

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Analitical assessment of water utility and development of Tariff model	Project cost G-011714-002	number/ centre:
	Tender 10044421	number

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0. List of abbreviations

CV	Curriculum Vitae (Resume)
DC	Development cooperation
FELICITY II	“Financing Energy for Low-carbon Investment – Cities Advisory Facility - Eastern Partnership and Central Asia Program”
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
EIB	European Investment Bank
SDG	Sustainable Development Goal
ToR	Terms of Reference

1. Context

“Financing Energy for Low-carbon Investment – Cities Advisory Facility - Eastern Partnership and Central Asia Program” (FELICITY II) is financed by the German Federal Ministry for Economic Affairs and Climate Action (BMWK). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is the programme implementing organisation. FELICITY II, a project (Project) of a joint initiative of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the European Investment Bank (EIB), eliminates technical and financial barriers for financing low-carbon infrastructure projects in Eastern Partnership Countries.

To address the specific needs of the region, FELICITY II focuses on two priority sectors in its partner countries: residential energy efficiency (Kazakhstan, Uzbekistan, Ukraine) and water and wastewater (Ukraine). Through targeted interventions, the program facilitates project implementation across multiple levels of governance.

FELICITY II aims to significantly scale up investments in low-carbon and climate-resilient urban infrastructure in Eastern Partnership and Central Asian countries, thereby contributing to the achievement of NDC-related mitigation and adaptation targets as well as relevant Sustainable Development Goals (SDGs).

To support this overarching goal, the project is structured around four key outputs that guide its implementation and measure progress:

Output I: Improved regulatory framework and enabling conditions

Regulatory and institutional frameworks as well as technical and financial capacities for the implementation of low-carbon and climate-resilient urban infrastructure projects are improved in the participating countries. This provides the foundation for sustainable investment and long-term project success.

Output II: Strengthened financial intermediaries

Selected financial intermediaries from project-participating countries sustainably serve an increasing demand for low-carbon and climate-resilient urban infrastructure project financing. Strengthening local financial ecosystems is essential to ensuring scalable and replicable financing solutions.

Output III: Enhanced project preparation skills

Selected project promoters in project-participating countries identify, prioritize, pre-appraise and co-develop low-carbon and climate-resilient urban infrastructure projects for consecutive funding appraisal. This output enhances the pipeline of bankable projects and readiness for investment.

Ukraine’s water sector is characterised by poor quality of water supply and wastewater treatment, a high share of non-revenue water and generally low operational efficiency. Approximately 25% of the population lacks access to drinking water. Furthermore, only one third of discharged wastewater is treated effectively, resulting in large volumes of collected wastewater, which is discharged directly into the environment, causing significant pollution and health hazards.

In accordance with the EU Urban Wastewater Treatment Directive, the intended impact is an increase in awareness of the adverse effects of urban wastewater discharges and discharges from industry. Strengthened policy implementation capacity for national water policies, policy efforts to adjust water tariffs to the right cost of the resource, an active involvement of the municipal level in investments, and availability of water sector-related project finance, are all necessary steps towards impact achievement in the water sector. Improvements in these areas also propel countries towards the relevant SDGs.

As the Project aims to improve the legal and regulatory framework conditions through policy advice in the development of the necessary legislation and other documents to meet Output I "Establishment of an enabling technical and institutional environment for the implementation of low carbon and climate urban infrastructure projects", namely Activity (A.I.3.) "Tariff market research and provision of policy dialogue and advice about tariff setting", there is a need to calculate a full-cost tariff for centralized water supply and wastewater treatment services and develop a corresponding methodology. This includes identifying appropriate cost recovery levels that would allow continuous investment in low-carbon and resilient water infrastructure.

Within the FELICITY II Project, Lviv City Communal Enterprise "Lvivvodokanal" is envisaged as a pilot utility for the development of an investment-oriented tariff structure and financial sustainability model. The objective is to establish an equitable and economically justified approach aligned with relevant European practices, including elements of the German full-cost approach.

