January 21, 2025.

**Terms of reference for the procurement of services**

**consulting CSOs on the topic of**

**"DEVELOPMENT OF HUMAN RESOURCES AND HR POLICY. DEVELOPMENT OF TACTICS FOR FILLING VACANCIES"**

The Charitable Organization "Charitable Foundation "RIGHT TO PROTECT" (hereinafter referred to as the Foundation) **is implementing the project "Capacity Building and Networking of Local Civil Society Organizations (hereinafter referred to as CSOs) in Zaporizhzhia, Mykolaiv and Kherson Regions"**, which is being implemented within the framework of the multi-donor project **"Enhancing the Capacity of Communities in Southern and Eastern Ukraine through Local Initiatives (EMPOWER)**", funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Directorate-General for European Civil Defense and Humanitarian Aid and implemented by Deutsche Gesellschaft für Internationale (Zusammenarbeit (GIZ) GmbH.

The project aims to strengthen the organizational capacity of CSOs working in the field of humanitarian response, with vulnerable populations, IDPs through mentoring and networking for sustainable and effective work.

**Vacant positions:** experts to advise CSOs.

**Service delivery format**: online.

**Service period:** February 2025 - July 2025.

**Geography of project participants:** Zaporizhzhia, Mykolaiv, Kherson and Dnipro regions.

**Number of service providers:** up to 4 winners will be selected under one LOT.

**Number of CSOs to work with:** the project covers 30 CSOs in two waves. The first wave includes 17 CSOs.

**Duration of one consultation for one LOT:** 1 hour

**Total duration of services for one LOT:** up to 40 hours, including consultations and support in the development of documents, plans and other materials on the subject of the LOT

1. **Terms of reference for the provision of LOT 8 services:**

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|  | **Objectives.** | **Technical characteristics of the final product** | **The result.** | **Period of service provision** |
| 1 | **Providing online consultations** | | | |
|  | Conduct an individual consultation | Individual online video consultation according to the schedule of consultations in Zoom/Google Meet. Video consultation was recorded / screenshots of the consultation were provided. | According to the schedule, up to 6 individual consultations on the topic of the LOT are held. The number of consultations is discussed individually and may be less or more in agreement with the Fund's team. | February 2025 - July 2025 |
|  | Provide support for the preparation of requested documents | The document that was worked on as part of the consultation is ready and provided in Word or another format that has been agreed upon and is suitable for editing. | A finished document agreed upon by the client, the Foundation and the CSO that received direct consultation | February 2025 - July 2025 |
|  | Report on the consultation | A report on the consultations was submitted based on the template provided by the Fund. | The table of consultations provided by the project team includes the date of the consultation, the name of the CSO, briefly indicates the issues of each meeting, provides an analysis of the working group, etc. | March 2025 - July 2025 |
|  | Material for the newsletter prepared | Key theses on the topic in the amount of 2-3 pages to create a newsletter | Article in the newsletter | February 2025 - July 2025 |

1. **Reporting**

The Contractor shall submit reports on the fulfillment of the Terms of Reference, in accordance with the technical specifications and results for each task.

All services and products must be provided in Ukrainian and sent to[y.honchar@r2p.org.ua](mailto:y.honchar@r2p.org.ua) .

The reports and all supporting materials produced by the Contractor under the Agreement shall be transferred to the Foundation without copyright encumbrances.

1. **Terms of cooperation**

A tenderer is an individual entrepreneur (hereinafter referred to as the "IE") who submits his/her tender offer. The Contractor in the context of this tender is a person who will directly provide services in accordance with the terms of the tender documentation and the concluded contract. Agencies are also allowed to participate in the tender.

Payment is made upon completion of the work for the services actually rendered on the basis of the signed Agreement, original invoices, a completed time sheet and a report, which should include samples of the developed materials.

All payments are made exclusively in the national currency of Ukraine (hryvnia) by bank transfer to the current account of the individual entrepreneur - service provider within 7 business days from the date of submission of the invoice for payment and approval of the timesheet and report.

ATTENTION! The Client reserves the right to change the scope of services! The scope of services is determined jointly with the project manager of the Right to Protection CF and is recorded in time sheets. The preliminary expected scope of services is set out in clause 1 of this Terms of Reference

ATTENTION! Experts who have been involved in the project as part of a consultant contract to assess organizational capacity and develop an organizational development plan for civil society organizations are not eligible to participate in the tender.

1. **Requirements for submission of proposals**

The proposal must be written in **Ukrainian**.

