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**TITLE OF SERVICE** **Project number /**

**cost centre: 21.2145.7-009.00**

**Development of Soft Skills Courses for**

**VET Graduates and Job Seekers**

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**Terms of reference (ToR)**

**0. List of abbreviations**

BMZ Federal German Ministry for Economic Cooperation and Development

GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH

MoES Ministry of Education and Science of Ukraine

MoEU Ministry of Economy of Ukraine

MDI Multi‑Donor Initiative ‘Skills4Recovery’

SES State Employment Service of Ukraine

VET Vocational Education and Training

ToR Terms of Reference

1. **Context**

The ongoing war in Ukraine has led to more than six million people leaving the country. An equally large number has been internally displaced. A consequence of 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 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 Service, National Qualification Agency (NQA), regional state/military administrations, VET schools and VET training providers, employment organizations.

Within the MDI Skills4Recovery, Output 3 aims to improve the inclusive transition into the labour market for all population groups.

One of the hampering factors for entry and lasting success of graduates in businesses, is the lack of soft skills, which is often voiced by employers. Thus, in Output 3 we are, amongst other measures, aiming for increasing the employability of VET graduates and job seekers through transversal (soft) skills. The recovery of Ukraine requires not only technical and professional expertise but also the development of transversal (soft) skills, which are increasingly recognized as crucial for employability, adaptability, and career success. Sectors such as construction, agriculture, transport and logistics, and services are key drivers of the Ukrainian economy and demand graduates and job seekers who can demonstrate communication, teamwork, problem-solving, adaptability, and leadership.

This assignment will therefore develop and pilot comprehensive soft skills training programmes, delivered in both **online and offline formats**, ensuring accessibility and sustainability through integration into the existing online platform **Profosvita Online**, and with a strong focus on the inclusion of **women** into the labour market of Ukraine. The content of the “booster” soft skills courses shall be in line with European benchmarks on transversal skills in Vocational Education and Training.

For this purpose, there will be two separate contractors, one Local Contractor and one International Contractor. The Local Contractor (this tender) will focus on developing training materials for online and offline training, the design and integration of the course into the Profosvita Online Plattform in line with requirements of the MoES as well as implementation, logistics, and administrative support for the offline training. The International Contractor will provide advisory on the structure and content of the training in line with European benchmarks and good practices on transversal skills trainings. It is expected that they both are working punctually together as laid out in their individual ToRs. This contract will cover tasks of the Local Contractor. The local contractor will be required to incorporate the guidance provided by the international contractor into the development of the training materials.

Therefore, the aim of this contract is to develop all training materials, to conduct the offline implementation at 6 VET Providers and to ensure the incorporation of the course into Profosvita Online Plattform:

1. preparing templates and integration structures required by Profosvita Online Platform and MoES;
2. developing training course structure and all necessary materials for online and offline training in Ukrainian while incorporating conceptual guidance of the International Contractor and ensuring smooth cooperation;
3. coordinating and administering offline pilot delivery for not less than 6 VET schools (up to 120 participants); and
4. Making the online course integration into Profosvita Online and quality assurance.

As Soft Skills or Transversal Skills (synonymously used here) we understand in accordance with the EU Cedefop [definition](https://www.cedefop.europa.eu/en/tools/vet-glossary/glossary/transversale-faehigkeiten-und-kompetenzen), mostly the following selected:

* thinking skills and competences;
* self-management skills and competences;
* social and communication skills and competences;
* life skills and competences;

The focus should lie on tailoring the use of those skills for skills and competencies needed in the job context.

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

The Contractor is responsible for providing the following services:

**Work Packages**

**Work Package 1 – Integration Framework & Templates:**

* Map MoES/Profosvita Online technical and content requirements; compile a short standard (templated section types, media specs, SCORM/HTML5 where applicable, assessment formats, certificates).
* Prepare course structure templates (module, lesson, assessment, feedback, accessibility notes) and style guidance (UA/EN bilingual fields as relevant).
* Set up a versioning and QA checklist for uploads and updates.
* Agree all templates with GIZ/MoES.
* Share all mentioned above developed materials with the International Contractor.

