|  |  |
| --- | --- |
| **Labour market, employment and vocational training research toolbox** | **Project number/ cost centre:**  21.2145.7-004.00 (50%) 21.2145.7-006.00 (50%) |

**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

ToRs Terms of reference

MoES Ministry of Education and Science of Ukraine

MoEU Ministry of Economy of Ukraine

SES State Employment Service of Ukraine

NQA National Qualification Agency

VET Vocational education and training

MDI Multi Donor Initiative Skills4Recovery

1. **Context**

The ongoing war in Ukraine has led to more than six million people leaving the country. An equally large number have been internally displaced. A consequence of the mass migration is the drastic shortage of skilled labour in key sectors of economy.

Ukraine currently needs around 100,000 skilled workers and demand is growing. Based on forecasts, the country will need up to 4.5 million additional skilled workers by 2033. The problem is further compounded by the training and qualifications, which often do not match job requirements. Jobseekers are increasingly expected to have green and digital skills. This skills gap is especially evident in the key sectors of economy. Crucial to the effort is a VET system that prepares workers specifically for the job market.

In 2023 the Federal German Ministry for Economic Cooperation and Development (BMZ) assigned GIZ to develop the project “Skills4Recovery”. The EU, Poland, and Estonia have joined the Multi Donor Initiative Skills4Recovery in autumn 2024 to enhance training opportunities for young people and adults in Ukraine. Since 2025 the Danish co-financing is being integrated one-to-one into the existing outputs (content integration) and used to scale the value addition with special focus on agricultural sector and aimed on helping vulnerable groups such as women, ex-combatants, people with disabilities, IDPs for inclusive economic recovery.

The MDI’s objective is to increase the availability of qualified workforce for the Ukrainian recovery process. The provision of qualified labour in sufficient numbers is based on creating adequate educational opportunities for all people of working age – this includes initial education for young people and further education for adults. The educational system must activate different population groups, such as internally displaced persons, former combatants, returnees, and women in order to exploit the required potential.

Key outputs of the Multi Donor Initiative are:

1. Institutional Strengthening of training providers
2. Implementation of training programmes
3. Support of transition to labour market
4. Development of political and strategic concepts according to labour market needs
5. Replication of best practices throughout Ukraine

Key partners of the MDI Skills4Recovery are the Ministry of Education and Science (MoES), the Ministry of Economy of Ukraine (MoEU), State Employment Centre, National Qualification Agency (NQA), regional state/military administrations, VET schools and VET training providers, employment organizations.

The MDI Skills4Recovery together with political partners works in several strategic areas that should be considered in regard of research and data-support services:

* Enhancing **autonomy of vocational training providers** (the current level of financial, managerial, and academic autonomy of VET institutions; barriers of institutional independence and flexibility in decision-making; self-governance practices in VET etc.).
* **Modernization of training offerings** for different social groups towards independent curriculum design, resource management, and partnerships with employers; integration of emerging skills needs in recovery-focused industries, digitalization, work-based learning, and micro-credentials into VET curricula etc.
* Improvement of **transition from education to the labour market** and vice versa is assumed to relate to career guidance, internships, and apprenticeship programs; mechanisms for recognizing prior learning and upskilling opportunities for returning workers, veterans, displaced individuals and others.
* **EU accession** in mapping gaps between Ukraine’s VET system and EU education and labor market standards, identifying opportunities in EU-funded programs, supporting the development of policy frameworks that align VET governance, qualifications, and quality assurance etc.
* **Inclusion of training and employment** that means identification of legal and social barriers to inclusive education and employment, evaluating accessibility of VET programs for vulnerable groups (e.g., veterans, displaced people, people with disabilities, women in male-dominated occupations) etc.

In line with the defined strategic areas, the MDI Skills4Recovery has the following **target audiences**: employers, educators, educational managers, HR managers, employees, students (including vulnerable: veterans, displaced people, people with disabilities, women in male-dominated occupations), government authorities’ representatives and policymakers.

Effective implementation of vocational education and labor market reforms in Ukraine requires high-quality, up-to-date data. However, martial law restricts access to reliable statistics, while the volatile war-related environment creates significant regional disparities. Key challenges include varying conditions across frontline, central, and western regions, as well as sensitive issues like veteran reintegration and labour market inclusion of displaced people. Targeted research is essential to provide actionable insights into policy and program decisions.

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

The objective of the assignment is to design and deliver applied research that generates evidence-based insights on labour-market and education trends, skills demand, and VET provision gaps, and to translate these findings into actionable recommendations that inform and improve partner institutions’ policies and reforms.

