready for publication and use by learners. A fully functional interactive game/simulation developed and integrated into the course.
Courses 3, 4	February 26, 2027, Ukraine, Contractor	Each online course developed in close coordination with the U-LEAD with Europe team and reviewed and approved at the key stages of development. The educational objectives and expected learning outcomes agreed upon; the course scripts developed and approved; the video scripts and shooting plans approved; video shooting and post-production completed, where applicable; and the draft courses tested on the U-LEARN platform. All comments and feedback addressed, and the final versions of the courses submitted in a fully functional form, ready for publication and use by learners.
Course 5	March 31, 2027, Ukraine, Contractor	
Course 6	April 30, 2027, Ukraine, Contractor	
Course 7	May 31, 2027, Ukraine, Contractor	
Course 8	June 30, 2027, Ukraine, Contractor	
Ensuring technical update and refinement of existing online courses	during the contract term (14.12.2026 - 30.12.2027), Ukraine	The existing online courses, including up to 26 interactive learning slides, updated in accordance with Ch. 2.2 and relevant legislative changes. The updated courses tested on U-LEARN, all feedback addressed, and the final versions and applicable promotional materials approved by the U-LEAD with Europe team.

Period of assignment is from 14.12.2026 till 30.12.2027.

2.2. Deliverables and Reporting:

Technical requirements for slide-based content

- Output file: SCORM package (zip archive), compatible with Moodle Workplace / atingi.
- Source files: story (Storyline), .ai (vector), .psd (raster with saved layers).
- Screen size: 1280 x 575 pixels.
- Image format in courses: png / svg.
- Course font: Montserrat. Text size: 10.5.
- Language of the courses: Ukrainian.

The final approved version of the script is handed over together with the course

Technical requirements for video content

- Reportage-style shooting at an agreed location, including rental of equipment (lighting, cameras, teleprompter, tripods and other), the work of the shooting crew (operator, director, make-up artist, producer / project manager), audio recording and transport costs within Ukraine.

- Post-production: editing, colour correction, animation effects and transitions, sound design.
- Finished video: mp4, H.264, 1920 x 1080, 25 fps, audio at minimum 128 kbps, with Ukrainian subtitles as a separate .srt file and burned-in captions where agreed.
- Source files: raw footage and the editing project file are handed over to U-LEAD on an external medium or via a cloud service.
- Shooting locations, speakers and dates are agreed with U-LEAD in advance; the contractor is responsible for observing security rules at the shooting location.

The Contractor shall develop and submit the final approved versions of eight online courses in accordance with the scope of work and the delivery schedule set out below. Each course shall be considered completed upon submission of the Final Approved Version of the Online Course, including the finished video content, where applicable, and a fully functional version of the course.

The developed courses and corresponding outputs shall be submitted according to the following schedule:

Reporting/ Deliverable #	**Requirements to the format**	**Anticipated period, by**
Development of 8 courses: Courses 1, 2	Final Approved Version of the Online Course Requirements are set above in Ch.2.2	January 29, 2027
Courses 3, 4	Final Approved Version of the Online Course Requirements are set above in Ch.2.2	February 26, 2027
Course 5	Final Approved Version of the Online Course Requirements are set above in Ch.2.2	March 31, 2027
Course 6	Final Approved Version of the Online Course Requirements are set above in Ch.2.2	April 30, 20272
Course 7	Final Approved Version of the Online Course Requirements are set above in Ch.2.2	May 31, 2027
Course 8	Final Approved Version of the Online Course Requirements are set above in Ch.2.2	June 30, 2027
Ensuring technical update and refinement of existing online courses	The final approved version of the updated and improved existing online courses: - Updated 26 interactive learning slides Requirements are set above in Ch.2.2	During the contract term (14.12.2026 - 30.12.2027)

The Contractor shall ensure that each submitted online course is fully functional, technically complete and ready for publication and use by learners. The final versions shall incorporate all comments and revisions agreed with the Contracting Authority during the development process.

3. 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 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)
- Coordinating and ensuring 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 local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (Bachelor) in humanitarian sciences
- Language (2.1.2): B2-level language proficiency in English; C2-level language proficiency in Ukrainian
- General professional experience (2.1.3): 5 years of professional experience in the eLearning sector
- Specific professional experience (2.1.4): 3,5 years in an online courses development
- Leadership/management experience (2.1.5): 3,5 years of management/leadership experience as project team leader or manager in a company
- Other (2.1.8): 3 years of experience in projects related to local self-government

Short-term expert pool with minimum 6, maximum 9 members

The expert pool shall collectively provide complementary qualifications and experience covering the methodological, instructional, technical, visual and editorial aspects of the assignment. The Contractor shall determine the allocation of tasks among the pool 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 for the assessment.