**Work Package 2 – Training Materials & Methodology Development**

* Develop training materials, guides, and multimedia resources for both online and offline formats based on the templates approved while incorporating guidance provided by the International Expert. First, Offline Training content will be developed, whereby already anticipating future adaptability to online content. Secondly, the offline training content will be piloted in the 6 trainings at VET Providers. Thirdly, the lessons learned and feedback on content and course structure from offline courses will be taken into consideration. Based on this, the content will be further developed for the use as online format on Profosvita Online.

**As for offline materials of the course on** soft skills for VET graduates and job seekers, the following requirements should be fulfilled:

* 1. they should be prepared for up to 120 participants for 3-day offline training, per 8 hours a day.
  2. Development of the course material should already anticipate structure and modalities to be later efficiently developed further into online content.
  3. All training materials should be designed in Ukrainian to be presented for the target audience, however, written course material and scripts need to be provided both in Ukrainian and English to ensure cooperation and review of the international expert before course delivery.

**As for the online course on** soft skills for VET graduates and job seekers, the following requirements should be fulfilled

* 1. The course should consist of different modules: between 5 and 7.
  2. Each module will refer to one topic, for example development of communication skills or self-management skills.
  3. Each module will have a final assessment with a certificate after its successful completion. In total, the online course will consist of up to 80 hours.
  4. Each course module should be done in self-paced mode, in the animated manner, and in the interactive way. Training and learning materials should be developed in different formats (video, text formats, presentations, interactive tasks, links to web-resources, etc.) on the agreed topics for each module. Content of the online courses such as videos, audios, etc. must be presented/spoken by real trainers. **AI Avatars are not accepted**.
  5. The course shall be designated in Ukrainian; however, written course material and scripts need to be provided both in Ukrainian and English to ensure cooperation and review of the international expert before course delivery.

**Work Package 3 – Offline Training Logistics & Administration** (to be conducted in district and regional centers on the territory of Ukraine under control of the Ukrainian authorities; the specific VET providers and locations will be identified by Contractor and approved by MoES and GIZ)**:**

The participants of offline training should be students from VET providers of 4 sectors: construction, agriculture, transport and logistics, and services.

* Plan and organize 3‑day offline training (8 hours per day) for 6 VET schools (up to 20 participants per school; ~120 total), including rent of venues, catering, and providing all necessary Ntraining materials for offline training participants. Requirements for offline training organization:

- Rental of workshop premise: not higher than 2nd floor, availability of shelter directly on the site, with air conditioning /ventilation, Internet, Wi-Fi, availability of an alternative source of electricity, should be equipped with projector and projector screen, audio and video equipment if needed, chairs for up to 25 participants including trainers;

- Lunch meal: first course, main dish, salad, dessert, coffee/tea/water (vegetarian options should be present) (360 pcs) The price per lunch meal could not exceed 28 EUR (including VAT) per person.

- 1 Coffee-breaks: tea, coffee, water, salty and sweet snacks (360 items) - Necessary training materials (pens, notepads, handout materials).

* Provide on‑site administrative support and compliance (attendance, consent forms, safety briefings).
* Collect anonymous participant feedback using standardized forms agreed with GIZ.
* Coordinate schedules, materials, and equipment for pilots; support trainers and participants during delivery.
* Manage communication and coordination with schools, participants.
* Oversee administrative processes, ensuring compliance with national standards.

**Work Package 4 – Digital Integration & Testing (Profosvita Online):**

Review contents of online training materials based on the feedback received from participants of offline training. Review and update content provided for online courses based on results of the conducted offline training related to compatibility for Profosvita and local context on the feedback received from participants of offline training.

