

CALL FOR TENDER ACTED Ukraine

Date:

Tender N°: T/64DYF/T27 AVC/KYIV/PROGRAM/29032021

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

SERVICE SPECIFICATIONS:

1. Description: Consultancy - adapting VSLA methodology to Ukrainian context
2. Service class / category: Consultancy – adapting VSLA methodology Ukrainian context
3. Made in (service origin): International

Lot	Description	Details of the service	Date and time of the service	Comments
1	Consultancy for adapting VSLA methodology to Ukrainian context, in line with annexed ToRs.	To adapt existing VSLA/community-based savings and loans methodologies to the context of Eastern Ukraine and to support its roll out under the SEED project. Namely: 1.Adapting/developing a VSLA/Community-Based savings and loans methodology to the context in Eastern Ukraine in Russian language. 2.Developing/adapting appropriate training, M&E and project implementation materials. 3.Leading and implementing the first training of trainers (ACTED Staff) 4.Overseeing VSLA pilot implementation	03.05.2021-01.07.2021	The consultancy can be implemented through a mix of remote and in country work, though in-country work, despite the COVID19 pandemic, is considering essential to the project especially for points 1 (<i>Fact-finding mission Terms of Reference, prior to deployment</i>) and 6 (<i>Training of 2 Master Trainers and 5 Trainers (in Russian)</i>).

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: _____
2. Starting date: 03.05.2021
3. Validity of the offer: _____

The answers to this tender should include the following elements:

- Prices should be in UAH or Euros - Inclusive applicable taxes;
- Copies of the ID or passport of legal representative;
- Curriculum Vitae
- Cover letter – not exceeding 1 page
- Narrative proposal - not exceeding 3 pages.
- Financial Proposal
- 3 References in related field.
- All documents required under the Bidder's checklist provided by ACTED;

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **19 / 04 / 2021 at 18:00 Kyiv time** in ACTED office at the following address : Kiev, 10 Observatorna street



ACTED

T/64DYF/T27 AVC/KYIV/PROGRAM/03032021

Tenderers who will present their offer at ACTED bases other than **ACTED Kiev** must take into consideration the transport time from the local base to **ACTED Kiev**.

2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED purchase department in by email with the mention "not to be opened before 19/04/2021" and the purpose of the offer.
6. Unsealed envelope and late offers will not be considered.
7. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number + 38 (063) 350 66 86 and/or send an e-mail to transparency@acted.org.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: