



**Terms of References**  
**for an Individual Entrepreneurs Business entity to provide logistic services**

**Date: 11 July, 2022**

**About TB Europe Coalition (TBEC)**

Established in 2009, TBEC is a regional advocacy network of civil society organizations and individuals from across the World Health Organization (WHO) Europe region, comprising Western and Eastern Europe, Caucasus and Central Asia. The network aims to strengthen the role of civil society within the regional response to TB, and ensure political and financial commitments to end TB. Currently TBEC has more than 200 members from more than 30 countries in the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up its regional and national advocacy, capacity building and support to country-led TB advocacy initiatives. The TBEC Secretariat is located in Kyiv and responsible for the coordination, communication, administration, programmatic and policy management of the network.

TBEC's primary role in the project is to support civil society organizations in their advocacy for people-centered TB care at the national and regional levels. In particular, TBEC develops regional policy and other relevant documents on the role of civil society in providing people-centered services for EECA countries and supports capacity development activities for civil society and community organizations.

**The objective of the assignment:**

To provide logistical and administrative support in the organization of a series of national and international travels needed in the framework of the implementation of the current projects.

**Scope of work (services will include but not be limited to):**

- Booking and issuance of air tickets;
- Buying train tickets;
- Buying bus tickets;
- Hotel booking in Ukraine;
- Hotel booking abroad;
- Visa support services;
- Delivery of documentation to the office;
- Additional services such as: support with medical travel insurance, etc..

**Duration of the assignment:**

- The work is expected to start after the signature of the specific agreement with Service provider till the 31 December, 2022.

**Requirements:**

Legal requirements (If the Individual Entrepreneurs or Business entity meets the eligibility criteria, then (s)he will be accepted to the qualifications and price offers evaluation):

- status of Individual Entrepreneurs business entity under the legislation of Ukraine or a country of the European Union (not in the process of bankruptcy);
- non-VAT payer.

Qualification requirements:

General qualifications (30%):

- Proven experience (or at least 4 years) in organizing and implementing of business travel;
- Work experience with projects financed by international organizations will be an asset.

Relevant experience (60%):

- Experience in organizing and implementing of travels at international level will be an asset;

- Individual Entrepreneurs or Business entity under the legislation of Ukraine or a country of the European Union;
- In case the service provider is going to involve affiliated business entities (other Private Entrepreneurs) information about such entities should be provided. The affiliation of such parties must be confirmed by the official letter from the service provider;
- Availability of own resources needed to ensure the provision of services (managing and administrative personnel, etc.);
- Availability of the database with external resources to ensure the provision of services. (set agreements with hotels, airlines, logistic, and transport companies);

Other qualifications (10%):

- Good communication and computer skills;
- Excellent knowledge of English and Russian languages.

The Business entity should be able to perform the entire assignment.

### **Application Process:**

Interested candidates are required to submit the following documentation:

- Individual Entrepreneurs or Business entity under the legislation of Ukraine or a country of the European Union;
- Information about availability of own resources necessary for the provision of services;
- The list of the largest customers during the 2021-2022;
- Letters of recommendation for 2021-2022 from companies/organizations (if applicable);
- All documents should clearly describe qualifications, experience and skills of the potential Consultant and be submitted electronically to Olesya Murha, TBEC Administrative Officer, at the following email: [murha@tbeurope.eu](mailto:murha@tbeurope.eu) ;
- The deadline for receipt of your expression of interest by indicated e-mail: **July 29, 2022, 18:00 Kyiv time.** Late proposals will be rejected.

### **Deliverables and Documents:**

The Provider will provide depending on the application the following deliverables:

- Financial documentation according to legislation

### **Payment:**

The payment will be made for each particular travel on the basis of the Invoices.

Due to the fact that the TBEC is registered in the Netherlands, payment of services will be made in US dollars.

### **Force-Majeure:**

The TBEC and Individual Entrepreneur \Business entity shall not be liable for improper performance or non-fulfillment of the terms of the Contract in case that such improper performance or non-performance is caused by force majeure circumstances, which are beyond the reasonable control of the TBEC and Individual Entrepreneur \Business entity and do not depend on their will. The following circumstances are considered as force majeure: hostilities in the country of holding the event; earthquakes, floods, tornadoes, hurricanes and other natural disasters that would prevent the implementation of the provisions of this Agreement by the Individual Entrepreneur \Business entity.

In case of impossibility of carrying out the event due to force majeure circumstances, the Business entity undertakes to notify the TBEC in writing thereof and reimburse the paid cost of the event, except for the actual expenses incurred by the Individual Entrepreneur \Business entity, within a period no later than three banking days after such notice.

### **Termination of the Contract:**

The TBEC and Individual Entrepreneurs \Business entity has the right to terminate the operation of the Contract ahead of schedule, having previously notified in writing to the other party one month in advance.