**Terms of Reference**

**for the modernization of the geoportal of the Mykolaiv City Council**

1. **Background and context**

The European Union Anti-Corruption Initiative (EUACI) in Ukraine is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, the civil society, businesses and state institutions. In May 2020, the EUACI entered its phase II which runs till mid-2024.

The EUACI has four components supporting anti-corruption reforms from different angles:

Component 1, supporting key state anti-corruption agencies in improving their effectiveness and independency;

Component 2, supporting selected integrity cities in the efforts to strengthen their integrity, transparency and accountability; and

Component 3, supporting Ukraine's civil society, media and business community in the efforts to increase awareness of and engagement in anti-corruption activities.

Component 4, supporting the efforts of the Government of Ukraine to ensure transparent and accountable reconstruction.

1. **The partnership with Integrity Cities**

The five integrity cities with which the EUACI has entered into a partnership under its component 2 are Chernivtsi, Chervonohrad, Mariupol, Nikopol, and Zhytomyr.

Mykolaiv is an addition to five Ukrainian cities which have been selected for the implementation of the Integrity Cities concept of the Programme. Based on the agreement with the Mykolaiv City Mayor, the EUACI envisages an Integrity Support Office of experts in the local municipality, headed by an advisor to the Mayor to support the integrity transformation, transparency and accountability of the reconstruction process.

This specific assignment concerns the EUACI's support for the Mykolaiv City Council’s encouragement of the new web portal implementation to ensure the principle of publicity and openness of the city's activities, prompt publication of information on activities on the Internet, as well as implementation and use of modern information technologies to provide information services to the public.

In this context, the EUACI is seeking a Contractor to work closely with the EUACI and its partner city in official web portal development and implementation.

These Terms of Reference (ToR) provide more details about the assignment.

1. **Contracting authority**

The contracting authority is the European Union Anti-Corruption Initiative in Ukraine.

1. **Scope of work and expected deliverables**

# GENERAL

## General Provisions

This document details the services specific to the modernization of the geoportal of the Mykolaiv City Council and the terms for their provision.

## Further development (modernization) goal

The mail goal of the modernization efforts is to enhance the efficiency and functionality of the geoportal. The modernization is aimed at streamlining and improving the geoportal interface and upgrading its functionality to simplify user interaction and ensure quick access to the information in order to meet the information needs of the community and citizens.

## Objectives

The objectives of the geoportal modernization relate to expanding its functionality by adding new features, increasing productivity, and improving the convenience of the user interface. The modernization project does not provide for creating a new standalone system. The additional functionality to be developed should be integrated within the existing geospatial information system of the urban development cadaster.

## Composition of the further development (modernization) services

The further development (modernization) services are to include the following activities:

1. Updating the geoportal design involves the development of a new design concept in consideration of the contemporary trends and user needs including the development of color palette, fonts, and other styling elements.

2. Updating the general structure of the geoportal involves optimizing the geoportal pages to make them more user-friendly and convenient. Updating the navigation system to facilitate user access to important information.

3. Updating the functionality of the geoportal involves expanding and optimizing the functionality of the geoportal and includes updating the map and cartographic functions, search, filtering, and other tools to enable the portal users to obtain and use the information more effectively.

4. Creating the “Service API” module involves enabling the geoportal users to access and download the data.

# CURRENT LEGISLATION REQUIREMENTS

The modernization of the GeoPortal must conform to the requirements of applicable regulatory documents, namely:

* Law of Ukraine “On Information”;
* Law of Ukraine “On Electronic Documents and Electronic Document Management”;
* Law of Ukraine “On the Protection of Information in Information Telecommunications Systems”;
* Law of Ukraine “On the Protection of Personal Data”;
* Resolution No. 556 of the Cabinet of Ministers of Ukraine dated 25 May 2011 “On the Procedure of Information Exchange Between the Urban Development Cadaster and State Land Cadaster”;
* Resolution No. 559 of the Cabinet of Ministers of Ukraine dated 25 May 2011 “On the Urban Development Cadaster”;
* Resolution No. 121 of the Cabinet of Ministers of Ukraine dated 04 February 1998 “On Approval of the List of Obligatory Work Stages in the Context of Designing, Implementing, and Operating Information Technology Systems and Solutions”;
* Resolution No. 522 of the Cabinet of Ministers of Ukraine dated 12 April 2022 “On the Approval of the Procedure for Connection to Global Data Networks”;
* Resolution No. 1433 of the Cabinet of Ministers of Ukraine dated 10 September 2003 “On the Approval of the Procedure for Using Computer Programs at Executive Authorities”;
* Resolution No. 1452 of the Cabinet of Ministers of Ukraine dated 28 October 2004 “On the Approval of the Procedure of Using the Electronic Digital Signature by Government Authorities, Local Self-Government Authorities, and State-Owned Enterprises, Institutions, and Organizations”;
* Resolution No. 373 of the Cabinet of Ministers of Ukraine dated 29 March 2006 “On the Approval of the Rules of Ensuring the Protection of Information in Information, Telecommunications, and Information-and-Telecommunications Systems”;
* Resolution No. 1185 of the Cabinet of Ministers of Ukraine dated 03 October 2007 “On the Approval of National Standard No. 4 “Valuation of Intellectual Property Rights”;
* Resolution No. 835 of the Cabinet of Ministers of Ukraine dated 21 October 2015 “On the Approval of the Regulation on Data Sets Subject to Publication in the Form of Open Data”;
* DSTU 2394 - 94 “Information and Documentation. Terms and Definitions”;

