

**Announcement № 106-KC-20**  
**CO "100 PERCENT LIFE" is looking for an expert**

**Technical support services for NGOs and stakeholders in Serbia, Bosnia and Herzegovina, Montenegro, Romania and Northern Macedonia on budget advocacy, implementation of transition and development plans, implementation of policies and mechanisms for providing services for treatment, prevention and support of HIV patients, related to the SoS project tasks, as well as providing general administrative support**

13.08.2020

**Deadline for submission of proposals:**

20.08.2020 till 17:00 (UTC+02:00)

**Participants must submit proposals by e-mail at:** n.kovalenko@network.org.ua

**Questions about the competition are accepted till:**

18.08.2020 till 17:00 (UTC+02:00)

**The subject of the letter must indicate:** No. of the competition and the name of works / services

Description of work/services	Period of execution
Mentoring support, administrative and technical assistance services for national NGOs and stakeholders in Serbia, Bosnia and Herzegovina, Montenegro, Romania and Northern Macedonia in the budget advocacy process to improve the internal HIV response	01.09.2020-31.12.2020
Technical support services to local partners in Serbia, Bosnia and Herzegovina, Montenegro, Romania and Northern Macedonia for the implementation of plans to move from donor to state funding and for activities aimed at ensuring the sustainability of HIV social care services	01.09.2020-31.12.2020
Technical support services to non-governmental and stakeholders in Serbia, Bosnia and Herzegovina, Montenegro, Romania and Northern Macedonia in the development and implementation of policies and mechanisms for the provision of services for the treatment, prevention and support of HIV patients from the state budget, including but not limited to following: - Analysis and provision of recommendations for expanding funding for HIV prevention and support services for HIV patients; - Analysis and recommendations provision for improving the legislation on social contracting (including classification of services, methodology for calculating the cost of services, etc.).	01.09.2020-31.12.2020
To conduct state budgets analysis of funding of HIV social care services with the support of five SOS project subrecipient in Serbia, Bosnia and Herzegovina, Montenegro, Romania and North Macedonia (the methodology will be provided)	01.09.2020-31.12.2020

*\*The list of works / services is not final and may change (supplement) during the term of the agreement*

**Estimated number of hours planned for the performance of work or the provision of services:**

**up to 80 hours on month**

**General term of agreement:**

from: 01.09.2020

to: 31.12.2020,

with the possibility of prolongation

to 31.12.2021

Requirements for candidates	Confirming documentation
Experience in budget advocacy, the transition of HIV programs from donors to local funding, advocacy work with government institutions, donors and intergovernmental bodies (from 2 years)	CV
Experience working with NGOs providing public health services and / or networks of key population groups at the international level (from 2 years)	CV
Fluency in English (oral and written skills)	CV
Knowledge of Serbian and / or Macedonian and / or other local languages (will be an advantage)	CV
Possibility to provide services at the location of the customer 87 B Mezhygirska Str., Kyiv, Ukraine - at the requirement by the customer	Price offer

Criteria for evaluation	Weight	Confirming documentation
Cost of services, US Dollars	40%	Form of price offer
Work experience (the candidate's experience is evaluated in terms of project needs)	60%	CV

**To participate in the tender, the following documents must be submitted :**

1. ***The completed proposal form, which is Annex 1 to the Announcement***

2. ***1. Registration documents (for bidders non-resident of Ukraine)\*:***

**Documents for applying to a tender for non-resident of Ukraine (legal entity):**

1. Certificate of incorporation (or other document prescribed by local legislation, confirming registration of legal entity) issued by the competent authority of the country of residence of the legal entity.

**Documents for applying to a tender for non-resident of Ukraine (individual):**

1. Copy of the national or foreign passport (all pages).

3. ***2. Documents confirming compliance with the requirements:***

CV

Form of price offer

Salary history

Additional information about price offer (if necessary)

\*The winner of the tender after the tender for the conclusion of the contract must draw up the documents specified in **Annex 2**

**Terms of cooperation\***

***Material support:***

It is expected that all costs associated with the provision of services or performance of work, the service provider or the contractor carries out at their own expense

***Terms of payment:***

FOR WORKS AND SERVICES OF CONSULTANTS: Payment for services or work is carried out after the provision of services or work, and signing the act on the provision of services or performance of work.

***Permission to pay VAT on the project***

NO. Goods or services are exempted from VAT in accordance with the Decree of the Cabinet of Ministers of Ukraine No. 284 dated April 17, 2013 "Some issues of importing goods into the customs territory of Ukraine and delivering goods and services to the customs territory of Ukraine paid for by grants (sub-grants) of the Global Fund to Fight AIDS, tuberculosis and malaria in Ukraine." Existing legislation allows you to freely obtain exemption from VAT for legal entities, including VAT payers, instructions attached.

***Fixed value of goods, work and services:***

The cost of goods, works or services cannot be changed during the term of the agreement

***Reporting procedure:***

Reports directly to the head of the advocacy department

***Other requirements:***

**Opportunity to participate in international events organized by the customer**

***Other requirements:***

Please confirm your readiness to provide the documents specified in **Annex 2**

*\* Failure to meet these requirements will result in automatic disqualification*

### **The rules for submitting Proposals**

**Form of Proposal:**

1. All Proposals that correspond to the requirements described in the Tender documentation will be evaluated according to the evaluation criteria and coefficients described in the Announcement.
2. The Bidder is responsible for veracity of the information provided in Proposal.
3. Validity of Bid shall not be less than 30 days from the date of opening of Bids.
4. Price offers, along with supporting documentation, must be uploaded to an electronic platform in accordance with the rules of the electronic platform.

**Copy of Documents:**

1. The copy of documents (scanned copies) should be readable and qualitative.

**Competitive bidding rules:**

1. CO "100 PERCENT LIFE" is not obliged to accept the lowest Bid or any other submitted by Bidders Proposals. CO "100 PERCENT LIFE" is under no obligation in relation to the Bidders till the agreement is signed.
2. CO "100 PERCENT LIFE" retains the right to reject all Proposals submitted to given Tender.
3. The value of goods, works or services, indicated in price offer should include all expenses including taxes, delivery costs, any other additional costs needed for delivery of goods or providing of works or services.
4. Participation in the Tender of related persons or collusion of bidders is prohibited. In case of such facts, the results of the Tender will be canceled or agreement with the respective Supplier will be prematurely terminated unilaterally with the returning of all products that was supplied under the contract and remedy of loss caused to CO "100 PERCENT LIFE".

### **Definition of the Winner**

1. The contracts will be awarded within 7-14 calendar days after the deadline for submission of bids, with the right to prolong given period if necessary.
2. The most cost effective offer that corresponds to the requirements of the Tender documentation will be approved as a Winner by the Committee. All proposals that correspond to the requirements described in the Tender documentation will be evaluated according to the evaluation criteria and coefficients described in the Announcement.
3. CO "100 PERCENT LIFE" as the Bidding organizer has the right to request Bidders to provide additional information/documentation to support their eligibility according to the requirements established in the Tender documentation.

**Contact Person:**

Nataliia Kovalenko  
(+38) 0506020666  
[n.kovalenko@network.org.ua](mailto:n.kovalenko@network.org.ua)