Tasks of the short-term expert pool

- Development and technical implementation of interactive, slide-based online courses, including methodological adaptation of source materials, instructional design, and selection of appropriate methods for presenting content in line with the learning objectives and expected learning outcomes.
- Development, editing and proofreading of course scripts and all textual content, including practical assignments, final test questions and explanations of the consequences of each answer option in scenario-based tasks.
- Preparation of graphic and visual elements, including illustrations and animations, and production and integration of video content, where applicable.
- Development and integration of practical and interactive learning components, including the interactive game/simulation for Course 2.
- Technical update and refinement of existing online courses to reflect relevant legislative and regulatory changes, including updating, replacement or development of up to 26 interactive learning slides.

- Preparation of promotional materials, including promotional videos, illustrations and other visual assets, as required under the assignment.
- Ensuring compliance with accessibility and technical requirements, testing new and updated courses on the U-LEARN platform, correcting identified errors, incorporating feedback from the U-LEAD with Europe team, and submitting fully functional final versions for approval and publication.

Qualifications of the short-term expert pool

- Education/training (2.6.1):
  At least 2 experts with a university degree (Bachelor) in education, pedagogy, psychology or a related field.
  At least 1 expert with a university degree (Bachelor) in information technology, computer science, educational technology or a related field.
  At least 1 expert with a university degree (Bachelor) in graphic design, visual arts, multimedia design or a related field.
  At least 2 experts with a university degree (Bachelor) in philology, linguistics, journalism, communications or a related field

- General professional experience (2.6.3):

  At least 2 experts, each with 3.5 years of professional experience in education, learning methodology or instructional design.
  At least 1 expert with 3.5 years of professional experience in the technical development of digital learning products or interactive multimedia.
  At least 1 expert with 3.5 years of professional experience in graphic design or visual communication.
  At least 1 expert with 3.5 years of professional experience in proofreading or language editing of Ukrainian-language texts.
  At least 1 expert with 3.5 years of professional experience in copywriting, scriptwriting or content development

- Specific professional experience (2.6.4):

  At least 1 expert with 3.5 years of professional experience in the technical development of interactive online courses, including the implementation of interactive learning components and testing on learning management systems.

4. Costing requirements

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	Anticipated deadline/place/person responsible
Course 1	28	January 2027 / Kyiv / Contractor
Course 2	42	January 2027 / Kyiv / Contractor
Course 3	28	February 2027 / Kyiv / Contractor
Course 4	28	February 2027 / Kyiv / Contractor
Course 5	28	March 2027 / Kyiv / Contractor
Course 6	28	April 2027 / Kyiv / Contractor
Course 7	28	May 2027 / Kyiv / Contractor
Course 8	28	June 2027 / Kyiv / Contractor
Ensuring technical update and refinement of existing online courses (up to 26 interactive learning slides)	13	During the contract term (14.12.2026 - 30.12.2027) / Kyiv / Contractor

5. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Thematic materials developed by U-LEAD with Europe experts.
- U-LEAD with Europe communications and visibility guidelines.
- The existing relevant U-LEARN courses.

6. Financial provisions

6.1. Contract value

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

6.2. 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.

6.3 Payment Conditions

- The Contractor shall be paid 100% post payment upon performance in the agreed instalments on monthly 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 ("up to"), on the ground of scan copies invoices, acts of acceptance submitted via e-mail 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

6.4. Requirements to the submission of the financial reporting documents

- Invoices, acts of acceptance, etc. shall be scanned and send as an attachment to the e-mail of the GIZ Project Representatives (the e-mail shall be provided additionally) together with the technical documents (reporting/ deliverables) and other financial supporting documents as and if stipulated by the Contract.
- Originals of above mentioned documents shall be submitted to GIZ upon GIZ request .
- 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 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

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

7. Other Provisions

7.1. 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.
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 2 of this Contract.
Implementation of any activities under the present Contract /Supplement to this Contract (if any) can be started only after the Contact/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 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 (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, 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.

7.2. 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: G-012306-002, Project title “Support decentralization reform in the context of Ukraine's recovery and integration into the EU (UDU/U-LEAD with Europe: Phase III)”, registered by the Secretariat of the Cabinet of Ministers of Ukraine (registration card of the project (program) No. 5974 dated 21.04.2025) 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.

8. Outsourced processing of personal data

– Not applicable –

9. Requirements to the format of the bid

9.1. Documents to be submitted

9.1.1. Technical bid

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 shall not exceed three pages each. They must clearly indicate the position and role held by the proposed person in the reference project, the duration of their involvement, and their relevant general and specific professional experience. The CVs must be prepared in English

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

- **List of key experts**

9.1.2. 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).

9.1.3. Registration documents of the tenderer

Shall be provide according to the requirements of tender documentation

- **Registration documents of the tenderer**

The tenderer must:

- be a registered legal entity/private entrepreneur in Ukraine;
- not be on the sanctions list of Ukraine, the EU, the UN;
- ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU, the UN;
- not be in the process of termination;

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

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

9.1.4. Documents for tenderer's eligibility confirmation

Must be submitted in accordance with provided template.

- **Self-declaration of eligibility**