

## TERMS OF REFERENCE

**I. General Information**

Purpose	SUPPORT to the Ukrainian National Insolvency Trustees Association in the development of the Information platform
Beneficiary	Ukrainian National Insolvency Trustees Association
Country	Ukraine
WP reference	3.2.4 Insolvency practitioners' self governance
Total estimated number of days	122

**II. Context and justification of the need**

The Ukrainian National Insolvency Trustees Association (hereinafter - UNITA, Association) is the professional self-governing organization that unites all licensed insolvency practitioners in the country. As a central institution of the bankruptcy and restructuring framework, it ensures professionalism, transparency, and efficiency in the conduct of insolvency proceedings.

The Association develops standards, internal regulations, while also providing training, continuous education, and methodological support to its members. By maintaining disciplinary responsibility, it ensures accountability and builds trust in the system. At the same time, the Association acts as the voice of the profession before public authorities, primarily the MOJ, judiciary, businesses, and international partners.

Despite its strong institutional role, the Association faces a number of challenges. These include strengthening its independence and resources, enhancing transparency and oversight mechanisms, improving the training and specialization of practitioners, advancing the digitalization of insolvency procedures and professional tools, but also enhancing communication with its members.

At the request of the Association, the Project intends to procure IT services for the development of a new official website of the Association. The upgraded platform will incorporate additional functional modules designed to strengthen transparency and accessibility of information. In particular, the website will include a publicly accessible register of insolvency practitioners, a comprehensive database of regulatory acts, a database of UNITA decisions, as well as a database of UNITA reports.

**III. Objectives and Desired Results**

The main goal is the automation of processes related to managing and providing transparent access to information for the Ukrainian National Insolvency Trustees Association. This includes creating a modern, user-friendly website with modules for insolvency practitioner registry, regulatory acts, decisions, and reports, ensuring efficient communication and data management.

The desired result is a fully functional, secure, and scalable website hosted on Mirohost under the domain unita.community, which enhances transparency, supports members' needs, and facilitates digitalization of insolvency procedures, along with training for beneficiary staff in website administration.

The main result will be a developed and put into industrial operation new official website of the Association (hereinafter - Website).

**IV. Description of the assignment**

**Task:** development and implementation of the Website for the Beneficiary.

**A. The Supplier must supply the following related services:**

- Development of the technical specification, including Website design;
- Website software development;
- Introduction of Website into experimental operation;
- Provision of Website warranty service (1 year).

**B. Delivery schedule**

	Stage	UOM	Qty	Deadlines
1.	Development of the technical specification, including Website design	service	1	No later than 1 month after signing the Agreement
2.	Website software development	service	1	No later than 3 months after signing the Agreement
3.	Introduction of Website into experimental operation	service	1	No later than 4 months after signing the Agreement
4.	Provision of Website warranty service (1 year)	service	1	Within 12 months of completing Stage 3

It is allowed to perform individual stages of work before the completion of previous stages, parallel in the time of execution of stages of work, inclusion of new stages of work taking into account the specifics of the Website under construction.

**C. Terms and conditions of delivery**

The Website must be hosted on the technical resources of the hosting provider Mirohost (<https://mirohost.net/>) using the domain name unita.community.

The cost of hosting and the cost of using the domain name is not included in the cost of this Terms of reference, but is the responsibility of the Beneficiary.

Detailed delivery conditions are given in Delivery schedule (Sections IV (B.)).

**D. Training**

The training consists of training Beneficiary's specialists in administration and working with Website, including training in working with CMS WordPress. Distance learning is allowed. The language of instruction is Ukrainian. Training is provided for specialists (minimum 2 persons) of the Beneficiary.

Detailed training conditions are given in Annex 1 (Section 11).

**E. Technical Requirements**

Property, including exclusive, intellectual property rights to the Website, including those provided for by the Civil Code of Ukraine, the Law of Ukraine "On Copyright and Related Rights", as well as other legislation of Ukraine and international regulatory legal acts, from the moment of development of the Website are transferred to the Beneficiary on the basis of the relevant agreement on the transfer of property rights to the Website.

Detailed technical requirements and Website ownership rights are given in Annex 1 (Section 14).

The supplier must confirm that the offered goods and services conform to the specifications for each item or explain the reason for any non-conformity.

#### **F. Description of requirements to Related services**

Detailed technical requirements are given in Annex 1.

#### **G. Coordination**

In addition to the Expertise France contact person indicated in the Contract Agreement for contractual, financial and administrative matters, close operational coordination with the PRAVO-Justice III permanent team in Kyiv must be ensured from the start of the contract and throughout its implementation. The contact person is Iryna Zharonkina, Component Lead; [iryna.zharonkina@pravojustice.eu](mailto:iryna.zharonkina@pravojustice.eu)

### **V. Place, duration and modalities of execution**

- a. **Duration:** 4 months of supply of Website software and provision of associated services and one year of Warranty servicing starting from the date of Stage 3 completion.
- b. **Location:** The Beneficiary Office (Kyiv).

### **VI. Expertise and required profile(s)**

1. The tenderer must be a legal entity.
2. Availability of the following highly qualified personnel:
  - Project manager.
  - Software architect.
  - Programmer.
  - DBMS administrator.
  - Designer.

Bidders must provide a resume of the personnel proposed to perform the work. Resumes of technical specialists should contain detailed information on at least 1 participation in the successful implementation of the following services in the last five years: development, supply, deployment, maintenance and technical support of similar information systems having functional and technical characteristics similar to Website.

