

## CALL FOR TENDER ACTED **Ukraine**

Date: 22/06/2021

Tender N°: OF/64/SLO/Programmes/

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

**SERVICE SPECIFICATIONS:**

1. Description: Disaster Risk Reduction Consultancy
2. Service class / category: Disaster Risk Reduction Consultancy
3. Made in (service origin): International

| Lot | Description  | Details of the service  | Date and time of the service | Comments   |
|-----|--|---|------------------------------|--|
| 1   | Disaster Risk Reduction Consultancy in line with annexed ToRs. | <p>He/she will provide technical inputs to the strategic approach for the 3P Consortium, local authorities planning designs, provide technical expertise regarding the Disaster Risk Reduction and Civil Protection sectors in Ukraine. Namely:</p> <ol style="list-style-type: none"> <li>1.Facilitate the development of risks prioritization matrixes at hromada level, by development of an adapted and integrated methodology within the existing DRM system in Ukraine.</li> <li>2.Provide Technical expertise for the development of emergency/contingency/strategic DRR plans.</li> <li>3.Support the review of existing emergency/contingency/strategic plans developed under the project phase I</li> <li>4.Support the development of a Communication Awareness &amp; Alert Communication Strategy for the use of the oblast.</li> <li>5.Support the development of the pilot DRR Emergency Preparedness strategy -Shashtia hromada.</li> <li>6.Design training programs and provide "Training of Trainers" as needed, targeting SESU and</li> </ol> | 19.07.2021-19.07.2022        | <p>Full-time remote support is possible. In case of COVID-19 related restrictions are lifted and ACTED internal policies allow for travel, the DRR expert consultant will be based in ACTED field office in Sloviansk with possible travels to locations if required. Up to three-days stay in ACTED capital office in Kyiv. The DRR expert consultant will be hosted by ACTED. Domestic travel arrangements while the consultant is in Ukraine will be organized and paid for by ACTED.</p> |



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|  |  | governmental officials in eastern Ukraine. |  |  |
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**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: 12 months
2. Starting date: 19.07.2021
3. Validity of the offer: 12 months

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 2 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 12 / 07 / 2021 at 18:00 Kyiv time** in ACTED office at the following address : Kiev, 10 Observatorna street
2. The offer to the call for tender will not result in the award of a contract.
3. The offer must be submitted to ACTED purchase department in by email with the mention "not to be opened before 12/07/2021" and the purpose of the offer.
4. Late offers will not be considered.
5. 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](mailto:transparency@acted.org).*

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: