January 21, 2025

**Terms of reference for the procurement of trainer services for online training on the topic**

DEVELOPMENT OF SECURITY AND DIGITAL POLICIES

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 position:** trainer for online training.

**Service delivery format**: online.

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

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

**Number of service providers:** 1 winner will be selected under this LOT.

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

**Number of training participants:** up to 50 people

**Duration of training for one LOT:** 6 hours (2 days, 3 hours each)

**Total duration of services under one LOT:** up to 20 hours, including preparation, training and post-training support.

**The topic of the training and post-training support:**

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A detailed list of tasks is specified in clause 1 of the Terms of Reference for the provision of services.

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

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|  | **Objectives.** | **Technical characteristics of the final product** | **The result.** | **Period of service provision** |
| 1 | Conducting online training | | | |
|  | Develop a training program | Word document with the training program | A 6-hour training program has been developed, including the issues to be covered and their detailed description. | February 2025 - July 2025 |
|  | Develop a training timeline | Word document with training timing according to the program | A timeline of the training, which indicates the minute-by-minute division of time for each point of the program. | February 2025 - July 2025 |
|  | Develop questions for a questionnaire to assess the level of knowledge acquisition (pre-/post-training evaluation) | Word document with a list of closed-ended questions with multiple-choice answers | A list of questions for pre- and post-training surveys was created and provided to the project team to determine the level of assimilation of the material presented by the training participants | February 2025 - July 2025 |
|  | Develop handouts (brief synopsis) on the topic of the training | Electronic document in pdf format | Handouts on the topic of the training for participants were created. An electronic version of the handouts was provided to the project team. | February 2025 - July 2025 |
|  | Prepare a presentation for an online training on the project template | Presentation in Power Point format | A presentation was prepared that covers all the issues of the training program. The presentation is easy to view, not oversaturated with text, and contains visuals. The presentation was provided to the project team to send to the participants. | February 2025 - July 2025 |
|  | Developed practical tasks for training participants to train skills | File with practice tasks, solutions, etc. | Tasks for practicing practical skills of participants during the training were developed and included in the training program | February 2025 - July 2025 |
|  | Online training was held | An online training lasting 2 days and 3 hours was conducted on the ZOOM platform. The training included a presentation, practical exercises, and handouts. | Taking into account all the requirements and components of the ToR, one two-day online training (2 days, 3 hours each) was conducted. | February 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 the post office [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. An advance payment of no more than 30% of the contract amount is possible.

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.

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 Foundation and is recorded in the timesheets. The preliminary expected scope of services is given in clause 1 of these 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 3 years;
3. Samples of the developed materials (presentations, training programs, handouts and methodological materials, 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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| **SCALE OF EVALUATION OF CRITERIA** | | | | |
|  | 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 about the specialist's activities for at least the last 3 years.  1 point: The resume is provided with no relevant experience for the last 3 years in the areas and tasks of the project, but reflects the existing previous experience of the contractor in performing similar tasks.   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 conducting trainings, consultations, developing 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 |
|  | 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 |