Bidders must provide the following information in order for their response to be considered:

1. Technical proposal for Website development, including:
  - a detailed description of the proposed architecture of the technical solution;
  - a breakdown of costs according to the stages indicated in the table "Delivery schedule" (Sections IV (B.)).
2. Brief description of the company, including:
  - full legal name and address of the company;
  - documents on legal and tax registration;
  - the year of the start or foundation of the business;
  - Full name of the legal representative (president or managing director) of the company;
  - names of individuals or legal entities that own more than 50% of the company's shares.
3. Information on previously completed projects of a similar size and complexity, links to the developed products, and a brief description of the used technologies.

4. References: Contact information for no less than two references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). The Project reserves the right to request and check additional references.
5. CV of key staff/specialists that will be involved in the proposed project, including their previous relevant experience and the works completed.
6. Bidders must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
7. A certificate, signed by an official or an authorized representative, that the Participant has sufficient financial, technical and managerial resources and capabilities to perform the entire scope of work.

**Evaluation criteria:****PRICE****40 points**

The total cost should be reasonable and show efficient use of resources, and additional costs, if any, should be clearly defined. Proposals from relevant participants that meet the technical requirements will be compared.

<b>Technical quality assessment sub-criteria</b>	<b>Maximum number of points</b>
<b>Sub-criteria 1: TECHNICAL PROPOSAL.</b> The evaluation will be based on the proposed schedule, technical resources and comprehensive explanation of processes to ensure high quality of services.	<b>30</b>
<b>Sub-criteria 1.1.:</b> Delivery schedule (see Section IV (B) of the Terms of reference)	<b>6</b>
<b>Sub-criteria 1.2.:</b> Compliance with functional requirements for the software (see Section 4 of Annex 1 "Technical requirements" and Section 2 of Appendix 3 of Annex 1 "Technical requirements")	<b>6</b>
<b>Sub-criteria 1.3.:</b> Compliance with other non-functional requirements (see Section 5 of Annex 1. Technical requirements and Section 3 of Appendix 3 of Annex 1 "Technical requirements")	<b>6</b>
<b>Sub-criteria 1.4.:</b> Correspondence of ownership of materials (see Section 14 of Annex 1. "Technical requirements")	<b>6</b>
<b>Sub-criteria 1.5.:</b> Compliance with the requirements for warranty services (see Appendix 4 of Annex 1 "Technical requirements")	<b>6</b>
<b>Sub-criteria 2: EXPERIENCE OF THE PROPOSED TEAM.</b> The evaluation will be based on information about participation and role in completed successful projects implemented projects in the last 5 years, and general experience of the specialist. The CVs/portfolio of the designated personnel must reflect the experience in the following projects: <ul style="list-style-type: none"> <li>• development, supply, implementation, provision of warranty/post-warranty service and/or technical support for the operation of similar information systems (automated information systems that have similar functional and technical characteristics to the Website being created);</li> <li>• development and implementation, or provision of technical support for the operation of automated data exchange between state registers and information databases.</li> </ul>	<b>30</b>

<b>Sub-criteria 2.1.:</b> Project manager	<b>6</b>
<b>Sub-criteria 2.2.:</b> Software architect	<b>6</b>
<b>Sub-criteria 2.3.:</b> Programmer	<b>6</b>
<b>Sub-criteria 2.4.:</b> DBMS administrator	<b>6</b>
<b>Sub-criteria 2.5.:</b> Designer	<b>6</b>
<b>TOTAL</b>	<b>60</b>

## VII. Reporting

The Bidder is to submit the following reports, within deadlines and in line with requirements indicated below:

- Report No. 1 – after the provision of Stage 1 "Development of the technical specification, including Website design" services, but no later than 1 month from the date of the signing of the Agreement;  
The document «Technical specification for Website» with agreed Website design are attached to Report No. 1.
- Report No. 2 – after the provision of Stage 2 "Website software development" services, but no later than 3 months from the date of signing the Agreement;  
The following are attached to Report No. 2: i) Website prototype on machine media (GitLab); ii) program and operational documentation; iii) test program and methodology of experimental operation.
- Report No. 3 - after the provision of services of Stage 3 "Introduction of Website into experimental operation", but no later than 4 months from the date of signing the Agreement;  
The following are attached to Report No. 3: i) a functioning, modified Website based on the results of experimental operation; ii) documentation revised based on the results of experimental operation; iii) update bootable modules on machine media (GitLab); iv) User manual; v) Administrator's instructions; vi) Protocol of acceptance tests of the Website; vii) Training report.
- Report No. 4 – after provision of Stage 4 services "Provision of Website warranty service (1 year)";  
Fully functioning, updated boot modules and documentation on machine media under the terms of Website support in accordance with the terms of the Agreement are attached to Report No. 4.

Each report should include a list of works performed by the Supplier within the framework of the Contract.

In case of inadmissibility of the Supplier's Report, the Project within one week must provide the Supplier with a written, reasoned refusal to approve the relevant report. In such case, the Supplier shall provide a revised Report within 14 calendar days.

### Requirements to the reports:

All reports (except for the annexes) are to be prepared in English and Ukrainian languages with the provision of electronic copies (Microsoft Word format).

Annexes to reports are to be prepared exclusively in Ukrainian.

All reports must be drafted in professional English and Ukrainian languages, be of high quality, clear, comprehensive and understandable to a non-specialist reader.

**Annex 1. Technical requirements in Ukrainian and English (provided by a separate file)**