* Structure, upload, and technically integrate the online course (between 5 and 7 modules with a total of up to 80 hours, incl. videos, texts, tasks, assessments) into the Profosvita Online Platform.
* Conduct platform QA (navigation, media playback, progress tracking, assessment scoring, certificate), fix issues and retest the correctness of course functionality on the Profosvita Online Platform, put it in commission.
* Organise communication with MoES at the final stage of the project to receive feedback and final remarks.
* Make a final report to Skills4Recovery on the work progress and achieved results.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **WP#** | **Milestones/partial services** | **Anticipated deadline / place / person responsible** | **Criteria for acceptance** |
| WP 1 | **Integration Framework & Templates:**  Develop and get approval of course structure templates (module, lesson, assessment, feedback, accessibility notes) and style guidance (UA/EN bilingual fields as relevant). | By the end of the second month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor and GIZ/MoES | Approved course structure templates (module, lesson, assessment, feedback, accessibility notes) and style guidance (UA/EN bilingual fields as relevant) are available. |
| WP 2 | **Training Materials & Methodology Development:**  To develop offline training materials in Ukrainian based on the agreed course structure  To develop online training materials based on the agreed course structure | By the end of 4-th month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor  Draft online materials: by the end of the 4th month of the contract implementation  Final online materials: by the end of the 7th month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor | Training materials in Ukrainian for offline training are available.  All online training materials in Ukrainian are available. |
| WP 3 | **Offline Training Logistics & Administration:**  Conduct 3-day offline training for 6 VET schools (up to 120 participants, in general) | By end of 6th month of the contract implementation Territory of Ukraine under control of the Ukrainian authorities / Contractor | Offline training is conducted; evaluation forms and feedback of offline training and main conclusions are available |
| WP 4 | **Digital Integration & Testing (Profosvita Online):**  Reviewed and updated content provided for online courses based on results of the conducted offline training related to compatibility for Profosvita and local context.  Structure, upload, and technically integrate the online course (5 - 7 modules, up to 80 hours in total; videos, texts, tasks, assessments) into the Profosvita Online Platform.  - Conduct platform QA (navigation, media playback, progress tracking, assessment scoring, certificate), fix issues and retest the correctness of course functionality on the Profosvita Online Platform, put it in commission.  Final report to Skills4Recovery on the work progress and achieved results. | By end of 7th month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor  By end of 8th  month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor  By end of 9th  month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor  By end of 9th  month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor | The online course materials are updated accordingly.  The course on soft skills is successfully uploaded on ProfOsvita Online Platform, the certificate of commissioning is released and signed by MoES.  The course on soft skills is successfully uploaded on ProfOsvita Online Platform, the certificate of commissioning is released and signed by MoES.  The final report is approved and submitted to GIZ. |

The property rights for online courses on Soft Skills developed by the Contractor under this Contract should be carried over to GIZ.

The contract duration is from 15.01.2026 till 31.10.2026.

Early completion of each project stage is allowed.

**2.2. Deliverables and Reporting:**

The Contractor will be responsible for the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **WP #** | **Reporting / Deliverable #** | **Requirements to the format** | **Anticipated period, by** |
| WP 1 | Minutes from the meeting with MoES to clarify requirements for online courses to be placed on Profosvita Online Platform | max 2 pages (A4, .pdf, digital format, Eng or bi-lingual: Eng. and Ukr), Bullet-Point style | 4 weeks after contract start |
| Approved course structure templates (module, lesson, assessment, feedback, accessibility notes) and style guidance (UA/EN bilingual fields as relevant) | Up to 20 pages (A4, .pdf, digital format, Eng or bi-lingual: Eng. and Ukr)  In a clear and well-structured way | By the end of the second month of the contract implementation |
| WP 2 | Training materials for the offline training course structure, incl. topics of modules, agreed between International Contractor and Local Contractor  Concept on online training materials | Up to 15 pages (A4, in PDF, in English)  Up to 15 pages (A4, in pdf, in English) | By the end of 4th month of the contract implementation  By the end of 4th month of the contract implementation |
| WP 3 | Offline training materials (agendas, lists of participants, presentation, photos) | Agenda at least 2 pages (A4, .word, .pdf, digital format, Eng or bi-lingual: Eng. and Ukr)  Lists of offline participants (with original signatures, Eng or bi-lingual: Eng. and Ukr)  Other training materials (in Power point or .pdf, digital format, Eng or bi-lingual: Eng. and Ukr)  Photos (2-3 photos with participants from each of 6 events) | By end of 6th month of the contract implementation |
| Evaluation summary from Offline Training (Statistics on what topics to focus on more, etc | Up to 10 pages (A4, in PDF, in English) | By end of 6th month of the contract implementation |
| WP4 | Report on changes in Concept on online training materials based on evaluation from offline training, having main conclusions and changes for online training materials after offline training | Up to 10 pages (in pdf, in English) | By end of 7th month of the contract implementation |
| The online course on Soft Skills placed on  Profosvita platform website | All documents - up to 10 pages in Word and PDF formats, in Ukrainian and English  Technical assignment  Test protocol  General Instruction on setup, backup data and information recovery  Administrator instruction  User instruction | By the end of the 9th month of the contract implementation |
| Handover pack for long‑term maintenance of the online course | In pdf, max. 2 pages, in Ukrainian and English | By the end of the 9th month of the contract |
| Minutes of final meeting with MoES | max 2 pages (A4, .pdf, digital format, Eng or bi-lingual: Eng. and Ukr), Bullet-Point style | By the end of the 9th month of the contract implementation |
| Final Narrative Report summarizing the whole project implementation, results, and impact.  The report should reflect on and provide key conclusions on all parts of the project, including:   * Main progress and lessons learned from the offline training, with a short summary of participants’ feedback. * Overview of the online course structure, participant feedback, main conclusions   It should also include overall conclusions and practical recommendations for future project phases or similar initiatives. | Up to 10 pages (A4, .pdf, digital format, Eng or bi-lingual: Eng. and Ukr) | By the end of the 9th month of the contract implementation |

