

# Call for Applications

## Local Service Provider in Ukraine (Framework Agreement)

**Type of contract:** Framework agreement (service contract)

**Project:** Asser Transitional Justice 25-27

**Location:** Ukraine (various locations, including conflict-affected regions)

**Duration:** 12 June 2026 to 30 June 2027

**Indicative budget ceiling:** up to EUR 22,500

**Application deadline:** 5 June 2026

### About the assignment

The Hague Academy for Local Governance, in partnership with UpRights, is seeking a qualified local service provider (individual consultant or organisation) to support the implementation of project activities in Ukraine. The Service Provider will provide local logistical, administrative, coordination, stakeholder liaison, and meeting facilitation support for activities such as workshops, training sessions, and expert missions with local government administrations in selected Oblasts. Activities seek to strengthen capacity of local public institutions and facilitate the collection of information for relevant stakeholders. The assignment requires a flexible, responsive, and well-organised approach, adapted to a dynamic, conflict-affected, and evolving context.

### Framework agreement

The contract will be established as a framework agreement. Specific assignments will be agreed through separate Terms of Reference or written assignment requests.

Each assignment will define the scope of work, location, timeline, deliverables, level of effort, and budget. The Hague Academy does not guarantee any minimum volume of work under the framework agreement. Assignments will depend on project needs, stakeholder availability, security considerations, and available funding.

### Scope of services

The Service Provider may be requested to support:

- Stakeholder liaison and coordination, including communication with local authorities, civil society organisations, participants, venues, suppliers, and other relevant actors.
- Organisation and logistics for activities, including meetings, workshops, consultations, trainings, or expert missions, with support for venues, catering, travel, accommodation, interpretation, materials, and equipment.
- Participant management, including invitations, registration, practical information, attendance lists, and follow-up.
- On-site support and facilitation, including practical coordination, troubleshooting, and, where requested, moderation of meetings or workshops.
- Basic documentation and administration, including short activity notes, feedback forms, receipts, invoices, and other required supporting documents.

All services should be carried out in a conflict-sensitive, contextually appropriate, and flexible manner.

## Profile of the Service Provider

Applicants should demonstrate:

- Experience organising and coordinating meetings, workshops, trainings, consultations, or similar stakeholder activities in Ukraine.
- Experience liaising with public institutions, local authorities, civil society organisations, international organisations, or donor-funded projects.
- Experience supporting activities involving multiple stakeholders and politically or socially sensitive themes.
- Experience facilitating or moderating meetings, workshops, or consultations.
- Experience coordinating logistics, participant communication, stakeholder liaison, on-site support, and short documentation in a reliable and timely manner.
- Demonstrated ability to work independently, communicate clearly, and adapt to changing needs, timelines, or circumstances.
- Fluency in Ukrainian and professional working knowledge of English.

The following are not required but are considered assets:

- Experience working in conflict-affected regions or with security-related constraints.
- Existing networks with local government or civil society stakeholders in relevant regions of Ukraine.
- Thematic experience in governance, rule of law, human rights, recovery, or transitional justice.

## Duty station & travel

The Service Provider will operate in Ukraine. Travel within the country will be required depending on the assignment. Part of the activities might have to take place in conflict-affected regions and recently liberated territories. Specific arrangements will be defined per ToR.

## Budget and payment

The indicative budget ceiling for the full framework period is up to EUR 22,500. This amount is indicative and does not constitute a commitment.

Payments will be made per assignment, based on approved Terms of Reference, agreed deliverables, and supporting documentation.

Non-fee costs, such as venue, catering, travel, accommodation, interpretation, printing, materials, or equipment, will be reimbursed at actual cost, subject to prior approval and supporting invoices or receipts.

## How to apply

Applicants are requested to submit the following information through email in 1 PDF document to [mats.vanuun@thehagueacademy.com](mailto:mats.vanuun@thehagueacademy.com) by **5 June 2026**.

### 1. Relevant Experience and Track Record

- Up to three examples of relevant assignments in the past 5 years showcasing the experienced described in the 'profile of the service provider', especially involving coordination of meetings, workshops, consultations, stakeholder engagement, local authorities, international partners, or sensitive contexts in Ukraine.

- Provide reference contacts for at least 2 of the past assignments

## 2. Proposed personnel

- CVs of the person or team who would carry out the work, including relevant experience, language skills, location, and roles in the team (where relevant).

## 3. Short approach

- Maximum one page explaining how the applicant would organise activities, coordinate with stakeholders, support facilitation, manage logistics, and work in a conflict-sensitive and flexible manner.

## 4. Financial Proposal

Applicants should submit a simple financial proposal including:

- the proposed fees for all people who may be involved in the assignment, including their daily rates and proposed roles;
- the estimated level of effort, in number of working days per role, for organising and supporting a typical 0.5-day workshop for 25 participants in a regional centre in Ukraine outside Kyiv;
- Any coordination fee, management fee, overhead, or mark-up, clearly stated.

## Selection procedure

Applications will be assessed as follows:

Criterion	Weight
Relevant experience and track record, based on submitted examples and references, assessed against the profile of the Service Provider described above	35%
Suitability and capacity of proposed personnel, based on CVs/profiles and assessed against the profile of the Service Provider described above	25%
Quality of proposed approach, including stakeholder coordination, logistics, facilitation, flexibility, and conflict sensitivity	25%
Financial proposal, including clarity and cost-effectiveness	15%

## Governance & compliance

The selected service Provider is expected to adhere to The Hague Academy's Code of Conduct and applicable donor requirements, including principles of integrity, confidentiality, and professional conduct.