

Customer	Kyiv School of Economics Institute
Term of the contract	Until 31.12.2023
Type of contract	Contract for services
Proposal submission deadline	21.12.2022
REQUIREMENTS FOR THE SUBJECT OF PURCHASE	
<ol style="list-style-type: none"> 1. Developing/updating the design of the SOE Weekly (as necessary); 2. Preparing publications; 3. English-language proof-reading; 4. Formatting every issue of the SOE Weekly based on the text input received; 5. Providing subscription possibilities and disseminating SOE Weekly (if necessary). 6. On-line events based on the Ukrainian SOE Weekly materials (12 events): 7. Promoting and communicating SOE Weekly events; 8. Providing a platform, broadcasting capacity, and facilitating the broadcasting (using Zoom, YouTube, Facebook, or similar media); 9. Recording and storage of event videos on social media pages; 10. Co-ordinating interaction (single point of contact) with the mass media for regular comments/blogs based on the SOE Weekly materials. 	
Term of the contract	Until 31.12.2023, but in any case, until the parties fully fulfill their obligations under the contract.
Terms and conditions of payment	The contractor estimates the amount of services provided for 1 (one) calendar month in the equivalent of euros. Future payments will be made based on the euro purchase rate set by the Customer's Bank on the payment day of signing the Act. Payment under the Agreement is made in hryvnias.
Professional requirements for participants	<ul style="list-style-type: none"> • Proven experience developing and implementing national and/or international communication campaigns. • Experience working with international technical assistance programs / NGOs. • Experience organizing events and/or projects involving government and international stakeholders is an asset. • Experience implementing communication projects in the field of corporate governance in the state-owned sector is an asset. • Organization officially registered in Ukraine with team experience of over 3 years on the market. • Dedicated project team consisting of project director, project manager, creative unit (designers, copywriters), social media professionals, media planners, and other relevant personnel.
General requirements for participants	<ul style="list-style-type: none"> • Registered on the territory of Ukraine; • Lack of citizens of the Russian Federation among the owners / founders / Beneficiaries of the company; • Having work experience in the relevant field - from 1 year; • Availability of documented experience in the execution of similar contracts; • Are not included in the list of persons against whom personal special economic and other restrictive measures (sanctions) have been applied in accordance with the current legislation of Ukraine; • Absence of tax debt.

List of documents for participation in procurement	<ol style="list-style-type: none"> 1. Company/entrepreneur registration documents: extract, extract, passport (1, 2 pages + registration), identification code; 2. Company data according to Appendix 1; 3. A document confirming the authority of the signatory; 4. Sample supply contract; 5. Price offer; 6. Company structure to confirm the presence of a team for project implementation.
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Appendix 1

PERFORMER	IE / COMPANY
Full name/company name:	
Identification code/EDRPOU:	
Passport data: series, number, by whom and when issued (for FOP)	
Registration address:	
Mailing address:	
Bank details:	IBAN: _____ Recipient's bank: _____ MFO (sort code): _____
Currency :	UAH
Phone number of the contact person:	
E-mail of the contact person:	
KVEDs (Standard Industrial Classification code):	