3. Concept (technical-methodological design)

In the bid, the tenderer is required to show how the objectives defined in Chapter 2 (Tasks to be performed by the contractor) 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. Please see the file “Technical assessment grid\_Development of Soft Skills Courses for VET graduates and job seekers”.

## 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 by the contractor) (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 by the contractor) (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 (1.6.1). In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

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

The tenderer is required to describe its backstopping concept (1.6.3). 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
* Securing the administrative conclusion of the project

## Further requirements (1.7)

Not applicable.

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.

If the Contractor provides fewer experts than the number of positions described, the experts will be assessed for all requirements and qualifications for all positions they are intended to cover.

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)
* Oversight and Quality Assurance of the Trainings preparation, implementation as well as of the Design Thinking ProcessOversight and Quality Assurance of the final products
* Coordinating and ensuring communication with MoES, GIZ, partners and other parties involved in the project implementation
* 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
* Communication and negotiations with key stakeholders in labour market and VET sector

Qualifications of the team leader

* Education/training (2.1.1): university degree (Master or equivalent) in Сommunication or Management or Marketing related sphere or IT.
* Language (2.1.2): B2-level language proficiency in English
* General professional experience (2.1.3): 7 years or more of professional experience in project management, preferably in communications and campaigning
* Specific professional experience (2.1.4): 7 years or more of professional experience in digital marketing in education or social topics
* Leadership/management experience (2.1.5): 7 years or more of management/leadership experience as project team leader or manager in a company
* Development Cooperation Experience (2.1.7): Experience with at least 2 projects with full or partial funding by international development cooperation and at least 1 project implemented for government agencies / ministries.
* Other (2.1.8): Confirmed experience with at least 1 project on developing an online training course (available analogical training materials or references or other documents which confirms the experience).

## Leading expert for developing training materials

Task of the leading expert for developing training materials

* Develop training course structure on soft skills for VET in close collaboration with the International Expert incorporating the guidance provided by him/her
* Develop training materials for offline and online training
* Steer offline training course preparation and evaluate results and feedback from offline training
* Adapt content of the international good practices to the Ukrainian context
* Communication and negotiations with key stakeholders in labour market and VET sector

Qualifications of the leading expert for developing training materials

* Education/training (2.2.1): university qualification (Master or equivalent) in education, pedagogy, or social science.
* Language (2.2.2): B2-level language proficiency in English and fluent in Ukrainian
* General professional experience (2.2.3):
  + 7 years or more of professional experience in developing training materials in education;
  + 7 years or more of professional experience with curriculum development on Soft skills;
* Specific professional experience (2.2.4):
  + 7 years or more of professional experience in VET sector
* Development Cooperation Experience (2.2.7): Experience with at least 2 projects with full or partial funding by international development cooperation
* Other (2.2.8): Experience in developing at least 1 Online Training on Education related topic

## Expert pool with minimum 4 and maximum 7 members

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

Tasks of the expert pool

* Preparing course structure templates (module, lesson, assessment, feedback, accessibility notes) and style guidance (UA/EN bilingual fields as relevant) for further creating online courses described in Chapter 2. Tasks.
* Developing the course materials for the offline and online courses in line with the recommendations for transversal/soft skills done by the international expert.
* Provision of offline training.
* Organizing and conducting 3-day offline training for 6 VET schools (up to 120 participants) in accordance with the tasks (requirements) described in Chapter 2. Tasks
* Reviewing content provided by international experts and providing feedback related to compatibility for Profosvita and local context.
* Structuring, uploading, and technically integrating the online course (5 modules × 30 hours; videos, texts, tasks, assessments) into the Profosvita Online Platform.
* Conducting platform QA (navigation, media playback, progress tracking, assessment scoring, certificate), fixing issues and retesting.
* Preparing a short handover pack for long‑term maintenance (upload procedures, template files, QA checklist).
* Organising communication between MoES, International Contractor, and Local Contractor at the final stage of the project to receive feedback and final remarks.
* Any other actions required for appropriate performance of the tasks (requirements) described in Chapter 2, such as translation. Tasks in agreement with the Team Leader

