



BRINGING CIVIL SOCIETY TOGETHER  
TO END THE TUBERCULOSIS EPIDEMIC  
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**Terms of References**  
**for Individual Entrepreneurs and organizations (Service Provider) to provide services within the technical framing of the online course**

Date: July 13, 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 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.

**Background information on the project**

**Enhancing the capacity and capability of European civil society to drive a person-centred TB response in Europe**

TB is one of the leading infectious disease causes of death in the world, surpassed only by COVID19 in 2020, and is the leading cause of death among People Living with HIV (PLHIV). The WHO Europe region in particular is home to several high-priority countries for drug-resistant TB. TB Europe Coalition (TBEC) is the only regional civil society network working exclusively on TB in the WHO Europe region and, with 320 members across 34 different countries throughout the WHO European region, representing 17 EU Member States of the European Union, is uniquely positioned to increase the political will amongst decision-makers and strengthen necessary capabilities amongst its members to end the TB epidemic across the region. The project strives to continue to strengthen TBEC's role as the leading voice of TB-interested civil society across the WHO Europe Region, by building the capacity of civil society to push national governments to ensure that political commitments to end TB are met. This is particularly important given the impact the COVID-19 pandemic has had on the TB epidemic; current estimates suggest that the pandemic has set back progress made on tackling TB by at least 5 years and will result in a significant rise in TB mortality. TBEC has identified three key objectives for the 2022 work plan: 1) High performing, accountable and united regional TB network; 2) Building CSO capacity and skills to effectively influence policies; 3) TBEC to support the integration of a human rights approach to national TB responses. TBEC's objectives are directly relevant to the EU4Health's objectives, including disease prevention and health promotion, prevention, and improving access to healthcare, among others. The foreseen activities will further increase the EU's existing public health knowledge on TB, advance coordinated efforts to fight DR-TB and TB-HIV co-infection, as well as mental health comorbidities, thereby reducing the financial burden on national healthcare systems.

### **The objective of the assignment:**

To provide comprehensive support in technical framing of the course materials and its smooth transferring onto i-Learn system in compliance with the requirements and principles of this system (deep knowledge and understanding of the work of i-Learn system is required) within the Stop TB project.

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

- Deep knowledge and clear understanding of the principles and requirements of the work of i-Learn system.
- Capacity to smoothly transfer the online course on i-Learn system in compliance with all the requirements of the system.
- Provision of technical support and services while transferring the course materials into the online format taking the peculiarities of the audience, potential participants of the course into consideration.
- Capacity to work with the course materials in English.
- Suggestions of the creative interactive approaches for framing the course materials.
- Finalizing the technical approach for the online course including its structure, modules, tests, test pass system, practical cases, certification, modules duration etc.
- Shooting videos and design of the presentations of the course.
- Search of professional readers for the course modules.
- Providing consultations on the pedagogical design of the modules of the course and the course itself.
- Duly preparation and timely provision of all the required reporting documents as per preliminary agreements made.
- Availability of USD bank account and ability to accept payments made in USD.
- Responsiveness to TBEC requests for ad-hoc requests related to the online course within 24 hours;
- Readiness to provide TBEC team with a personal bi-lingua (Russian and English) manager responsible for dealing with and coordinating all the queries within the project.
- Provision of services on value for money basis.

### **Duration of the assignment:**

- The work is expected to start immediately after signing the agreement with a selected service provider.
- Services to be provided by December 31, 2022, with a possibility of extension (any other period as may be subsequently agreed by the parties in writing).

### **Requirements:**

#### Legal requirements:

- For Individual Entrepreneurs the active status is proved (not in the process of bankruptcy);
- single tax-payer on simplified taxation system (3rd group, 5% of single tax), non-VAT payer;
- For organizations please provide all the registration documents;
- valid USD bank account and ability to accept payments made in USD;

### **Qualification requirements:**

#### General qualifications (50%):

- Proven experience in providing services within technical framing of the course materials and transferring it to i-Learn system;
- Deep understanding of the requirements and core principles of the work of i-Learn system;
- Commitment to provide TBEC team with a personal bi-lingual manager responsible for dealing with and coordinating all the queries within the project;

#### Relevant experience (40%):

- At least one duly proven case of transferring the course materials into i-Learn system (please provide links for the samples);

#### Other qualifications (10%):

- Commitment to respond to TBEC requests for ad-hoc queries related to the online course within 24 hours and ability to quickly find reasonable solutions for the challenges that might occur in the process of implementing the project.

### **Application Process:**

Interested candidates are required to submit the following documentation:

- o Registration documents;
  - o List of three (3) major clients to whom Bidder provided services (for the past three (3) years), with a brief description of the nature and extent of the services rendered, and reference contact information;
  - o 3 Recommendation letters from Clients / organizations that received similar services (if applicable).
- All documents should clearly describe legal and qualification requirements described above and should be submitted electronically to Olesia Murha at the following address [murha@tbcoalition.eu](mailto:murha@tbcoalition.eu)
  - The deadline for the receipt of your expression of interest is **July 28, 2022, 18:00 Kyiv time**. LATE BIDS WILL NOT BE ACCEPTED.
  - The evaluation and selection will be conducted based on the procurement procedures of TBEC (Individual selection procurement method) clearly stated and fixed in the Internal procedures and guidelines of TBEC.
  - Evaluation will be completed following the indicated above criteria.

### **Deliverables and Documents:**

The selected Service Provider will provide the following deliverables:

- The course materials are successfully put onto i-Lean system.

### **Payment:**

The payment will be made in compliance with the clauses of the executed agreement between the selected Service Provider and TBEC.

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 the Individual Entrepreneur 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 the Service Provider and do not depend on their will. The following circumstances are considered as force majeure: the areas occupied by the external invader; earthquakes, floods, tornadoes, hurricanes and other natural calamities that would prevent the Service Provider from the provisions of the services stipulated by this Agreement.

In case of impossibility to fulfil the activities and provide the identified services due to force majeure circumstances, the Service Provider undertakes the responsibility to notify the TBEC in writing immediately when such force majeure occurs.

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

The TBEC and the Service Provider have the right to terminate the operation of the Contract ahead of the agreed schedule, having previously notified in writing the other party one month in advance.