

Terms of Reference

Advisor on Strategic Planning and Public Investment Management Support in Vinnytsia

General Background

EU4Reconstruction. The European Union (EU), together with Denmark, Germany, France and Lithuania, launched EU4Reconstruction, a €37 million Team Europe Initiative (TEI) that unites the strength, experience and solidarity of the EU to support Ukraine's ongoing recovery and reconstruction.

The initiative aims to strengthen governance, improve public investment management, and enhance coordination across levels of government, with a strong emphasis on EU values.

The initiative is divided in two parallel streams:

Stream 1. Reconstruction governance and construction sector reform, municipal support and participation. Stream 1 is composed of GIZ (Lead Organisation) and Expertise France (Partner Organisation).

Stream 2. Institutional strengthening of SARDI ecosystem and major municipalities. Stream 2 gathers the Ministry of Foreign Affairs of Denmark (Lead Organisation) and CPVA (Partner Organisation).

EU4Reconstruction will reinforce the leadership of the Ministry for Communities and Territories Development, strengthen the State Agency for Reconstruction and Development of Infrastructure, empower local governments to manage reconstruction professionally and sustainably, and support civil society and independent media to play an active role in oversight, ensuring public trust and reducing corruption risks.

EU4Reconstruction will strengthen the institutional capacity of major Ukrainian municipalities as a key element of supporting effective, transparent, and sustainable recovery and reconstruction processes. As cities take on an increasingly important role in planning, coordinating, and implementing recovery and development priorities, there is a need to enhance municipal systems for strategic planning, investment management, and governance of municipally owned enterprises.

Vinnytsia City Council has demonstrated strong institutional capacity and experience in strategic development management; however, the scale and complexity of current and future recovery, reconstruction, and investment challenges require further strengthening of internal governance mechanisms, coordination arrangements, and implementation capacities. In particular, the municipality requires continued support in translating strategic priorities into implementable programmes and projects, strengthening links between strategic planning, budgeting, and public investment management, and ensuring effective monitoring of strategic objectives.

The assignment contributes to the EU4Reconstruction objectives by supporting the achievement of the following results:

- **Enhanced capacity of cities to undertake strategic long- and medium-term planning and monitoring of strategic plans related to reconstruction**, through strengthening strategic governance processes, performance monitoring mechanisms, and institutional arrangements for strategy implementation;

- **Enhanced capacity of cities to undertake detailed and realistic project design**, through strengthening municipal approaches to project identification, preparation, prioritisation, investment planning, and development of an implementation-oriented project pipeline;
- **Improved capacity of the largest municipal enterprises to apply modern corporate governance principles**, through supporting the introduction of governance approaches aligned with OECD standards and relevant Ukrainian legislation, including improved accountability, strategic management, performance monitoring, and institutional arrangements.

To support these objectives, EU4Reconstruction will provide technical assistance, methodologies, and expert support to the Vinnytsia City Council and selected municipally owned enterprises. The Advisor will play a central role in ensuring effective coordination, local adaptation, institutional ownership, and practical implementation of the support provided under the Programme.

Objective

The objective of this assignment is to provide embedded advisory, coordination, and implementation support on behalf of the EU4Reconstruction programme to the Vinnytsia City Council in order to strengthen institutional capacities for strategic governance, public investment management, and the implementation of governance reforms. The assignment aims to ensure that the technical assistance, methodologies, and recommendations developed under EU4Reconstruction are effectively adapted to the local context, institutionalised within the municipal administration, and translated into sustainable governance practices.

Acting on behalf of the EU4Reconstruction programme, the Advisor shall serve as the principal local coordination and implementation focal point for programme activities in Vinnytsia. The Advisor will work closely with the EU4Reconstruction team, the Vinnytsia City Council, municipal enterprises, and experts engaged under the programme to facilitate coordination, support institutional change processes, and promote the practical implementation of agreed reforms.

The Advisor shall support the Vinnytsia City Council in the areas of:

- strengthening strategic planning, performance-oriented governance, and implementation of the City's development priorities;
- institutionalising public investment management processes and strengthening project planning, prioritisation, and implementation capacities;
- supporting the implementation of agreed corporate governance reforms in selected municipally owned enterprises, particularly those responsible for critical infrastructure and essential public services;
- strengthening institutional capacities for integrated planning, recovery, reconstruction, and investment management through effective coordination, knowledge transfer, and organisational development.

The Advisor shall not replace the lead authors, technical experts, or consultants engaged under individual EU4Reconstruction assignments. Responsibility for the preparation of technical studies, methodologies, strategies, assessments, and other specialised outputs shall remain with the respective experts and contractors. The Advisor's role is to facilitate coordination between stakeholders, support the local adaptation and institutionalisation of project outputs, identify implementation barriers, promote organisational ownership of reforms, and ensure effective knowledge transfer to the relevant municipal departments and enterprises.

Through these functions, the assignment seeks to strengthen the capacity of the Vinnytsia City Council to coordinate, implement, monitor, and continuously improve strategic governance and public investment management systems in accordance with national reform priorities, international standards, and European Union good practices.

The Advisor will be embedded within the Vinnytsia City Council and primarily based in Vinnytsia throughout the duration of the assignment, while maintaining regular coordination with the EU4Reconstruction team in Kyiv and participating in programme activities as required.

Scope

The scope of work covers the activities necessary to support the implementation of EU4Reconstruction activities within the Vinnytsia City Council by facilitating institutional coordination, strengthening governance systems, and supporting the practical implementation of strategic reforms. The Advisor shall act as the principal local implementation and coordination focal point for the Programme in Vinnytsia, ensuring that technical assistance provided under EU4Reconstruction is effectively coordinated, adapted to the municipal context, institutionalised, and translated into sustainable governance practices.

The Advisor's work shall build upon the technical expertise, methodologies, and recommendations developed by EU4Reconstruction experts and other contracted consultants. The Advisor shall not replace the lead authors or thematic experts responsible for preparing technical studies, strategies, assessments, methodologies, or corporate governance recommendations. Instead, the Advisor shall facilitate coordination, support implementation, promote institutional ownership, monitor progress, identify implementation barriers, and ensure effective knowledge transfer across the municipal administration.

The scope of work shall include, but not be limited to, the following areas.

1. Programme Coordination and Institutional Implementation Support

The Advisor shall coordinate the implementation of EU4Reconstruction activities within the Vinnytsia City Council and serve as the primary interface between the Programme, municipal stakeholders, and external experts.

This shall include:

- coordinating the implementation of activities and recommendations developed under EU4Reconstruction assignments;
- facilitating cooperation between municipal departments, municipal enterprises, external experts, development partners, and other stakeholders;
- supporting the preparation, coordination, and follow-up of implementation plans, institutional decisions, and agreed reform actions;
- identifying implementation risks, institutional bottlenecks, and coordination challenges, and proposing practical solutions;
- supporting the organisation and facilitation of coordination meetings, working groups, workshops, and consultations;
- promoting institutional ownership of reforms and ensuring structured knowledge transfer to relevant municipal departments and enterprises.

2. Strategic Planning and Performance-Oriented Governance

The Advisor shall support the implementation and institutionalisation of strategic planning and performance management practices within the Vinnytsia City Council.

This shall include:

- supporting the implementation and operationalisation of the Vinnytsia Development Strategy and related strategic documents;
- promoting integrated, evidence-based, and results-oriented approaches to strategic planning and municipal management;
- supporting the integration of strategic planning with budgeting, capital investment planning, and recovery programming;
- facilitating the introduction and practical application of monitoring, reporting, and performance management systems;
- supporting the development of institutional coordination mechanisms required for effective implementation of strategic priorities;
- facilitating the practical application of methodologies, analytical tools, and recommendations developed by EU4Reconstruction experts.

3. Public Investment Management

The Advisor shall support the institutionalisation and practical implementation of Public Investment Management (PIM) within the Vinnytsia City Council.

This shall include:

- supporting the implementation of municipal PIM procedures and institutional arrangements in line with national reforms and international good practice;
- facilitating the integration of PIM processes with strategic planning, budgeting, and capital investment programming;
- supporting the establishment and management of a municipal pipeline of priority investment projects;
- coordinating the implementation of recommendations related to project preparation, prioritisation, appraisal, and investment readiness developed under EU4Reconstruction assignments;
- supporting municipal departments in strengthening institutional capacities for planning, financing, and implementing public investment projects;
- promoting the practical application of methodologies, tools, and guidance developed under the Programme.

4. Corporate Governance of Municipally Owned Enterprises

The Advisor shall support the implementation of agreed corporate governance reforms in selected municipally owned enterprises, particularly those responsible for critical infrastructure and essential public services.

This shall include:

- facilitating the implementation of corporate governance recommendations developed under EU4Reconstruction assignments;
- supporting cooperation between the City Council, supervisory bodies, and municipal enterprises during the implementation of governance reforms;
- assisting municipal enterprises in introducing improved governance, strategic planning, performance management, monitoring, and reporting practices;
- supporting the implementation of ownership policies, internal governance procedures, accountability mechanisms, and performance management systems where agreed by the municipality;
- promoting organisational learning, transparency, operational efficiency, financial sustainability, and investment readiness within participating municipal enterprises.

5. Capacity Development and Knowledge Transfer

Across all areas of work, the Advisor shall contribute to strengthening the institutional capacity of the Vinnytsia City Council through continuous advisory support, coaching, and knowledge transfer.

This shall include:

- supporting municipal staff in applying modern approaches to strategic governance, public investment management, and institutional development;
- facilitating the adaptation of international and European good practices to the local institutional context;
- promoting cross-departmental cooperation and knowledge sharing within the municipal administration;
- contributing to the sustainability of reforms through the development of practical tools, templates, guidance materials, and institutional procedures;
- supporting continuous organisational learning and strengthening the municipality's capacity to manage strategic development and recovery initiatives beyond the duration of the assignment.

Knowledge, Skills, and Competencies

- The Advisor is expected to demonstrate the following knowledge, skills, and professional competencies relevant to the successful implementation of this assignment:
- Strong knowledge of Ukraine's public administration, decentralisation, and local governance systems, including the institutional, legal, and regulatory frameworks governing municipal development, public investment, and local self-government.
- Sound understanding of strategic governance and municipal management, including strategic planning, results-based management, performance monitoring, institutional development, and the integration of strategic priorities with budgeting and decision-making processes.
- Good understanding of Public Investment Management (PIM) principles and practices, including project planning, prioritisation, capital investment programming, investment readiness, and the integration of public investment planning with municipal strategic and financial management.
- Good understanding of municipal governance reforms and corporate governance principles applicable to municipally owned enterprises, particularly in sectors providing critical infrastructure and essential public services, in accordance with Ukrainian legislation and recognised international good practices, including the OECD Guidelines on Corporate Governance of State-Owned Enterprises.

- Strong understanding of institutional change management, organisational development, and the practical implementation of governance reforms within public sector institutions.
- Excellent coordination, facilitation, and stakeholder engagement skills, including the ability to build effective working relationships and foster cooperation among municipal departments, municipal enterprises, international experts, development partners, and other stakeholders.
- Demonstrated ability to coordinate multidisciplinary assignments involving multiple actors, ensuring effective communication, alignment of activities, timely follow-up, and practical implementation of agreed actions.
- Strong analytical and problem-solving skills, with the ability to identify institutional bottlenecks, assess implementation risks, and develop practical, implementation-oriented recommendations.
- Excellent organisational and project coordination skills, including the ability to manage multiple priorities simultaneously, monitor implementation progress, and deliver high-quality outputs within agreed timelines.
- Excellent written and verbal communication skills, including the ability to prepare clear reports, briefing materials, presentations, and decision-support documents for both technical and non-technical audiences.
- High standards of professionalism, integrity, discretion, and ethical conduct, including the ability to work with confidential information, identify and declare potential conflicts of interest, and maintain impartiality while supporting institutional reform processes.
- Ability to work independently while operating effectively as part of a multidisciplinary team in a dynamic and evolving institutional environment, adapting to changing priorities and implementation needs.
- Fluency in Ukrainian, both written and spoken, is required. Good command of English, both written and spoken, is required for effective communication with the EU4Reconstruction team, international experts, and development partners, as well as for the preparation of reports and other assignment-related documentation.

Qualifications

The Advisor shall possess the following qualifications and professional experience:

- Master's degree in Public Administration, Economics, Public Policy, Political Science, Law, Urban and Regional Development, Finance, Governance, or another relevant field demonstrating the capacity to perform the duties and responsibilities described in this Terms of Reference;
- At least three (3) years of relevant professional experience in strategic advisory, public sector reform, institutional development, governance support, or implementation of development and reform initiatives in cooperation with local or regional authorities;
- Demonstrated professional experience in one or more of the following areas: strategic planning and management; public investment management and investment planning; local governance and public administration reform; municipal development and recovery planning; corporate governance or institutional strengthening of public or municipally owned entities;
- Proven experience in working with municipalities, regional authorities, or other public institutions on policy development, institutional strengthening, governance reforms, or implementation of strategic initiatives;
- Experience working with international organisations, donor-funded programmes, technical assistance projects, or international development partners will be considered a strong asset;

- Experience in supporting reform processes related to decentralisation, recovery and reconstruction, public finance, municipal governance, or infrastructure sectors will be considered an advantage;
- Previous experience working in complex institutional and multi-stakeholder environments, including cooperation with senior government officials, municipal leadership, international experts, and development partners, will be considered an asset.

Eligibility Requirements and Independence of the Advisor Role

To ensure the effectiveness, independence, and sustainability of the support provided under this assignment, applicants who are currently employed by the Vinnytsia City Council or its executive bodies, or who have been employed by the Vinnytsia City Council or its executive bodies during the six (6) months preceding the application deadline, shall not be eligible to participate in this selection process where their previous responsibilities were directly related to the areas covered by this Terms of Reference, including strategic planning, municipal development management, recovery planning, public investment management, project preparation, investment planning, or institutional implementation of development priorities.

The purpose of this requirement is to ensure that the Advisor provides independent implementation support, facilitates institutional strengthening, and contributes to the development of sustainable municipal capacities. Engaging a person who currently performs, or has recently performed, functions directly related to the scope of this assignment within the Vinnytsia City Council may reduce the added value of the advisory support and create a risk that the assignment would substitute existing municipal functions rather than strengthen institutional capacity.

The EU4Reconstruction programme aims to enhance the capacity of the Vinnytsia City Council to effectively manage strategic development, recovery, and reconstruction processes through improved strategic governance, stronger links between strategic planning and public investment management, enhanced project preparation capacities, and improved institutional arrangements. The Advisor role is therefore designed to provide external expertise, coordination support, knowledge transfer, and assistance in institutionalising improved practices, rather than replace existing municipal responsibilities or operational functions.

Applicants shall confirm their eligibility and compliance with this requirement as part of their application submission.

Deliverables

The deliverables described below reflect the implementation-oriented, coordination, and advisory nature of the assignment. They are intended to demonstrate tangible progress in institutionalising the support provided under the EU4Reconstruction programme within the Vinnytsia City Council. Given the adaptive nature of the assignment, the detailed content of individual deliverables may be refined during implementation through agreement between EU4Reconstruction and the Vinnytsia City Council, provided that the overall objectives of the assignment are maintained.

The Advisor shall deliver the following outputs.

1. Inception Report and Annual Work Plan

Within fifteen (15) working days of contract commencement, the Advisor shall submit an Inception Report accompanied by a proposed Annual Work Plan.

The report shall include, at a minimum:

- an initial assessment of institutional priorities relevant to the assignment;
- stakeholder mapping and coordination arrangements;
- clarification of roles and responsibilities between the Advisor and other EU4Reconstruction experts and assignments;
- identification of implementation risks and proposed mitigation measures;
- an indicative implementation roadmap and coordination calendar;
- proposed priorities and expected results for the first year of implementation.

The Inception Report and Annual Work Plan shall be reviewed by EU4Reconstruction and discussed with the designated counterparts of the Vinnytsia City Council prior to approval.

2. Quarterly Implementation Packages

At the end of each calendar quarter, the Advisor shall submit a Quarterly Implementation Package summarising progress achieved in implementing the agreed work plan.

The package shall include:

- progress against agreed priorities and implementation milestones;
- institutional achievements and completed actions;
- implementation challenges and proposed corrective measures;
- status of activities related to strategic governance, Public Investment Management, and corporate governance support;
- recommendations for priorities during the subsequent reporting period.

The Quarterly Implementation Packages shall focus on achieved institutional results and practical implementation rather than solely on activities undertaken.

3. Mid-Term Review

Approximately six (6) months after commencement of the assignment, the Advisor shall prepare a Mid-Term Review assessing implementation progress and recommending any necessary adjustments to the work plan.

The review shall include:

- assessment of implementation progress against planned priorities;
- analysis of institutional achievements and remaining challenges;
- updated assessment of implementation risks;
- recommendations for adjustments to priorities and implementation arrangements during the remaining contract period.

The Mid-Term Review shall be discussed jointly by EU4Reconstruction and the Vinnytsia City Council.

4. Final Handover Package

At the completion of the assignment, the Advisor shall prepare a Final Handover Package documenting the results achieved and supporting the sustainability of the reforms initiated under the assignment.

The package shall include:

- summary of institutional results achieved during the assignment;
- status of implementation of agreed reforms and governance improvements;
- overview of institutional arrangements, procedures, tools, or mechanisms established or strengthened;
- recommendations for follow-up actions beyond the completion of the assignment;
- transfer of relevant working materials, guidance documents, and implementation records to the Vinnytsia City Council and EU4Reconstruction.

5. Monthly Progress Reports

The Advisor shall submit a concise Monthly Progress Report no later than five (5) working days after the end of each reporting month.

The report shall summarise:

- activities undertaken during the reporting period;
- progress achieved against the agreed work plan;
- key decisions supported or facilitated;
- implementation challenges and risks;
- coordination activities with EU4Reconstruction experts and municipal stakeholders;
- planned priorities for the following reporting period.

The Monthly Progress Report shall be accompanied by a signed timesheet and invoice prepared in accordance with the contractual requirements of EU4Reconstruction.

6. Ongoing Advisory and Coordination Support

Throughout the duration of the assignment, the Advisor shall provide ongoing advisory and coordination support, including, where relevant:

- coordination of the implementation of EU4Reconstruction activities within the Vinnytsia City Council;
- review and preparation of institutional, strategic, and procedural documents supporting implementation of agreed reforms;
- preparation of analytical notes, briefing materials, presentations, and decision-support documents;
- facilitation of coordination meetings, workshops, consultations, and working groups;
- support for the practical implementation of recommendations prepared by EU4Reconstruction experts;
- development and transfer of practical guidance, templates, tools, and methodologies supporting institutional capacity development.

All deliverables shall be prepared in the format, language, and level of detail agreed with EU4Reconstruction. Deliverables intended for operational use by the Vinnytsia City Council shall be

reviewed with the designated municipal counterparts to confirm their practical applicability prior to final contractual acceptance by EU4Reconstruction.

Budget and timeframe

The maximum budget available for this assignment is up to **EUR 24,000** (exclusive of VAT). This amount includes the Advisor's professional fees and assignment-related travel costs.

The maximum allocation for travel and subsistence expenses is **EUR 2,000**, to be reimbursed in accordance with the applicable Ministry of Foreign Affairs (MFA) travel rules and regulations and subject to prior approval by EU4Reconstruction.

The assignment is expected to be implemented over a period of **twelve (12) months**.

The Advisor is expected to provide services with an indicative workload of **up to twenty two (22) working days per calendar month**, corresponding to a maximum of **two hundred forty four (244) working days** over the duration of the contract. The actual level of effort may vary between reporting periods depending on implementation needs, agreed work plans, and programme priorities.

The Advisor shall be primarily based in Vinnytsia and is expected to maintain a regular on-site presence throughout the assignment to ensure effective coordination with the Vinnytsia City Council and implementation of programme activities.

The Advisor shall be remunerated on the basis of the agreed daily fee specified in the contract. Payments shall be made on a monthly basis and shall be calculated based on:

- the actual number of working days dedicated to the assignment and confirmed through approved timesheets;
- the satisfactory completion of the agreed deliverables and implementation activities for the respective reporting period; and
- eligible and duly documented assignment-related expenses, where applicable, in accordance with EU4Reconstruction policies and procedures.

Each payment shall be subject to:

- submission of a Monthly Progress Report in accordance with these Terms of Reference;
- submission of the signed monthly timesheet;
- submission of an invoice and payment request in accordance with EU4Reconstruction contractual requirements; and
- review and approval of the submitted documentation by EU4Reconstruction.

Duty travel undertaken within the framework of the assignment and approved in advance by EU4Reconstruction shall be reimbursed in accordance with the applicable travel and reimbursement policies of the Programme.

Reporting and management

The Advisor shall operate on behalf of the EU4Reconstruction programme and shall be responsible for supporting and coordinating the implementation of EU4Reconstruction activities within the Vinnytsia City Council. The Advisor shall work in close cooperation with the EU4Reconstruction team, the

Vinnitsia City Council, municipal departments, municipally owned enterprises, and experts engaged under the Programme.

EU4Reconstruction shall retain overall contractual responsibility, strategic oversight, and quality assurance for the assignment. EU4Reconstruction shall provide guidance and coordination to ensure that the Advisor's work remains aligned with the objectives, priorities, standards, and implementation approach of the Programme, while remaining responsive to the institutional needs of the Vinnitsia City Council.

The Advisor shall maintain regular communication with the EU4Reconstruction team and designated representatives of the Vinnitsia City Council regarding the planning, implementation, monitoring, and follow-up of activities under the assignment. The Advisor shall serve as the primary coordination interface between EU4Reconstruction experts, municipal stakeholders, and other relevant partners involved in the implementation of the Programme in Vinnitsia.

EU4Reconstruction responsibilities

EU4Reconstruction shall be responsible for:

- providing overall strategic guidance, supervision, and coordination of the assignment;
- reviewing and approving contractual deliverables, including progress reports, timesheets, invoices, and other outputs submitted under the assignment;
- providing methodological guidance and feedback on implementation priorities, advisory inputs, and proposed interventions;
- facilitating coordination between the Advisor, EU4Reconstruction experts, international partners, and other stakeholders involved in programme activities;
- ensuring alignment of the Advisor's work with the objectives and priorities of the EU4Reconstruction programme;
- supporting the resolution of implementation challenges that require programme-level coordination or decisions.

Vinnitsia City Council responsibilities

The Vinnitsia City Council shall facilitate effective implementation of the assignment by:

- designating a senior functional counterpart responsible for strategic coordination with the Advisor, preferably at the level of Deputy Mayor or another authorised representative;
- appointing an operational focal point responsible for day-to-day coordination and communication;
- ensuring access to relevant municipal departments, municipal enterprises, documents, information, and working groups necessary for implementation of the assignment, within the limits of applicable legislation;
- supporting coordination among municipal stakeholders and ensuring consideration of agreed recommendations and implementation actions;
- providing feedback on the practical applicability and feasibility of deliverables intended for municipal use.

The annual work plan, and quarterly implementation priorities shall be discussed and agreed jointly by EU4Reconstruction, the Advisor, and the designated representatives of the Vinnitsia City Council.

For substantive deliverables intended to support municipal decision-making or institutional implementation, the Vinnytsia City Council shall provide confirmation of their practical relevance and feasibility before final contractual approval by EU4Reconstruction.

Performance review

The Advisor's performance shall be subject to periodic review by EU4Reconstruction in cooperation with the designated representatives of the Vinnytsia City Council. Performance reviews may be conducted during interim and final assessments and shall focus on:

- effectiveness of coordination between EU4Reconstruction, municipal stakeholders, and engaged experts;
- progress achieved against agreed implementation priorities and deliverables;
- quality and practical applicability of implementation support provided;
- contribution to institutional capacity building, knowledge transfer, and sustainable reform implementation;
- effectiveness in identifying implementation barriers and supporting their resolution;
- overall contribution to achieving the objectives of the EU4Reconstruction programme in Vinnytsia.

Any adjustments to the scope, priorities, workload allocation, or implementation arrangements of the assignment may be agreed between EU4Reconstruction, the Advisor, and the Vinnytsia City Council where necessary to respond to evolving programme requirements and municipal priorities.

How to apply

Interested candidates are invited to submit the following documents in English language:

- Completed [Annex 1](#), including CV;
- Financial proposal, indicating the proposed fee [Annex 2](#);
- Short motivation letter (maximum 3 pages) in English;
- Contact details of at least two referees.

Applications shall be submitted by email to **eu4r@um.dk**, with a copy to **maksym@um.dk** and **tetbar@um.dk**, indicating the subject line: **"Advisor_Vinnytsia_NAME"**.

Incomplete applications or those not submitted in accordance with the instructions above will not be considered.

The deadline for submission is **18 August 2026, 18:00 (Kyiv time)**.

Requests for clarification may be sent to **eu4r@um.dk**, with a copy to **tetbar@um.dk** and **maksym@um.dk** no later than **13 August 2026, 18:00 (Kyiv time)**.

Applicants are advised to ensure successful delivery of their application by confirming receipt of an automatic reply from the email system.

Working language for the application: English.

Evaluation criteria

Bids will be evaluated under the criteria provided below:

#	Criteria	Weight
---	----------	--------

1	Professional qualifications and experience	80%
2	Proposed budget	20%