The model is intended to reflect the full range of costs related to centralized water supply and wastewater treatment services, including operating and maintenance costs, environmental costs, depreciation and investment-related costs. It shall also take into account the financial capacity of the utility, consumer affordability and the long-term sustainability of water infrastructure.

The assignment will provide the analytical and methodological basis required before tariff model development. It will include a utility diagnostic; validation of financial, operational, customer and asset-related data; analysis of demand, consumption and cost structures; review of asset condition and capital investment needs; and establishment of a financial baseline.

The analysis will assess key performance and efficiency indicators, including non-revenue water, energy efficiency, staff productivity, billing efficiency and collection rates. Where relevant, benchmarking against comparable European utilities, including experience from Leipzig and/or Krakow, may be used to identify realistic improvement areas.

Based on these preparatory steps, a practical tariff modelling framework will be developed for Lvivvodokanal. The model will support long-term financial planning and will include assumptions on key economic and sector-specific factors, as well as baseline, investment, efficiency and demand scenarios. Risk and sensitivity analysis will assess the impact of factors such as energy price changes, demand fluctuations, delayed investments and collection risks.

The assignment is intended to strengthen Lvivvodokanal's capacity for investment prioritisation, financial planning and evidence-based tariff policy development, while providing practical tools for further dialogue on financially sustainable and climate-resilient tariff-setting approaches in Ukraine's water sector.

2. Tasks to be performed by the contractor

Given the technical, financial and institutional nature of the assignment, the services shall be implemented through a combination of remote work and, where required and agreed in advance with GIZ, project-related missions, workshops and stakeholder consultations in Ukraine. The Contractor shall ensure that all proposed experts are available to contribute to these activities in accordance with their respective roles, the agreed work plan, applicable security requirements and travel arrangements. The contractor is responsible for providing the following services:

Stage 1: Utility Diagnostic

The Contractor shall assess the operational, financial and organisational situation of Lvivvodokanal relevant for tariff modelling and long-term financial planning. The assessment shall cover financial management, cost allocation practices, customer and billing information, asset management, investment planning, data management and internal capacity to use and update the model.

Key technical and financial indicators, including non-revenue water, energy efficiency, staff productivity, billing efficiency, collection rates, operating ratio, cost recovery level, liquidity and debt service capacity, shall be reviewed. Where relevant, benchmarking against comparable European utilities, including experience from Leipzig and/or Krakow, may be used to identify realistic improvement areas.

The Contractor shall prepare a concise utility diagnostic note summarising the main findings, constraints and issues to be addressed during the subsequent stages.

Stage 2: Data Validation

The Contractor shall review and validate the financial, operational, customer and asset-related data provided by Lviv City Communal Enterprise “Lvivvodokanal”. Lvivvodokanal shall provide the relevant available documentation and data, as well as clarifications where required.

The review shall cover historical financial statements for the previous three to five years, including income statements, balance sheets, cash flow statements and detailed cost breakdowns. It shall also include available operational data, such as water production volumes, network length, pumping stations, staff numbers and energy consumption; customer data, including connections, customer categories, metering coverage, billing and collection rates; and asset-related data, including asset registers, asset age, condition and replacement costs.

Based on the data provided, the Contractor shall carry out consistency checks, data cleaning and reconciliation between financial and operational information. Material gaps, inconsistencies or limitations shall be documented and considered in the modelling assumptions.

The expected outputs shall include a validated tariff database and a data gaps list.

Stage 3: Cost and Demand Analysis

The Contractor shall analyse historical and expected demand for water supply and wastewater treatment services by customer category, including residential, commercial, public and industrial consumers. The analysis shall consider consumption trends, seasonality, expected demand changes and, where relevant, demand elasticity.

Based on this analysis, the Contractor shall prepare a baseline demand forecast and consumption profiles for the main customer categories.