Qualifications of the short-term expert pool

* Education/training (2.6.1): minimum 2 and maximum 3 experts with university qualifications (Master or equivalent) in education, pedagogy or social science; minimum 1 and maximum 3 experts with university qualification (Master or equivalent) in IT or IT Design; 1 expert with qualification (Master or equivalent) as Interpreter/Translator Ukr-Eng (vice versa)
* Language (2.6.2): minimum 2 education expert and 1 IT Expert with B2-level language proficiency in *English;* 1 expert with qualification (Master or equivalent) as Interpreter/Translator Ukr-Eng (vice versa) with C1-level language proficiency *in English*
* General professional experience (2.6.3):
  + Min. 2 education experts with at least 5 years of professional experience in developing training materials in education;
  + Min. 1 max. 3 IT experts with experience on design of digital training;
  + 1 expert with at least 5 years experience as Translator Ukr-Eng (vice versa)
* Specific professional experience (2.6.4):
  + Min. 1 education expert with at least 5 years experience in developing training materials for Soft skills/transversal Skills in VET
  + Min. 1 IT expert with at least 3 years experience in designing online courses for Profosvita Online or similar platforms in Ukraine.

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

All business travel must be agreed in advance with the GIZ staff member responsible for the project.

## Sustainability aspects for travel and travel regulations

If applicable on ground of these Terms of Reference the following travel regulations and reporting documents are to be observed. See Annex 1 to these Terms of Reference.

**Specification of inputs**

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** |
| Approved course structure templates (module, lesson, assessment, feedback, accessibility notes) and style guidance (UA/EN bilingual fields as relevant) | Team Leader - 10 exp-days  Leading expert – 20 exp-days  Expert pool - 10 Exp-days | By the end of the second month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor and GIZ/MoES |
| Training materials for the offline training course structure, incl. topics of modules, agreed between International Contractor and Local Contractor.  Concept on online training materials | Team Leader - 5 exp-days  Leading expert – 40 exp-days  Expert pool - 70 Exp-days | Draft online materials: by the end of the 4th month of the contract implementation  Final online materials: by the end of the 7th month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor |
| Offline training materials (agendas, lists of participants, presentation, photos). Evaluation summary from Offline Training (Statistics on what topics to focus on more, etc) | Team Leader - 5 exp-days  Leading expert – 15 exp-days  Expert pool - 30 Exp-days | By end of 6th month of the contract implementation Territory of Ukraine under control of the Ukrainian authorities / Contractor |
| The online course on Soft Skills placed on Profosvita platform website, put in commission.  Final report to Skills4Recovery on the work progress and achieved results | Team Leader - 10 exp-days  Leading expert – 25 exp-days  Expert pool - 60 Exp-days | By end of 9th  month of the contract implementation / Territory of Ukraine under control of the Ukrainian authorities / Contractor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other costs** | **Unit of measurement** | **Quantity** |  | **Comments (if any)** | |
| **Offline training (Workshops)**  Fixed budget. | **UAH** |  | - | A budget for offline training organization is foreseen as is to be done against evidence (invoices from actual service providers, agenda, list of participants). Please note that each single training group cannot exceed 20 participants. A fixed budget is earmarked for workshops taking the following cost items into account (based on the specification provided in paragraph 2. Tasks. Working Package 3):   * Rental of Workshop premise(18 days) * Lunch (360 pcs) The price per lunch meal could not exceed 28 EUR per person (including VAT). * 1 Coffee-breaks (360 items) * Necessary training materials   The contractor must consult with GIZ before conducting offline training on GIZ limits for cost items |
| ***Alternatively****:* **Fixed travel budget** | **UAH** | **60,000.00** |  | A budget is earmarked for travel for experts to the following countries: Ukraine.  A fixed budget of **60,000.00 UAH** is earmarked for settling travel expenses against evidence/performance.  This amount includes accommodation, per diems, travel costs (train, compensation for own transport 13,71 UAH/km, taxi, bus)., Accommodation, train tickets, taxi, bus – are to be reimbursed against evidence, for per-diem, own transport – reimbursement is to be done against performance.  Settlement is possible only until the budget is depleted. | |

## There is no contractual 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

This contract will be fulfilled by the Local Contractor in close collaboration with the International Contractor. The Local Contractor (this tender) will focus on developing training materials for online and offline training, the design and integration of the course into the Profosvita Online Plattform in line with requirements of the MoES as well as implementation, logistics, and administrative support for the offline training. The International Contractor will provide advisory on the structure and content of the training in line with European benchmarks and good practices on transversal skills trainings. It is expected that they both are working punctually together as laid out in their individual ToRs.

Under this contract the offline training will be conducted in 6 VET schools. The selection process of 6 VET schools will be conducted by the Local Contractor in collaboration with GIZ, Skills4Recovery Programme.

Under this contract the Local Contractor will work closely with the Ministry of Education and Science, and exactly the persons / departments responsible for the Profosvita Online Platform.

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

* Support in communication with representatives of MoES
* Close cooperation between Local Contractor and International Contractor.

Note: Both contractors are expected to work **punctually and collaboratively** as defined in their respective Terms of Reference. Regular coordination meetings, joint reporting, and harmonized timelines will ensure coherence between the technical development (international contractor) and local implementation/integration (local contractor).

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

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

**Anticipated payment schedule:**

In consideration of services/tasks completed, the Contractor shall be paid in the following instalments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instalment #** | **Anticipated payment date** | **Payment for WP** | **Deliverables and reporting** | **Project Number and % of costs split (if applicable)** |
| 1 Interim payment | 15.03.2026 | Work Package 1 | Acc. to cl. 2 (SP 1) | 21.2145.7-009.00 (50%)  21.2145.7-011.00 (50%) |
| 2 Interim payment | 15.05.2026 | Work Package 2 | Acc. to cl. 2 (SP2) | 21.2145.7-009.00 (50%)  21.2145.7-0011.00 (50%) |
| 3 Interim Payment | 15.07.2026 | Work Package 3 | Acc. To cl. 2 (SP3) | 21.2145.7-009.00 (50%)  21.2145.7-0011.00 (50%) |
| 4 Final payment | 31.10.2026 | Work Package 4 | Acc. to cl. 2  (SP4) | 21.2145.7-009.00 (50%)  21.2145.7-0011.00 (50%) |

**7.2 Financial proposal**

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

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

* 1. **Payment Conditions**
* The Contractor shall be paid 100% post payment upon performance in the agreed instalments;
* All the payments shall be done exclusively in the national currency of Ukraine (UAH) by means of a bank transfer to the bank account of the Contractor;
* All the activities shall be done exclusively within the timeframe of the Contract;
* All the payments shall be done exclusively for the actually performed works/services (“up to”), on the ground of original invoices, acts of acceptance and reporting documents in requested formats 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. Originals of Invoices, acts of acceptance 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.
  1. **Requirements to the submission of the financial reporting documents**
* Originals of Invoices, acts of acceptance and, 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 and %: 21.2145.7-009.00 (50%)
* Indicate project number and %: 21.2145.7-0011.00 (50%)
* By submitting the Invoice the Contractor should indicate (in the invoice or in the e-mail) 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.

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 (labour market research services, study of qualifications and professional standards, and other analytical work) 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 Contractor confirms its acceptance of personal data processing in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and Law of Ukraine “About personal data protection” № 2297-VI dd. 01.06.2010.

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 Contractor shall comply with obligations under the applicable data protection legislation and general data privacy standards. This includes the informing the participants about the purposes of the data processing and obtaining their respective consent. The GIZ is NOT in any way responsible for such processing

1. **General requirements and information**

The materials and documents elaborated shall be considered as GIZ property and shall not be used by the awarded consultant or any other legal entity or private person without prior written approval by the GIZ representative. GIZ receives all exclusive intellectual property rights, including those provided by the current legislation of Ukraine (in particular, but no limited to the Civil Code of Ukraine, the Law of Ukraine ”On Copyright Law and Related Rights”) in full to all materials, works and developments created by the contractor, during the period of this contract assignment. The contractor has no right to continue using objects of intellectual property created under this contract for commercial purposes or for any other purpose, or in any other way without the written consent of GIZ.