The foreseen **key reform topics** to be considered in line of this assignment:

1. Reforming the State Employment Services in Ukraine
2. Increasing efficiency of state programmes in employment and reskilling
3. Improvement of cooperation between the State Employment Centres, vocational training providers and employers
4. Strengthening support for inclusive people via employment and education
5. Activating inactive people for reskilling and job placement
   1. **Tasks**

The contractor is responsible for providing the following services:

**Working package 1. Focus groups with target audience(s) and stakeholders**

* 1. Develop working plan, including goals, timeframe, methods, technical details etc.
  2. Prepare guiding materials, instruction for quality check, recruiting respondents etc.
  3. Define target audience and create contact database
  4. Conduct 10 focus groups (10–15 participants per group), technical details are below:

*Staff issues The contractor should provide a trained facilitator to guide the discussion ensuring qualitative and balanced participation*

*Ethical considerations*

*and personal data*

*Informed consent form is needed, data protection, confidentiality.*

*No personal data should be transferred to GIZ.*

*Documentation*

*and reporting Audio/video recording (with consent) and verbatim transcription for analysis. List of participants according to GIZ rules.*

* 1. Prepare resulting data set, transcripts, proof of evidence documentation.
  2. Develop a structured research report(s) that includes findings, conclusions, and actionable recommendations. The format of these reports could be policy briefs, presentations, analytical notes, expert papers, visualizations and other agreed with the GIZ representative
  3. Present research findings via a session (online/offline/hybrid, at least 1 hour) to ensure acceptance by GIZ
  4. Support in developing communication materials, including infographics, reports, and briefs, for public dissemination of findings

**Working package 2. Interviews with representatives of the target audiences**

* 1. Develop working plan, including goals, timeframe, methods, technical details etc.
  2. Prepare guiding materials, instruction for quality check, recruiting respondents etc.
  3. Define target audience and create contact database
  4. Conduct 100 interviews, the technical details are below:

*Staff issues The contractor should provide trained interviewers for the specified target audience*

*Ethical considerations*

*and personal data Informed consent, data protection, confidentiality.*

*No personal data should be transferred to GIZ.*

*Documentation*

*and reporting Audio/video recordings (with participant consent) to ensure accurate data collection. Notes can also be taken. List of participants according to GIZ rules.*

* 1. Prepare resulting data set, transcripts, proof of evidence documentation.
  2. Develop a structured research report(s) that includes findings, conclusions, and actionable recommendations. The format of these reports could be policy briefs, presentations, analytical notes, expert papers, visualizations and other agreed with the GIZ representative
  3. Present research findings via a session (online/offline/hybrid, at least 1 hour) to ensure acceptance by GIZ
  4. Support in developing communication materials, including infographics, reports, and briefs, for public dissemination of findings

**Working package 3. Surveys of opinions, behavioural patterns of the target audiences**

* 1. Develop working plan, including goals, timeframe, methods, technical details etc.
  2. Prepare guiding materials, instruction for quality check, recruiting respondents etc.
  3. Define target audience and create contact database
  4. Conduct 5 thematic surveys (online and/or phone), the technical details are below:

*Staff issues Trained surveyors for in-person/phone surveys; automated online platforms for digital surveys*

*Ethical considerations*

*and personal data Informed consent, data protection, confidentiality.*

*No personal data should be transferred to GIZ.*

*Documentation*

*and reporting Proper documentation to ensure accurate data collection. List of participants according to GIZ rules.*

* 1. Prepare resulting data set, transcripts, proof of evidence documentation.
  2. Develop a structured research report(s) that includes findings, conclusions, and actionable recommendations. The format of these reports could be policy briefs, presentations, analytical notes, expert papers, visualizations and other agreed with the GIZ representative
  3. Present research findings via a session (online/offline/hybrid, at least 1 hour) to ensure acceptance by GIZ
  4. Support in developing communication materials, including infographics, reports, and briefs, for public dissemination of findings

**Working package 4. In-field studies of behavioural patterns of the target audiences in public service delivery locations**

* 1. Develop working plan, including goals, timeframe, methods, technical details etc.
  2. Prepare guiding materials, instruction for quality check, recruiting respondents etc.
  3. Define target audience and create contact database
  4. Conduct 5 mystery shopping campaigns with hall tests on the ground, the technical details are below:

*Staff issues Trained mystery shopper in all regions of Ukraine where security situation will allow*

*Ethical considerations*

*and personal data Informed consent, data protection, confidentiality.*

*No personal data should be transferred to GIZ.*

*Documentation*

*and reporting Proper documentation to ensure accurate data collection. List of participants according to GIZ rules.*

* 1. Prepare resulting data set, transcripts, proof of evidence documentation.
  2. Develop a structured research report(s) that includes findings, conclusions, and actionable recommendations. The format of these reports could be policy briefs, presentations, analytical notes, expert papers, visualizations and other agreed with the GIZ representative
  3. Present research findings via a session (online/offline/hybrid, at least 1 hour) to ensure acceptance by GIZ
  4. Support in developing communication materials, including infographics, reports, and briefs, for public dissemination of findings