The Contractor shall also analyse the cost structure of Lvivvodokanal, including operating expenditures, maintenance costs, energy, chemicals, staff, administration and other relevant cost items. Costs shall be differentiated between fixed and variable costs, as well as controllable and uncontrollable costs.

The expected outputs shall include a baseline demand forecast, consumption profiles and a cost classification matrix for integration into the tariff model.

Stage 4: Investment Planning

The Contractor shall assess how the condition, age and replacement needs of existing assets, as well as planned capital investments, should be reflected in the tariff model. The assessment shall cover rehabilitation, expansion and compliance-related investment needs.

Available capital investment plans shall be reviewed, and relevant assumptions on asset lives, depreciation and replacement costs shall be defined for modelling purposes.

The expected outputs shall include a capital investment plan suitable for modelling and a depreciation schedule or depreciation assumptions. The analysis shall demonstrate the relationship between investment needs, revenue requirements and infrastructure sustainability.

Stage 5: Financial Baseline

The Contractor shall establish a financial baseline by consolidating the findings of the previous stages. The analysis shall assess the extent to which existing revenues cover operating and maintenance costs, depreciation, investment requirements and other relevant financial obligations.

The Contractor shall identify financial gaps and constraints affecting Lvivvodokanal's ability to finance operations and investments. Affordability considerations shall also be assessed, including relevant affordability thresholds, available subsidy programmes and possible social protection mechanisms for vulnerable consumers.

The expected outputs shall include a financial diagnostic report, an affordability analysis and a consolidated financial baseline for tariff model development.

Stage 6: Tariff Model Development

Based on the validated data and completed preparatory analyses, the Contractor shall develop an investment-oriented tariff and financial model for Lvivvodokanal. The model shall be designed as a practical and transparent tool for long-term financial planning, investment prioritisation and assessment of tariff structure options.

The Contractor shall define a modelling horizon of three to five years and prepare the model architecture, including input, calculation and output sheets. The model shall reflect relevant tariff-setting approaches, including cost-plus, revenue requirement and, where applicable, price-cap elements.

The model shall incorporate demand assumptions, operating and maintenance costs, depreciation, investment needs, efficiency measures, affordability considerations and other relevant financial parameters. Key assumptions, including inflation, energy price escalation, wage growth, population changes and exchange rates, shall be documented.

The Contractor shall assess at least a baseline, investment, efficiency improvement and demand scenario. A risk and sensitivity framework shall also be prepared to assess the effects of energy price shocks, demand fluctuations, delayed investments, low collection rates and other material uncertainties.

The expected outputs shall include an editable tariff and financial model, a scenario framework, an assumptions book and a risk and sensitivity framework. The model shall serve as a technical and financial planning tool and shall not constitute a legally binding tariff proposal or replace the formal national tariff-setting procedure.

The contractor will provide the services remotely.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Utility Diagnostic	By 30.10. 2026 / Remote / Contractor
Data Validation	By 30.11.2026/ Remote, Lviv, Ukraine / Contractor
Cost and Demand Analysis	By 30.11.2026 / Remote / Contractor
Investment Planning	By 30.12.2026 / Remote and, where required, Lviv, Ukraine / Contractor
Financial Baseline	By 30.01.2027 / Remote, Lviv / Contractor
Tariff Model Development	By 20.02.2027 / Remote, Ukraine / Contractor

Period of assignment: from 19.10.2026 until 30.06.2027.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions of other actors, including partner contributions and inputs specified in the ToR** (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a personnel assignment plan with explanatory notes that lists all experts proposed in the tender. The plan shall include information on assignment dates, duration, expert days and locations of the individual team members, including the allocation of work steps as set out in the schedule.

