



Letter of Invitation

The Learn to Discern in Education (L2D-Ed) project, with the support of the British Embassy in Kyiv, invites you to submit a proposal to this Request for Proposal (RFP) for **the Fundraising and Partnership Consultant** to oversee cooperation between the Ministry of Culture and Information Policy and IREX to support efforts to raise awareness of the importance of critical thinking and media literacy and provide various opportunities for Ukrainians countrywide to develop and practice critical information engagement skills.

This RFP includes the following components:

- A. Statement of Work
- B. Instructions to Applicants
- C. Evaluation of Proposals

Please submit all the proposal components above by email to tender-ua@irex.org, with the subject line: “Fundraising and Partnership Consultant, Learn to Discern” no later than 10th October 2021 at 11:59 pm.

We look forward to receiving your application.

Request for Proposals (RFP) for the Fundraising and Partnership Consultant

Procurement Notice Title	RFP #FY22-09-07, L2D-MCIP-05
Starting Date	Upon contract signature date.
Duration	Contract signature date – 20 March 2022
Location	Kyiv, Ukraine
Eligible Contractors	The applicant must be registered as a private entrepreneur (PE) or be ready to register as a PE in case of selection.
Proposal Due Date	10th October 2021 at 11:59 pm (Local Time, Ukraine)

A. Statement of Work

Purpose:

The Fundraising and Partnership Consultant will provide services to the Ministry of Culture and Information Policy, which is the primary recipient the services that IREX orders and for which IREX co-controls delivery and payments. They will collaborate closely with other members of the Ministry's national media literacy project team and provide expert assistance in establishing, maintaining, and strengthening relationships with partners in Ukraine and abroad, monitoring donors and other databases to identify potential funding opportunities, and promoting the media literacy project to the international community.

Learn to Discern aims to spread media literacy, conscious engagement with information, and development of critical thinking through Ukrainian society by conducting educational activities on media literacy among educators, journalists, thought leaders, and youth.

The Consultant on Fundraising and Partnership will provide services for 40 hours/week. The consultant must be physically located in Kyiv with the possibility to travel within Ukraine if necessary.

The main areas of cooperation between the Ministry of Culture and Information Policy and IREX include:

1. Creating a specialized online platform to host media and information literacy resources and materials for Ukrainian citizens.
2. Organizing and conducting trainings, conferences, seminars, round tables, events, and various other activities to spread media and information literacy at the national level with involvement of local communities, opinion leaders, business representatives, journalists, civil servants, youth, and NGOs.
3. Creating and disseminating educational and methodological materials on media and information literacy for journalism students.
4. Conducting information campaigns to promote media literacy and the products created and activities carried out within the framework of this cooperation.

The Fundraising and Partnership Consultant's tasks and expected deliverables include, but are not limited to:

- Developing a roadmap for building partnerships with the national media literacy project, Filter (<https://filter.mkip.gov.ua/>).
- Identifying opportunities for new joint projects with partners in Ukraine and abroad.
- Identifying opportunities for joint media projects with the national media and searching for commercial partners to support the project.
- Advising on budget development and preparing cost proposals.
- Advising on development and implementation of fundraising activity.
- Consulting on partnership development, as requested.

Experience and qualification requirements:

- Master's degree in Economics, Finance, Business Administration, or International Development, or similar/related degree; Bachelor's degree in one of these fields and the equivalent of 4+ years of experience is also acceptable.
- Previous experience developing business relationships.
- Proven experience in cooperation with international organizations, media and fundraising experience.
- Understanding of the Ukrainian media environment.
- Strategic thinking.
- Excellent data presentation skills.
- Passion for people, relationship building, and networking.
- Excellent written and oral skills.
- Fluency in Ukrainian and English.
- Demonstrated ability to prioritize tasks and manage time effectively.

B. Instructions to Applicants

Preparation of Proposals

In preparing the Proposal, the Applicant is expected to examine the RFP in detail. Issuance of this RFP does not constitute a contract commitment between the Applicant and IREX. The Proposer shall bear all risks, costs and expenses related to the preparation and/or submission of the Proposal, regardless of the conduct or outcome of the procurement process. Further, IREX reserves the right to issue no contract resulting from this RFP.

The applicant is responsible for the timeliness and accuracy of submitted proposals. IREX may ask the applicant for additional information at IREX's discretion.

When submitting applications by email, make sure they are signed, sent in *.pdf or *.word format. All attached documents accompanying the proposal must be in .pdf or *.word format and must not contain viruses or damage.

IREX requires participants to avoid conflicts of interest. In the case that applicants are found to be related parties, their proposals will be rejected. Thank you for your attention! We are an equal opportunity employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.

If the number of potential applicants is fewer than three (3), this solicitation will be re-announced. IREX reserves the right to determine the selection.

Validity of the offer is 60 days. In exceptional cases, IREX may request a candidate to extend the validity of the proposal. In this case, the parties must confirm their consent in writing.

The Proposal shall be written in Ukrainian.

Proposals shall include the following documents:

1. CV, Portfolio, Motivation Letter.
2. Financial Proposal.
3. Any attachments and/or appendices (Optional).

Short-listed candidates will be invited for an interview.

IREX will ask shortlisted candidates to provide a list of three (no fewer) references with full name, phone, email, and a short description of their relationship.

Please submit all the proposal components above by email to tender-ua@irex.org no later than 10th October 2021 at 23:59.

Late proposals will be marked as “late.” L2D-Ed reserves the right to accept and include late proposals in the review and contracting process when it is in the best interest of the program to do so and if the proposals that were received on time have not been opened and reviewed. Proposals that are submitted late or incomplete run the risk of not being considered for review.

Part 1: CV, Portfolio, Motivation Letter

Applicants must provide the following documents as attachments to establish their qualifications:

1. **CV with relevant experience and qualification requirements** (relevant education, professional qualifications, additional training, list of professional programs passed etc.)

2. **Portfolio** - describe the types of work performed, details of specialization, a list of clients who received the same services that are described in the announcement
3. **Motivation letter** (up to 200 words in Ukrainian)

Part 2: Financial Proposal (Annex 1, Table 1)

The applicant must be registered as a private entrepreneur (PE) or be ready to register as a PE in case of selection.

The Financial Proposal must include the payment in USD GROSS for 1 hour of service provided. IREX expects that the Fundraising and Partnership Consultant will provide services 40 hours/week. The candidate shall submit their offer by clearly filling in their hourly rate in Annex 1, Table 1. Financial Proposal.

The currency of the tender offer is the US dollar. The amount of payments in UAH under the contract will be calculated in accordance with the official exchange rate of UAH to the US dollar set by the National Bank of Ukraine on the date of signing each transfer deed.

A contract will be concluded with the successful candidate. Attention - payment for services / types of service provided by the supplier will be made in UAH.

Details on the amount, terms, and other terms of payment for the services of the Contractor are subject to agreement between the parties and will be reflected in the contract.

Part 3: Interview

Short-listed candidates will be invited for an interview prior to final selection.

C. Evaluation of Proposals

Evaluation Criteria	Maximum Score
A. CV, Portfolio, Motivation Letter	
The CV, Portfolio, Motivation Letter are prepared following the RFP. Points are awarded based on: • CV indicates relevant experience and qualification requirements of the candidate (see “The Fundraising and Partnership Consultant’s experience and qualification requirements”). • The portfolio presents the relevant types of work performed, details of specialization, a list of clients who received the same services that are described in the announcement. • Motivation letter explains how and why the candidate best qualified to meet the stated requirements.	50 Points
B. Financial Proposal (Annex 1, Table 1)	
The financial proposal is prepared following the RFP. Points are awarded based on: • Financial Proposal is clear. • Financial Proposal is realistic and cost-effective for the delivery of services.	25 Points
C. Interview. Only for short-listed candidates	
During the Interview, the candidate demonstrates: • deep knowledge and experience in the field • strategic thinking • ability to prioritize tasks and manage time effectively • soft skills developed (excellent communication, analytical, presentation and networking skills) • understanding of international and national best practices in media literacy • good understanding of current trends in media literacy • knowledge and experience in fundraising and maintaining successful partnership • understanding of the Ukrainian media environment • written and spoken fluency in Ukrainian and English languages	25 Points
Total Possible Points	100 Points

IRES will ask shortlisted candidates to provide a list of three (no fewer) references with full name, phone, email, and a short description of their relationship and will consider feedback from references about candidates.

The offered services will be considered and evaluated in accordance with the completeness of the proposal and its compliance with the requirements. The choice of a candidate will depend on whose proposal meets the requirements and evaluation criteria.

Candidate's full name	
Hourly rate in USD GROSS proposed for services (USD/1 hour)	
Telephone	
E-mail	