The organizational clarifications for managing abovementioned tasks:

* The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the tasks.
* The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
* The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
* The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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** |
| Working package 1. Focus groups with target audience(s) and stakeholders | 01.08.2026 / Ukraine, Kyiv city.  The contractor |
| Working package 2. Interviews with representatives of the target audiences | 01.08.2026 / Ukraine, Kyiv city.  The contractor |
| Working package 3. Surveys of opinions, behavioural patterns of the target audiences | 01.08.2026 / Ukraine, Kyiv city.  The contractor |
| Working package 4. In-field studies of behavioural patterns of the target audiences in public service delivery locations | 01.08.2026 / Ukraine, Kyiv city.  The contractor |

The contract duration is from 05.01.2026 till 30.08.2026.

* 1. **Deliverables and Reporting:**

The contractor will be responsible for the following:

|  |  |  |
| --- | --- | --- |
| **Reporting/ Deliverable #** | **Requirements to the format** | **Anticipated period, by** |
| **Interim report 1** “Reforming the State Employment Services in Ukraine” | Documentation in English and Ukrainian, proof-read and concise language, docx-pdf-xls-file or other formats, submitted via email to GIZ, from 10.000 symbols to no length limits  Each report should include:   * Analytical reports after each focus group, interviews and other activities (findings, conclusions, actionable recommendations). * Policy Briefs (2–3 pages) and slide decks (15–20 slides) to present findings. * Comms materials (infographic, short press notes (1-2 pages)). | 01.04.2026 |
| **Interim report 2** “Increasing efficiency of state programmes in employment and reskilling” | 01.05.2026 |
| **Interim report 3** “Improvement of cooperation between the State Employment Centres, vocational training providers and employers” | 01.06.2026 |
| **Interim report 4** “Strengthening support for inclusive people via employment and education” | 01.07.2026 |
| **Final report 5** “Activating inactive people for reskilling and job placement” | 01.08.2026 |

1. Concept (technical-methodological design)

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

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

## Technical-methodological concept

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

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

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

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

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

## Project management of the contractor (1.6). The tenderer is required to explain its approach for coordination with the GIZ project. 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** 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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

* Service-delivery control
* Managing adaptations to changing conditions
* Ensuring the flow of information between the tenderer and GIZ
* Assuming personnel responsibility for the contractor’s experts
* Process-oriented steering for implementation of the commission

## Further requirements (1.7) not applicable

1. Personnel concept (proposed staff)

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

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

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

## 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): Master’s degree or equivalent or PhD in management or business administration
* Language (2.1.2): C1-level language proficiency in *English*
* General professional experience (2.1.3): 7 years of professional experience in the consulting sector
* Specific professional experience (2.1.4): 7 years in performing studies, projects in education, labour market regulation and/or employment
* Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company, international organisations
* Regional experience (2.1.6): 5 years of experience in projects in Ukrainian regions
* Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
* Other (2.1.8): n/a

## Short-term expert pool (10 experts are required), CVs, with project roles, areas of expertise are required

Tasks of the experts in the pool:

* Responsibility for working with advisory requests from political partners and GIZ
* Performing advisory work in time and in the highest quality for achieving the objective and tasks of the assignment (cl.2)
* Coordinating and communication with technical specialists of political partners
* Ensuring compliance and knowledge sharing, sustainability of results, dissemination of deliverables.
* Regular reporting in accordance with deadlines
* Anticipated (possible roles) of experts in the pool to be indicated in their CVs: research manager; qualitative expert / statistician; survey operations manager; fieldwork coordinator; data manager / analyst; QA & ethics manager; policy & reporting expert; administrator / logistics; questionnaire programmer.

Qualifications of the short-term expert pool

* Education/training (2.6.1): all experts with Bachelor or higher degree in management and/or business administration and/or sociology and/or statistics and/or communications
* Language (2.6.2): all experts with B2-level language proficiency in English
* General professional experience (2.6.3): all experts with 5 years of professional experience in the consulting sector
* Specific professional experience (2.6.4): all experts with 3 years in performing research projects in education and/or labour market
* Regional experience (2.6.5): all experts with 5 years of experience in projects in Ukrainian regions
* Development cooperation (DC) experience (2.6.6): all experts with 1 year of experience in DC projects
* Other (2.6.7): n/a

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

# Costing requirements

## Assignment of personnel and travel expenses

Not applicable .

## Sustainability aspects for travel and travel regulations

Not applicable.

**Specification of inputs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fee days** | **Unit of measurement** | **Number of experts** | **Total number of days** | **Comments (if any)** |
| **WP1. Focus groups with target audience(s) and stakeholders** |  |  |  |  |
| Designation of Team Leader | Expert days | 1 | 20 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| Designation of Experts from the Short-term pool | Expert days | 10 | 110 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| **WP2. Interviews with representatives of the target audiences** |  |  |  |  |
| Designation of Team Leader | Expert days | 1 | 20 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| Designation of Experts from the Short-term pool | Expert days | 10 | 110 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| **WP3. Surveys of opinions, behavioural patterns of the target audiences** |  |  |  |  |
| Designation of Team Leader | Expert days | 1 | 20 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| Designation of Experts from the Short-term pool | Expert days | 10 | 110 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| **WP4. In-field studies of behavioural patterns of the target audiences in public service delivery locations** |  |  |  |  |
| Designation of Team Leader | Expert days | 1 | 20 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| Designation of Experts from the Short-term pool | Expert days | 10 | 110 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| **Total** |  |  |  |  |
| Designation of Team Leader | Expert days | 1 | 80 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| Designation of Experts from the Short-term pool | Expert days | 10 | 440 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |

## The contractor can redistribute the number of expert days among the working packages according to the actual implementation of the assignment (e.g. security situation, delays due to government shifts etc.) The total number of expert days should not exceed the full number dedicated to all working packages.

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

# Inputs of GIZ or other actors

Not applicable

1. **Financial provisions**
   1. **Contract value and anticipated payment schedule**

The contract value shall be calculated according to the format of the commercial bid.

**Anticipated payment schedule:**

In consideration of work completed, the contractor shall be paid in the following instalments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instalments** | **Anticipated payment date** | **Payment of up to % from total contract value** | **Deliverables and reporting** | **Project Number and % of costs split** |
| 1 Interim payment | 15.04.2026 | Up to 20,00%, based on the quantity of expert days | Del. 1 acc. to cl. 2.2 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| 2 Interim payment | 15.05.2026 | Up to 20,00%, based on the quantity of expert days | Del. 2 acc. to cl. 2.2 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| 3 Interim payment | 15.06.2026 | Up to 20,00%, based on the quantity of expert days | Del. 3 acc. to cl. 2.2 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| 4 Interim payment | 15.07.2026 | Up to 20,00%, based on the quantity of expert days | Del. 4 acc. to cl. 2.2 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |
| 5 Final payment | 15.08.2026 | Up to 20,00%, based on the quantity of expert days | Del. 5 acc. to cl. 2.2 | 21.2145.7-004.00 (50%)  21.2145.7-006.00 (50%) |

* 1. **Financial proposal**

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.

**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, 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 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):
* 21.2145.7-004.00 (50%)
* 21.2145.7-006.00 (50%)
* 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>

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 *(shall be specified at the time of contract preparation by the procurement unit responsible for contract preparation)* a payer of value added tax under general conditions.

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

Contact person from GIZ side responsible for contract implementation and communication with the Contractor \_\_\_\_\_\_\_ *(indicate name/-s, surname/-s, phone/-s, e-mail/-s) (shall be specified at the time of contract preparation by the procurement unit responsible for contract preparation)*

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

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

Additionally, the Contractor must:

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

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

* 1. **VAT Exemption**

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: 21.2145.7, Project title “Vocational Education and Training in Ukraine/ Skills4Recovery”, registered by the Secretariat of the Cabinet of Ministers of Ukraine (registration card of the project (program) No. 5296-03 dated 01.05.2025) and complies with the category (Expert services on individual technical issues of project implementation) 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

# Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR’s data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.

**No personal data will be transferred from GIZ to the Contractor or the other way round from the Contractor to GIZ.**

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 20 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application (if such format of CV is set). The CVs shall not exceed 7 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be drawn up in English.

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

* + 1. **Commercial bid**

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

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

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

Shall be provide according to the requirements of tender documentation

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

|  |  |
| --- | --- |
| The tenderer is obliged to conform to the following eligibility requirements: | The tenderer must provide the following document to confirm the compliance with eligibility requirements: |
| **A.** Minimum requirements for managerial capacity: 3 reference project(s) in the field of implementation research projects with the total budget at least 1.000.000 UAH at the date of implementation, with indicating donor organisation, duration, target audiences (recipients) and other details in English | Tenderers must provide: Eligibility Self-Declaration, 3 supportive (reference) letters (1 reference letter per project) from the Ukrainian authorities (e.g. Ministries, state authorities, sectoral regulatory bodies or other) |
| **B.** Minimum requirements for technical experience: 5 reference project(s) in the field of researching, on labour market, education, employment, with indication applied methods (e.g. sociological survey, interviewing IDPs etc.) in English | Tenderers must provide: Eligibility Self-Declaration,  5 supportive (reference) letters from the clients/beneficiaries about performed research projects |

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.