The tenderer is also required to describe its internal quality assurance and support arrangements for ensuring continuity of service provision, review of deliverables and timely replacement or support of experts, where necessary. These arrangements form part of the contractor's project management and shall not be presented as separately billable fee days unless explicitly specified in Chapter 4.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team Leader - Institutional Development Specialist

Tasks of the team leader

- Overall responsibility for the implementation of the assignment, including quality assurance and timely delivery of all outputs.
- Leading the utility diagnostic and coordinating the overall analytical approach for all stages of the assignment.
- Coordinating communication with GIZ/FELICITY II, Lvivvodokanal, municipal stakeholders and other relevant counterparts.
- Coordinating the work of the expert team, including the Tariff & Financial Sustainability Expert, Local Translator / Facilitator and Support Person / Data Assistant.
- Ensuring methodological consistency between the utility diagnostic, data validation, cost and demand analysis, investment planning, financial baseline and tariff model development.
- Reviewing institutional, operational and financial aspects relevant for long-term tariff policy and financial sustainability.
- Ensuring that data gaps, limitations and assumptions are properly addressed and reflected in the analytical work and final deliverables.

- Ensuring that the final tariff and financial model is practical, transparent and suitable for use by Lvivvodokanal as a financial planning tool.
- Coordinating the preparation of deliverables, presentations and final recommendations.
- Regular reporting to GIZ/FELICITY II in accordance with agreed deadlines.

Qualifications of the team leader

- Education/training (2.1.1): Master's degree in engineering, water supply and sanitation, utility management, economics, finance or a related field.
- Language (2.1.2): C1-level language proficiency in English, both written and spoken. C1- level language proficiency in German.
- General professional experience (2.1.3): 15 years of professional experience in the water supply and wastewater sector.
- Specific professional experience (2.1.4): 10 years of experience in financial and institutional advisory activities in the water supply and wastewater sector, including:
 - development and implementation of tariff structures, in particular full-cost recovery models;
 - support to water utilities undergoing transformation from subsidised public services to financially sustainable operations;
 - conducting cost analysis, tariff calculations and financial modelling;
 - preparation or review of investment plans, depreciation approaches and long-term financial planning instruments;
 - provision of advisory services to municipal water and wastewater utilities.
- Leadership/management experience (2.1.5): 5 years of management or leadership experience as project team leader, project manager or technical coordinator of multidisciplinary advisory assignments.
- Regional experience (2.1.6): 5 years of experience in projects in Eastern Europe, the Caucasus, the Balkans, Central Asia or other post-Soviet states, of which 1 years in projects in Ukraine. Experience in cooperation with Ukrainian municipal water and wastewater utilities is required.
- Development cooperation (DC) experience (2.1.7): 3 years of experience in development cooperation or donor-funded technical assistance projects.
- Other (2.1.8): knowledge of the Ukrainian water and wastewater sector is required. This shall include understanding of Ukrainian tariff-setting procedures for municipal water utilities, the roles of national and local authorities in tariff approval, typical operational and financial challenges of Ukrainian water utilities, and the link between tariff-setting, cost recovery, investment needs and affordability. This knowledge shall be evidenced by relevant project experience, advisory assignments or cooperation with Ukrainian municipal water and wastewater utilities.

Key Expert 1 - Tariff & Financial Sustainability Expert

Tasks of key expert 1

- Leading the financial, tariff-related and modelling components of the assignment in close coordination with the Team Leader.
- Reviewing and validating financial, operational, customer and asset-related data provided by Lvivvodokanal for the purpose of tariff and financial model development.
- Conducting consistency checks, data cleaning and reconciliation between financial, operational, customer and asset-related information.

- Analysing the existing cost and revenue structure of Lvivvodokanal, including operating expenditures, maintenance costs, energy, chemicals, staff costs, administration, depreciation and other relevant cost items.
- Analysing historical and expected demand for water supply and wastewater treatment services by customer category and preparing a baseline demand forecast and consumption profiles.
- Reviewing asset condition, capital investment needs, asset-life assumptions, depreciation approaches and replacement costs relevant for the tariff model.
- Establishing the financial baseline, including cost recovery analysis, revenue requirement, financial gap analysis, affordability considerations and investment-related financial needs.
- Developing the investment-oriented tariff and financial model, including input, calculation and output sheets, key assumptions and scenario structure.
- Preparing the assumptions book, scenario framework and risk and sensitivity framework, including baseline, investment, efficiency improvement and demand scenarios.
- Supporting the Team Leader in presenting and explaining the model structure, assumptions, scenarios and results to GIZ/FELICITY II and Lvivvodokanal.