**11. Requirements to the format of the bid**

**11.1. Documents to be submitted****11.1.1. 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*
* *company portfolio related to requirements listed in the paragraph 4. Personnel concept (proposed staff);*
* *CVs of all experts with relevant work experience, qualifications (education, diplomas, certificates) related to requirements listed in the paragraph 4. Personnel concept (proposed staff);*
* *Eligibility self-declaration - Digital Outreach of VET schools with the confirmation of reference projects (links).*

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 (or bi-lingual: Eng. and Ukr.).

The complete technical bid must not exceed 15 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

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

**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.**

**11.1.2. 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).**

**11.1.3. Registration documents of the tenderer**

The documents shall be provided according to the requirements of tender documentation.

**11.1.4. 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: |
| Minimum requirements for working experience: at least 2 reference projects in IT sector *independently from the total value of the Project*, and namely - creating online courses, and Education sector in Ukraine  . | Tenderers must provide:  I. Eligibility Self-Declaration  and  II. Company’s (legal entity’s) portfolio or reference letters from customer / client |
| Experience in cooperation with international organizations: at least 2 reference projects implemented in cooperation (or under financing by) international organization *independently from the total value of the Project*  . | Tenderers must provide:  I. Eligibility Self-Declaration  and  II. Company’s (legal entity’s) portfolio or reference letter from customer / client |

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.

**12. Annexes**

• Annex 1 – Travel regulations**Annex 1 Travel regulations (hereinafter – Regulations)**