The aforementioned list is not exhaustive. The requirements of the laws of Ukraine as well the regulatory and governing documents which pertain to certain business processes may be specified by the service provider or the Customer.

# FUNCTIONAL REQUIREMENTS

## 3.1. General requirements

The work specific to further development (modernization) should be carried out using a centralized software and technology platform with the unification of software and hardware tools for developing (upgrading) application functionality using modern web-portal, service-oriented technologies.

From the functional standpoint, the modernization should involve further development of the Subsystem in order to improve its functionality.

The basic components of further development should be the software complexes of services that ensure the implementation of additional functionality.

The modernization should lead to the creation of a unified and comfortable user interface which should be as simple and intuitive as possible.

Technological flexibility, reliability of operation during modification and enhancement of functionality, reduced time and total costs specific to the development and support of components should be achieved through the implementation of the principles of standardization and unification, namely:

* Unified rules for the structural design and/or modernization and organization of application software components and their interaction with one other;
* Standardization of requirements for the creation and/or modernization of a single centralized database, the formation of uniform requirements for the classification of objects and their attribute composition;
* Unification of rules for the implementation and/or modernization of data exchange with other information systems.

## 3.2. Technical and data architecture requirements

The upgraded geoportal should seamlessly integrate into the existing three-tier client-server architecture of the urban development cadaster system, namely:

* Exchange of information between the application server and the client-side part of the application and the others. The application server component of the information interaction services is designed to ensure the maintenance of interaction regulations and information exchange mechanisms.
* The application server component of information data processing and management services is responsible for data generation and updating and the execution of requests to the database.
* Web services should be used to implement external systems.
* The application server component of business logic implementation is responsible for launching server services for accessing objects and handling the business logic of the application functionality in accordance with functional tasks.

### 3.2.1. Requirements for the further development of geoportal design

The modernization of the geoportal design should introduce modern trends, bring improvements to the user experience, enhance the appearance of the geoportal and its functionality, and ensure logical and intuitive navigation. The updated design should reflect modern standards and leaves a positive impression from the interaction with the geoportal.

The main requirements for updating the geoportal design are:

* Updating the appearance by creating a modern and aesthetic design that leaves a positive impression from the interaction with the geoportal.
* Adaptability: the geoportal design should guarantee the correct and comfortable viewing experience on various devices including computers, tablets, and mobile phones.
* Compliance with the city’s visual identity: implementation of the official identity elements including the appropriate font, color palette, logos and other elements according to the brand book to ensure compliance with the established standards of city representation.
* English version of the website: creating a comprehensive English version of the geoportal to enable access to the information for English-speaking users
* Minimum requirements for user qualification: ensuring simplicity and intuitive understanding of the geoportal interface (in particular for users with varying levels of technical expertise). Minimizing the need for training to use the basic functions and tools.

### 3.2.2. Requirements for the further development of geoportal structure

Modernization of the general structure of the geoportal involves streamlining of its organization and functionality. The geoportal should be made more convenient to use by adding buttons for quick access to the key functions, clickable logos, and the ability to display the main content blocks on the home screen to attract users’ attention.

The main requirements for updating the general structure are:

1. **Header update**

The header update is aimed at improving navigation and the general appearance of the geoportal as well as providing users with a convenient and intuitive interface. The update is to include the following:

* Adding a dedicated “Map” button for quick navigation from the main page of the geoportal to the map with base layers to convenient use and displaying the necessary information.
* The following logos are to be displayed on the main page of the geoportal:
* Mykolaiv as referenced below (<https://mkrada.gov.ua>);
* EUACI as referenced below (<https://euaci.eu>);
* Integrity City as referenced below (<https://euaci.eu>).

The logos are also to be made clickable to enable the used to receive more information about the official sources and the partners of the geoportal.

1. **Footer update**

The following footer updates are to improve the structure and appearance of the geoportal:

* The portal information currently contained in the header is to be moved to the footer to de-clutter the header. This will improve the main page readability and make the design more uniform.
* A disclaimer about EUACI to provide users with important information about the partnership and support from the organization should be displayed. The disclaimer will also become an important transparency component by providing reliable information regarding the organization's participation in the anti-corruption initiative.

1. **Map update**

The updates to the main map of the geoportal involve refreshing its design and bringing functional improvements. Those are to include the following activities:

* Expanding map search capabilities — in particular:
* HERE search by keywords;
* Cadaster search by cadaster number;
* Search by coordinates;
* Address register: search by address register;
* ADU: search by administrative division unit.
* Updating the legend panel to show the legend of layers in the geoportal. The size of the panel should be adjusted automatically depending on the number of legend elements with the possibility of hiding the panel entirely.
* Implementing full-featured (pop-up) prompts about the objects on the map on mouseover. The prompts are to display information about the object with the possibility of setting up the displayed fields in the administrative part.
* Modernization of the toolbar includes a series of improvements to speed up map operations and update their appearance. The toolbar should have the following functions:
* Change map zoom;
* Orient north;
* Measure distance;
* Measure area,
* Print selected map region;
* The update of the layer panel is intended to provide a convenient and functional tool for managing layers on the map. The key aspects of modernization are to include:
* Enabling users to view the available layers in a convenient manner and to search for layers by name for quick access to the necessary information.
* Providing detailed information about each layer, including its characteristics and description.
* Updating the filter functionality to allow users to define exactly what data they would like to view.
* Implementing the ability to adjust the transparency for each layer separately for more flexible control over the display of information on the map.
* Adding the ability to build a heat map for the layer for enhanced visualization of geodata.
* Adding the ability to interact with each layer directly from the panel including enabling and disabling, hiding and removing layers.
* Adding the option of showing tables for a given layer to present structured data.
* Implementing a wizard for the thematic map panel to display pop-up textual tips about the thematic map on mouseover.
* Implementing the “Interactive tour” function to facilitate familiarization with the geoportal for new users. Upon opening the map for the first time, users are automatically invited to take the tour and learn about the main features and functions of the updated map. The interactive tour is to include:
* The welcome message when opening the map for the first time is “Welcome to the interactive tour”.
* The tour should guide users through the main functional elements of the map such as those used to find objects on the map, show how to navigate the map using different tools, and introduce the map legend and ways to interact with different layers on the map. The interactive tour will provide step-by-step instructions and short demonstrations for each function to speed up the onboarding process.

Upon completing the tour, users will be offered to repeat it if necessary or proceed to the geoportal.

The function is to ensure quick and easy familiarization with the new map functionality.

1. **Updates to the main page of the geoportal**

The updates to the main page of the geoportal are to include the following changes:

* Adding a block slider with a photo adjusted to the full width of the screen and a textual description of the geoportal: “Mykolaiv City Geoportal. All the geospatial information on a single map.”
* Adding the statistics block to include the following statistical data:
* construction certificates entered;
* urban development conditions entered;
* urban development documentation entered;
* temporary structures entered.

This information will help users to assess the size and the scale of the geoportal as well as its role in the urban planning process.

1. **Updates to the thematic map block**

The block of thematic maps will be updated to facilitate quick access to specific categories of information. Three functional buttons are to be added to each thematic map window:

* “Map”: this button redirects to a map displaying a list of layers which pertain to the selected category. This is to provide quick and convenient access to the visual representation of information on the map.
* “Register”: this button opens the “Datasets” page containing a list of datasets related to the selected category. This will simplify access to the data related to the thematic map and allow to apply filters by key indicators for more detailed analysis.
* A pop-up message with the key information about the thematic map will appear on hovering the cursor over the thematic map window in the geoportal.

1. **Updates to the “Datasets” page**

Updates to the “Datasets” page are to include the following:

* The page should display a complete list of the data sets available on the geoportal, the total number of objects related to a certain data set and the type of data.
* The datasets should be searchable by data type and update date.
* A field for searching by dataset name should allow finding a specific dataset without much effort.
* A filter system should be implemented with the following parameters:
* Group;
* Data type;
* Data holder;
* Update frequency.
* Users should be able to choose between the list and tile modes of dataset presentation for extra viewing convenience.
* Each dataset should enable users to go to the map and to the respective dataset card using dedicated buttons to facilitate navigation and obtaining details:
* “View on Map”: this button redirects to a map displaying a list of layers which pertain to the selected category.
* “View”: this button opens the dataset card allowing access to the available metadata and detailed information about the selected set.

1. **Updates to the dataset card**

The updated dataset car should consist of the following blocks:

* “Data set”: this block should provide complete information about the selected data set including:
* Name;
* Update frequency;
* Unique ID of the dataset;
* Keywords;
* Data coverage on the map;
* Person responsible for the set metadata;
* Creation date;
* Dataset description;
* SRID;
* INSPIRE category;
* Access and use conditions;
* Person responsible for updating the set;
* Metadata language.

In addition to that, users should be able to view the metadata in the XML format and download them as HTML files.

The set card should also have the functionality for switching to card view and returning to the register using the appropriate buttons:

* “Go to Map”: this button redirects to a map displaying a list of layers which pertain to the selected dataset.
* “Go to Object Register”: this button enables quick return to the register related to the respective dataset.

While in the card, users should be able to download the dataset in various formats such as:

* SHP;
* GEOJSON;
* CSV;
* XLS.

Users should be able to access the data using the API service. Furthermore, information on standardized geoservices such as TMS, WMS should be provided

* “Activity”: this block should display the activity pertaining to the selected dataset. Users should be able to track how current the information is based on the date of its last update.
* “Proposals”: the interface of this block should enable users to submit suggestions and leave reviews or comments about a specific dataset. This addition is aimed at promoting user involvement and building an active community that will help enhance and improve the quality of the information provided.

1. **Other updates and improvements**

* Implementing a dedicated button to change the display mode of the geoportal in order to cater for the needs of users with visual impairments. Among other things, the mode should allow changing the background color to black or white and adjusting the font size for improved convenience.
* Adding a dedicated “Home” button to enable a one-click return to the main page of the geoportal.
* The messaging and feedback system should enable leaving feedback at different levels such as:
* Geoportal: users should be able to send in their questions or suggestions regarding the geoportal using the form on the “Contacts” page.
* Dataset: the “Proposals” block in the card of each particular dataset enables users to leave feedback about the set.
* Map object: a feedback button should be added to the object card.
* All comments, questions and feedback should be collected in the “Feedback” register of the administrative part.

## 3.2.3. Requirements for the development of “API Service” module

The development of the “API Service” module is aimed at providing convenient and effective access to the data of the geospatial information system of the Mykolaiv City Council. This module should provide standard interfaces for obtaining various information from the geospatial portal and should also enable downloading data for further use and analysis.

The core requirements for the development of the “API Service” module are as follows:

* A form for submitting an API request should be added to the dataset page.

The form is to include the following fields:

* Surname;
* Name;
* Patronymic;
* Phone number;
* Email address.
* Organization: a drop-down list to be automatically populated from the counterparties register. If the organization is missing from the register, user will have the option to use the respective toggle switch to enable the text field for manual entry of the organization name.

The “Dataset” field should be disabled and automatically populated with the name of the set in which the application was created.

* Further progress on API should be facilitated by the “API Maker”. This tool, which is to be developed, will enable generating API as per the user's request.

The register interface should look like a table with the following information:

* Name: the unique name of the created API which reflects its purpose or relation to specific data.
* SQL query: the query that defines which data from the database will be included into the API response. Users may insert their own SQL queries to set up the API content.
* API token: a unique ID to be generated automatically upon adding the API which is used for authentication and authorization while accessing the API. The token is changed automatically upon editing the parameters of the added API.
* API generation date: the date of generating the respective API configuration.
* Client: the information regarding the organization or the person that requested the API generation.
* API links: URLs which provide access to the API.
* Is the API working? the indicator which shows the API working status with the following options: “Yes” or “No”.

The “API Maker” register should contain the “Application Availability” parameter. When creating a new API, the administrator can select an application submitted by the user via the front end to fill in all the information contained in the application automatically. If no application is selected, the administrator has the ability to create an API from scratch.

# NON-FUNCTIONAL REQUIREMENTS

## 4.1. Software requirements

The software should consist of:

* system-wide software (SWS);
* application software (AS).

The software should reflect the specifics of the automated functional tasks of users and ensure:

* support of the generally accepted modern international standards for open systems;
* compatibility and integration;
* support of functioning in heterogeneous hardware and software environments;
* built-in error protection and integrity maintenance mechanisms;
* minimal costs for their purchase and operation.

System-wide software includes:

* operating systems;
* database management system (DBMS);
* office applications;
* etc.

The solutions belonging to system-wide software should be technically and economically justified in terms of ensuring the completeness of the module and its components for their intended use and minimizing the cost of procurement and support.

The application software should include the software developed and customized during further development.

Upon the completion of further development activities, the program code of the application software should be submitted by the Contractor to the Client electronically.

The principles of modularity and standardization should be used in the application software development to ensure a consistent increase in the functionality resulting from further development through the creation, implementation and replication of functionally complete software components.

## 4.2. Requirements for technical personnel, their qualification and routine

The Contractor should submit a proposal regarding the number and qualifications of the maintenance personnel to support the updated solution. The proposal should be justified and contain a balanced structure of the maintenance personnel.

Technical support of the system software should be carried out under separate contracts by specialized organizations, enterprises or institutions.

## 4.3. Requirements for the modes of operation

The modernization should enable the same operation mode as the Subsystem, namely:

* main mode;
* administration mode;
* scheduled maintenance mode.

Main mode: normal operation of all the program modules/components of the System as intended. The client-side software and the server-side software and hardware should operate 24/7 with predefined periods of scheduled maintenance.

Contingency mode: abnormal operation of all the program modules/components of the Subsystems — for example, unavailability of server data.

Administration mode: centralized automated debugging and automated updating of the Subsystem components while users continue accessing the system normally in the main mode;

Scheduled maintenance mode: scheduled technical maintenance and recovery of the Subsystem components.

## 4.4. Requirements Pertaining to Load Parameters

The modernization must ensure the following performance levels:

* up to 50/1,000 users working simultaneously in the data entry/correction mode and the data viewing mode respectively;
* completing the basic operations with cards and data registers within 2-10 seconds;
* processing requests and displaying results on the page within 10 seconds;
* initial loading of any web page within 5 seconds.

## 4.5. Reliability Requirements

Redundancy of one or more components is to ensure reliable operation in case of their failure thereby boosting operational integrity. At the same time, minimum administrator attention should be required to eliminate the consequences of component failures while data integrity should be ensured at the software and hardware levels.

Reliability should be ensured by:

* using modern technology and high-quality testing;
* ensuring redundancy of components and their elements;
* implementing automatic analysis of the current status (in real time) and recovery of operational integrity in accordance with the recovery procedure;
* organizing systematic backup and archival storage of information;
* setting up archival storage of information;
* enabling updates to any components without stopping the services;
* enabling horizontal scaling in real time without stopping the services;
* generating cold backup copies of all the components while ensuring data integrity and the possibility of deploying all the system components from cold copies in a complete and functional form;
* ensuring hardware and software compatibility.

data storage must ensure the integrity and relevance of data in the event of software and hardware failures, faults or errors by through using appropriate software and hardware tools and solutions, creating backup copies, implementing transactional data changes etc.

## 4.6. Requirements for the preservation of information in the event of an emergency

The modules and components of the solution Subsystems should include software monitoring tools and mechanisms for documenting emergency events or errors. In the event of emergency or operation faults, the error which caused the fault must be registered on the corresponding electronic log, and the administrator should receive a corresponding message indicating the error type. At the same time, the modernization should enable obtaining technical reference information/assistance with a different level of detail on the rectification of emergency events or errors.

The notification of an emergency event should include:

* time;
* the textual name of the emergency;
* the name of the source file;
* the line number in the file;
* the error cause.

In the event of errors, the module users should be displayed brief and clear information messages devoid of unnecessary technical details.

The safety of information should be ensured in the event of the following events (accidents, failures, etc.):

* server hardware failure;
* power failure at the workstation and/or database server;
* failure of workstation equipment;
* failure of communication lines.

Reliable storage of information should be ensured by using:

* backup copies;
* data recovery protocols for network, software and hardware failures.

If the verification process fails, the system should attempt corrective action. The system should record the information about any detected errors in the system logs of the relevant database.

## 4.7. Requirements for ergonomics

The decisions regarding the ergonomics of the improvements should meet the requirements of technical aesthetics and engineering psychology to ensure a harmonious relationship between the parameters of technical assets and the psychophysical capabilities of individuals to result in the creation of a comprehensive volume-spatial and color solution.

The web interface ergonomics solution should provide users with an understandable logical construction of the information architecture with a certain set of relevant graphic, textual, and functional components.