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in economics, finance, engineering, water supply and sanitation, utility management or a related field.
- Language (2.2.2): C1-level language proficiency in English, both written and spoken. C1-level in German.
- General professional experience (2.2.3): 10 years of professional experience in financial planning, tariff development or utility finance in the water supply and wastewater sector.
- Specific professional experience (2.2.4): 7 years of experience in tariff and financial sustainability assignments for municipal utilities, including:
 - development or review of tariff methodologies;
 - revenue requirement calculations and cost-recovery approaches;
 - financial modelling for municipal utilities;
 - analysis of operating expenditures, maintenance costs, depreciation and investment-related costs;
 - analysis of demand, consumption, billing and collection data;
 - preparation of financial baselines, affordability assessments and long-term financial projections;
 - development of investment scenarios, sensitivity analyses and risk assessments.
- Other (2.2.8): knowledge of water and wastewater utility finance is required, including utility cost structures, customer categories, billing systems, collection risks, affordability considerations, cost recovery and the link between tariff-setting, operating costs, investment needs and financial sustainability. This knowledge shall be evidenced by relevant tariff, financial modelling, utility finance or advisory assignments for municipal water and wastewater utilities..

Key Expert 2 - Local Translator / Facilitator (Ukrainian-German)

Tasks of key expert 2

- Providing interpretation and translation support during meetings, workshops, consultations and technical discussions.
- Facilitating communication between international experts, GIZ/FELICITY II, Lvivvodokanal, municipal stakeholders and other relevant counterparts.
- Supporting the preparation and implementation of meetings and workshops.
- Supporting bilingual communication and clarification of technical, financial and utility-sector terminology.
- Assisting the Team Leader and Tariff & Financial Sustainability Expert in working with Ukrainian, German and, where required, English documentation.
- Supporting the accurate communication of comments, clarifications and stakeholder inputs.
- Supporting preparation of workshop materials, meeting notes and presentations, where required.
- Supporting communication during data clarification, review of documents and discussion of preliminary findings.

Qualifications of key expert 2

- Education/training (2.3.1): Master's degree or relevant professional qualification in translation, interpretation, linguistics, international relations, public administration, economics, engineering, utility management or a related field.
- Language (2.3.2): C1-level language proficiency in Ukrainian and German, both written and spoken.
- General professional experience (2.3.3): 5 years of professional experience in interpretation, translation or facilitation.
- Specific professional experience (2.3.4): 3 years of experience in providing interpretation, translation or facilitation support in international technical assistance projects, preferably in the water, municipal infrastructure, public administration, finance or utility sector.
- Other (2.3.8): knowledge of relevant technical, financial and utility-sector terminology is required, including terminology related to water and wastewater services, tariff-setting, utility finance, billing, customer service and municipal infrastructure. This knowledge shall be evidenced by relevant interpretation, translation or facilitation experience..

Key Expert 3 - Support Person / Data Assistant / Backstopping

Tasks of key expert 3

- Providing administrative, analytical and technical support to the expert team throughout the implementation of the assignment.
- Supporting the organisation and processing of documentation.
- Supporting coordination of meetings, workshops and document exchanges.
- Supporting clarification, structuring and processing of data provided by Lvivvodokanal.
- Preparing data tables, working files and supporting materials for the Team Leader and Tariff & Financial Sustainability Expert.
- Supporting consistency checks and preparation of the validated tariff database and data gaps list.
- Supporting preparation of materials for utility diagnostic, data validation, cost and demand analysis, investment planning, financial baseline and tariff model development.

