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**Request for the expression of interest
for an Individual Entrepreneur \ Business entity to provide logistic services**

Date: 11 July 2022

The TB Europe Coalition (hereinafter - "TBEC"), non-profit foundation registered in the Netherlands, is pleased to announce a call for expression of interest for Individual Entrepreneurs to provide logistic 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.

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.

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 signature of the specific agreement with Service provider till the December 31,2022.

Requirements:

Legal requirements (If the Individual Entrepreneur \ Business entity meets the eligibility criteria, then (s)he will be accepted to further evaluation):

- Individual Entrepreneur \ 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 (of at least 4 years) in organizing business travels;
- Work experience with projects financed by international organizations will be an asset;

Relevant experience (60%):

- Individual Entrepreneur \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\entity) 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 (management 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);
- Experience in organizing and implementing of travels at international level will be an asset.

Other qualifications (10%):

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

The Individual Entrepreneur should be able to perform the entire assignment.

Conditions:

- The contract will be awarded on a competitive basis to an Individual Entrepreneur \Business entity with the highest qualifications that meet all requirements described on Terms of References.
- Your expression of interest should contain the following documents:
 - ✓ Recommendation letters from at least 3 clients for the last 2 years;
 - ✓ List of hotels, airline companies you work with and discounts you possibly have;
 - ✓ Any other information that may help to evaluate the possibilities of service provision.
- All documents should clearly describe qualifications, experience and skills of the potential Consultant and be submitted electronically to Olesya Murha, Administrative Officer, TBEC, e-mail: **murha@tbcoalition.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.
- The evaluation and selection will be conducted through procurement procedures (Service Delivery Contractors) set out in the TBEC Internal Policies and Procedures
- Assuming that the Individual Entrepreneur \Business entity can reach the cash limit on annual turnover – TBEC will make a shortlist of up to three (3) Business entity with the highest marks. However, the highest-ranking Individual Entrepreneur \Business entity will be contracted first and only in case that (s)he is not more eligible due to turnover limits, TBEC will go to the Business entity placed second and so on, and so forth.

Further information can be obtained from:

Olesya Murha, Administrative Officer, TBEC

E-mail: murha@tbcoalition.eu