The general structure of the web interface should provide for a clear logical model of the structure of pages and transitions between them. Pages should not be overloaded with information and graphic materials. The construction of logical links within a certain functionality should be convenient and intuitive.

All the interactive elements should be made in a convenient and understandable presentation with a set of appropriate text and/or graphic information tips.

The user should have a user-friendly interface with a reasonable set of necessary tools to perform certain actions within the relevant business process.

The modernization should provide for overall compatibility with:

* Windows and Linux operating systems;
* browsers (including mobile versions) such as Microsoft Edge, Mozilla Firefox, Google Chrome (first and foremost the latest versions of the browsers as at the launch of services of the respective phase according to the schedule).

## 4.8. Patent clearance requirements

The patent clearance of the further development work should be ensured by using licensed hardware, software and equipment in the development, and should be guaranteed by their developers and manufacturers.

## 4.9. Requirements for linguistic resources

The linguistic resources of the further development work should include advanced language tools for developing the software code and the user interface.

The user interface should be in the Ukrainian language and ensure:

* the obviousness of each action at users’ workplaces and the input and output of information in a professionally oriented language using the notions and terms of the specific subject area of business processes;
* the availability of effective assistance for predicted use-case scenarios;
* maximum use of possible data values while entering reference information;
* prevention of situations which may lead to errors

## 4.10. Standardization and unification requirements

The standardization and unification of the functions of the components updated in the course of further development should be ensured through the use of modern software tools that support a single technology for the design and development (modernization) of the functional software of the systems and information management.

The design solutions specific to the technical and general software of the updated components should provide for the selection of compatible, most integrated software and hardware solutions that meet the requirements of modern international “open system” standards.

## 4.11. Requirements for information management

The information management should ensure:

* physical and logical integrity of data;
* minimization of redundancy of stored data;
* standardization of data presentations;
* reliability and currency of data;
* delimitation of access to data, prevention of unauthorized access to them.

Information management should meet the following core requirements:

* ensure copying and storage of data arrays;
* ensure minimization of the amount of data entered manually;
* ensure the possibility of expanding data arrays in consideration of future growth.

## 4.12. Requirements for organization management

The work specific to the further development should improve the performance of employee’s job responsibilities.

# 5. COMPOSITION AND SCOPE OF SERVICES

## 5.1. Composition and scope of services

**Phase 1:** Further development and modernization of software and documentation of the work:

* software development and updating;
* documentation of work.

**Phase 2:** Pilot operation of the software:

* training certain categories of users.

## 5.2. Requirements for documentation and methodological support

The documentation should include:

* User manual for the modernized geoportal
* Software code on electronic media

**5. Project Timeline**

The assignment will start following a notification issued by the contracting authority, but not earlier than the date of signing the contract between the EUACI and the Contractor. The expected duration of the assignment is up to 4 months, with a tentative start in January 2024 and completion in May 2024.

**6. Bidding details**

The bidder must submit the following information to be considered:

1. A brief profile (maximum two pages) of the company.
2. A list of assignments, similar to this project, executed in the last five years (must include website addresses).
3. Provide a detailed description of the methodology, scope of work and timeline of the project as well as key assumptions.
4. Provide a budget for the services in EUR, inclusive of all taxes or other such charges (without VAT).

**Deadline for proposals** submission is **23 January 2024, 18:00 Kyiv time.**

The maximum budget available for this assignment is **EUR 10,000.**

**How to apply**

The proposals shall be submitted within the above deadlines to the e-mail: [tarslu@um.dk](mailto:tarslu@um.dk), cc [olena.ogorodnik@gmail.com](mailto:olena.ogorodnik@gmail.com), indicating the subject line “**Mykolaiv geoportal modernization**”.

Bidding language: **English or Ukrainian**.

**Clarification questions**

Questions for the Request for Bid should be addressed to Taras Sluchyk [tarslu@um.dk](mailto:tarslu@um.dk), cc [olena.ogorodnik@gmail.com](mailto:olena.ogorodnik@gmail.com), no later than January 16, 2024, 18:00 Kyiv time.

**7. Evaluation criteria**

Bids will be evaluated in accordance with the criteria provided below:

|  |  |  |
| --- | --- | --- |
| **#** | **Criteria** | **Weight** |
| 1 | Portfolio of projects successfully completed on websites development/modernisation, quality and relevance of past work | 50% |
| 3 | Proposed methodology and detailed timelines | 10% |
| 4 | Proposed budget | 40% |