|  |
| --- |
| 1.Business trips of experts/consultants  All experts/consultants who are travelling on behalf of and commissioned by GIZ should use these Travel regulations for calculation and compensation of costs if these costs are stipulated in the Contract. For the claim of travel expenses, the experts/consultants must submit documents according to the terms of the Regulations, unless otherwise is expressly stated in the Contract.  Compensation of travel expenses is carried out exclusively within the limits of the amounts for individual items fixed in the Contract.  Payment of advances for business trips is possible only if it is expressly stated in the Contract. |
| 2. Definition of a business trip  A business trip, as defined by the GIZ’ general regulations governing the reimbursement of travel expense and accommodation, involves an expert/consultant temporarily working at a place other than his/her regular domicile and/or seat of business to conduct official business with GIZ's approval.  The duration of a business trip (period of absence) shall be calculated as the time between departure from the place of residence or the principal place of work at the start of the business trip and the return to any of the above-mentioned places on completion of the business trip. |
| 3. Accommodation allowance  Overnight accommodation costs are reimbursed to the extent agreed in the Contract against proof of performance (in case of using lump sum) or against presentation of evidence (based on original financial documents). Limits for overnight accommodation shall be stipulated in the Contract. Hotel reservations are made by an expert/consultant by himself/herself. For accommodation during business trips room category not higher than Standard (or equal) is to be booked, unless otherwise is expressly stated in the Contract. Overnight accommodation costs during domestic and international business trips shall not be reimbursed for business trips to a place of residence during which the expert/consultant stays in his/her own home or place where he/she maintains his/her own household.  Contractor should provide the following documents for specific reimbursement type:  Against performance (lump-sum based) – act of acceptance.  Against evidance – copy of the original invoice from the hotel or other actual service provider with period of stay, names of guests, type and number of rooms, price per night, total amount, meals (if included). (Service fee of booking platforms is not to be reimbursed). |
| 4. Per diem allowance  The per-diem allowance covers the additional cost of subsistence to the expert/consultant during an assignment away from their regular domicile and/or seat of business and accrued if the condition of a one-day or more business trip is fulfilled. The minimum business trip time is a one-day business trip lasting 10 hours, including working hours and travel time.  Per diems are paid within the amount specified in the Contract, as a lump sum. The reduced lump sum rate applies for one-day business trips lasting from 10 to 24 hours and depending on the type of meals at the hotel or the provision of meals from GIZ. The calculation of per diems for business trips depending on the type of meals is given in the Table 1 (see below).  Contractor should provide the following documents for specific reimbursement type:  Against performance (lump-sum based) – timesheets in accordance with GIZ limits  Against evidence – not applicable |
| 5. Currency of reimbursement of travel expenses  Reimbursements of costs of business trips within Ukraine are paid in Ukrainian Hryvnia (UAH).  Reimbursements of costs of international business trips are paid in Ukrainian Hryvnia (UAH). Reimbursement of travel expenses in foreign currency (not UAH) must be made according to below mentioned:  a) in accordance with the exchange rate that is indicated in bank account statement (for cashless transactions).  b) in accordance with European Commission’s official monthly accounting rate, published on [**https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro\_en**](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en) on the date when the financial documents (proof of evidence) was issued (for cash transactions when no bank statement is available for confirmation of the used exchange rate).  c) in accordance with the exchange rate of National Bank of Ukraine [**https://bank.gov.ua/ua/markets/exchangerates/**](https://bank.gov.ua/ua/markets/exchangerates/) (on the date when the financial documents (proof of evidence) were issued)). (In case that invoiced foreign currency is not available at the European Commission site). |
| 6. Flights / ground transportation (train, taxi, private vehicles, car hire/car-sharing/)  Costs for transportation are reimbursed within the amount specified in the Contract, against proof of performance (in case of using lump sum) or against presentation of evidence (based on original financial documents).  The preferred mode of transport shall be economically efficient and environmentally friendly. GIZ is committed to the principles of resource conservation and environmental protection and therefore requires all partners to choose the most environmentally friendly means of transport. Experts/consultants shall take advantage of any price reductions (special rates etc.) that are available.  If travel time by train is 5 hours or less, train transport must be preferred for economic and environmental reasons |
| 7.1 Flights  Only economy class flight tickets can be reimbursed to experts/consultants. The choice of an airline company should be based on a comparison of ticket prices. The choice of a more expensive flight should be justified by an expert/consultant (e.g. a tight travel schedule combined only with the selected flight).  Contractor should provide the following documents for specific reimbursement type:  Against performance (lump-sum based) - not applicable  Against evidance – tickets with price indication. |
| 7.2 Trains  Train tickets shall be booked and purchased by the expert/consultant by himself/herself. The ticket purchase fee is not to be reimbursed.  If required, first class tickets (abbreviation in Ukraine: Л – two-seater, soft-seated, М – deluxe, single-seater, three-seater) are possible in case your journey not less than 2 hours. The decision on the class tickets is in the responsibility of traveler and should be considered based on the cost-efficiency and security reasons (e. g. overnight trip).  Contractor should provide the following documents for specific reimbursement type:  Against performance (lump-sum based) - not applicable  Against evidance – tickets with price indication. |
| 7.3 Taxis and group private transportation  If the expert/consultant uses a taxi or a group private transportation during a business trip, abroad or in Ukraine, he\she should follow the principle of economic efficiency and necessity of usage this mean of transport.  The justification for such a choice should be provided together with a financial document (proof of evidence).  Contractor should provide the following documents for specific reimbursement type:  Against performance (lump-sum based) - Taxi (not applicable); Group private transportation (route sheet with indication point of destination/point of arrival overall km).  Against evidance – Taxi (bill or ride report or screenshot of order with price indication); Group private transportation (invoice from the actual service provider). |
| 7.4 Private vehicles  As a rule, business trips should be made by rail rather than using a private vehicle. Compensation for usage of private vehicles is allowed if such a category of costs is stipulated in the Contract.  In the case of using private vehicles, GIZ compensates for such costs at a fixed rate per kilometre, using the shortest possible route (according to the calculation of the Google Maps navigator).  For journeys with a one-way distance of more than 200 km, the expert/consultant must provide evidence that using a motor vehicle is more economical than other means of transport. The basis for reimbursement and for determining which means of transport is more economical is the cost of a second-class rail ticket.  If a private motor vehicle is used for other important reasons (e.g. to carry heavy luggage, documents or materials, or if local transport connections are poor), convincing and adequate reasons must be set out by the expert/consultant.  Contractor should provide the following documents for specific reimbursement type:  Against performance (lump-sum based) - needs evidence by internal based calculation of route planner like Google-map or similar (13,71 UAH per 1 km which includes all expenses without exception, such as fuel etc.)  Against evidance - not applicable |
| 7.5 Buses  Bus tickets must be booked and purchased independently by an expert/consultant.  Contractor should provide the following documents for specific reimbursement type:  Against performance (lump-sum based) - not applicable  Against evidance – tickets with price indication |

**Table 1 / Таблиця 1**

**The calculation of per diems for business trips per Travel Day**

*A red and white menu

AI-generated content may be incorrect.*