- Supporting preparation and formatting of reports, presentations, working papers and final deliverables.
- Maintaining organised working files, document versions and supporting records.
- Providing administrative and technical support to the expert team during implementation and finalisation of the assignment.
- Supporting project-related meetings, workshops and consultations..

Qualifications of key expert 3

- Education/training (2.4.1): Master's degree or relevant professional qualification in economics, finance, public administration, data management, engineering, utility management, business administration or a related field.
- Language (2.4.2): C1- language proficiency in Ukrainian. B1-language proficiency in English or German.
- General professional experience (2.4.3): 4 years of professional experience in administrative, analytical, technical or project support.
- Specific professional experience (2.4.4): 2 years of experience in supporting consultancy assignments, preferably related to municipal utilities, infrastructure, finance, data management or international technical assistance projects.
- Other (2.4.8): practical experience with spreadsheets, data processing, document preparation, presentation formatting and structured file management is required. This experience shall be evidenced by previous support roles in consultancy, technical assistance, municipal utility, infrastructure, finance or public administration assignments..

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills;
- Initiative;
- Strong communication skills;
- Socio-cultural skills;
- Efficient, partner- and client-focused working methods;
- Interdisciplinary thinking;
- Ability to work with confidential information;
- Ability to meet deadlines.

The tenderer must provide a clear overview of all proposed experts and their individual qualifications,

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
Team Leader - Institutional Development Specialist	1	20	Overall coordination, quality assurance, communication with GIZ/FELICITY II and Lvivvodokanal, leading the utility diagnostic, ensuring consistency between all stages and finalisation of deliverables.
Key Expert 1 - Tariff & Financial Sustainability Expert	1	22	Financial, tariff-related and modelling tasks, including data validation, cost and demand analysis, investment planning, financial baseline, tariff model development, scenarios and sensitivity analysis.
Key Expert 2 - Local Translator / Facilitator	1	20	Interpretation, translation and facilitation support during meetings, workshops and consultations, including

			communication between international experts, GIZ/FELICITY II, Lvivvodokanal and other stakeholders.
Key Expert 3 - Support Person / Data Assistant	1	15	Administrative, analytical and technical support, including data structuring, documentation, meeting coordination, preparation of working materials and support to the expert team.
Travel expenses	Number of experts	Number of days/nights per experts	Comments
Fixed travel budget	2	Up to 20 person-days / person-nights for project-related missions in Ukraine	A budget is earmarked for travel to the following countries: Ukraine. A fixed travel cost budget of EUR 5,560 is provided. This amount will be settled against evidence, where applicable, and may cover accommodation, international and domestic transport(train/bus tickets), public transport, taxi, other vehicles and parking fees. The underlying estimate assumes, for planning purposes, approximately 20 person-days of per-diem allowance at EUR 50 per day and approximately 20 overnight stays at EUR 70 per night. The remaining amount is intended for international and local transport (train/bus) and other eligible travel-related costs. All travel must be agreed in advance with GIZ.
Other costs	Quantity	Comments	

Workshop logistics and refreshments	5 As required and subject to prior approval	Only applicable if an on-site workshop is agreed in advance with GIZ. No separate logistics or refreshments costs shall be claimed for remote workshops or online consultations.
Technical workshops / consultations	5 workshops / consultations	Includes preparation and delivery of technical workshops or consultations with GIZ/FELICITY II, Lvivvodokanal and relevant stakeholders. The workshops may cover validation of diagnostic findings, data and financial baseline, as well as presentation of the tariff model, scenarios and recommendations.
Training / workshop materials	As required for the approved workshops / consultations	Includes preparation of presentation materials, working documents and handouts required for the implementation of approved workshops or consultations.

The total value of the bid shall not exceed the maximum acceptable amount of **66 000,00 EUR**. Price bids exceeding this amount shall not be accepted.

5. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Workstations on GIZ premises when international experts are in Lviv

6. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English language.

Please calculate your financial tender based exactly on the parameters specified in Chapter 4 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.