The participant must select the LOT for which he/she is applying and prepare all documents based on the details of relevant experience on the selected topic.

**Please provide the following package of documents, which will include:**

1. Contact information of the tenderer and the service provider (if different);
2. CV with a detailed description of relevant experience for the last 5 years;
3. Samples of developed materials on the subject of the LOT (methodologies, analytical articles, reports, recommendations, handouts, presentations, training programs, etc.) Submit in pdf, word, excel, power point or other formats that are available for public viewing;
4. Appendix 1 Description of the vision of the terms of reference implementation (at least 1.5 pages of text, font Times New Roman, 11) in pdf format with signature and seal, if available;
5. Letters of recommendation, letters of gratitude from CSOs, businesses, or government agencies that relate to the objectives of the project.
6. Scanned copies of registration documents (documents issued by the authorized authorities confirming the tenderer's registration in Ukraine as an individual entrepreneur (group 3)).

**5. Summarizing the results of the competition**

Evaluation of tender proposals will consist of 70% technical proposal evaluation and 30% price proposal evaluation.

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| **CRITERIA EVALUATION SCALE** | | | | |
|  | Evaluation criteria | Weight of the criterion | ASSESSMENT METHODOLOGY | Maximum number of points on request |
| 1 | Level of education.  Under the best and acceptable scenario, the Contractor is expected to have at least a bachelor's degree in management, non-profit management, public administration, law or other humanities, finance, economics. | 3 | 3 points: Doctor of Science (Dr.hab), PhD in management, nonprofit management, public administration, law or other humanities, finance, economics. 2 points: Master's degree, Specialist degree in the above areas. 1 point: Bachelor's degree in the above areas. 0 points: No higher education OR no information on education or copies of diplomas were provided OR the Contractor's education is completely irrelevant to the Customer's requirements. | 9 |
| 2 | Summary.  The Tenderer shall provide a detailed resume of the Contractor. The content of the resume is evaluated, indicating the experience, skills, availability of developed materials in the subject of the tender | 4 | 3 points: Demonstration of comprehensive information in the key areas and tasks of the project, including a detailed description of the authority, skills, achievements, and best practices developed during the experience. The resume is up-to-date and contains information on the specialist's activities for at least the last 5 years.  2 points: Demonstration of generalized information in key areas and tasks of the project. Work experience, key areas of performance are indicated without additional details on skills, achievements or best practices. The resume is up-to-date and contains information on the specialist's activities for at least the last 5 years.  1 point: A resume is provided with no relevant experience for the last 3 years in the areas and tasks of the project, but the contractor's previous experience in performing similar tasks is reflected.   0 points: No resume or experience is not relevant to the scope and objectives of the project. | 12 |
| 3 | Materials developed.  The participant must submit samples of the developed materials (presentations, training programs, handouts and methodological materials, etc.) | 5 | 3 points - the materials provided reflect the contractor's experience on the project topic.  2 points - the materials provided are not related to the project topic, but demonstrate the performer's ability to perform such tasks.  0 points - no materials were submitted. | 15 |
| 4 | Description of the vision for the implementation of the terms of reference.  The participant must submit a description of the vision of the terms of reference (Annex 1) | 5 | 3 points - the description of the vision for the implementation of the terms of reference is detailed, structured, in accordance with the proposed form and corresponds to the topic of the request.  2 points - the description of the vision of the terms of reference implementation is generalized and partially corresponds to the topic of the request.  0 points - the description of the vision of the technical task implementation is not submitted, or is not written, or does not correspond to the topic of the request. | 15 |
| 5 | Interview.  The participant took part in an interview (interview) | 5 | 3 points: the participant joined the meeting on time, is familiar with the subject of the tender announcement, clearly answers questions about experience of working with CSOs, experience of developing methodologies, recommendations, documents, methodological materials, working with data, etc. The participant has public communication skills, speech without parasitic words, offensive statements, etc.  2 points - the participant joined the meeting, superficially familiarized with the subject of the tender announcement, answers to questions are generalized without providing specific and clear answers. The participant does not have public communication skills, the speech is full of parasitic words, offensive statements, obscene jokes, etc.  0 points - the participant did not join the meeting, or does not have information about the subject of the tender announcement, or cannot answer questions on the topic. | 15 |
| 6 | Experience of cooperation with civil society organizations.  The participant has experience in providing services to civil society organizations | 2 | 2 - The participant has experience in conducting trainings specifically for CSOs, taking into account the needs and peculiarities of the non-profit sector.  0 - The participant did not work with CSOs. | 4 |