

Technical task for position of Project Assistant

Project Name: Fashion Park Ukraine: InterEUaction in light/textile/fashion industry sector

Issuing Organization: West Ukrainian Fashion Industry Cluster

Contact Information:

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1. Introduction

NGO West Ukrainian Fashion Industry Cluster is an association of companies, entrepreneurs, experts, and people who work in the fashion business and want to develop the Ukrainian fashion industry. Since 2018 Cluster have been operating mainly in Western region of Ukraine. West Ukrainian Fashion Industry Cluster has brought together participants dedicated to building innovative and strong brands, providing high-quality support to textile/light/fashion industry SMEs by participation in exhibitions, purchases, seminars, grant programs, developing international partnerships and cooperating with highly professional experts.

2. Project Overview

- **Project Description:** The project is implemented by West Ukrainian Fashion Industry Cluster within the international cooperation programme "EU4Business: SME Recovery, Competitiveness and Internationalisation", that is co-financed by the European Union and the German Government and is implemented by the German federal company "Deutsche Gesellschaft für Internationale Zusammenarbeit ([GIZ](https://www.giz.de)) GmbH". The programme aims to support Ukraine's economic resilience, recovery and growth, create better conditions for the development of Ukrainian small and medium-sized enterprises (SMEs) as well as support innovation and exports. Read more: www.eu4business.org.ua. EU4Business is an umbrella initiative that includes all EU support to small and medium-sized businesses in the Eastern Partnership countries. Read more: www.eu4business.org.ua
- The project aims at internationalization of the West Ukrainian Fashion Industry Cluster in the EU market by enhancing the competitiveness, innovation, and growth of cluster and cluster participants in the global marketplace for establishing sustainable business relations with the European Union.
- **Project Duration:** 15.07.2024-15.04.2025
- **Project Objectives:** The project objective is to facilitate the expansion of SMEs from West Ukrainian Fashion Industry Cluster into the European market, specifically Germany, while strengthening the cluster's position through the establishment of a partnership with the German fashion associations and building quality long-term interaction. This will support the internationalization of the Ukrainian fashion industry

in the EU and enhance the reputation of "Made in Ukraine" brand in the global marketplace.

3. Position Overview

- **Position Title:** Project Assistant
 - **Location:** Ukraine, Germany
 - **Reporting To:** Lyubov Ustinova WUFIC Project Coordinator
 - **Contract Duration:** 20.08.2024-15.04.2025
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4. Tasks

The contractor is supposed to perform the following scope of work/services, , which includes:

Tasks of the Project Assistant equally relevant to 3 phases of the project:

Phase 1	<ul style="list-style-type: none">● Assists in the coordination of general organization tasks according to the project's need.● Develop and implement communication strategies to keep stakeholders informed about project progress, challenges, and achievements.● Daily assisting in management of the project, activities.● Administration of narrowly specialized issues, internal and external communication.● Assisting in conducting business trips, using German language skills in external communication and providing interpretation upon the request;● Organization and implementation of advertising campaigns in social networks.● Constant tracking and moderation of pages.● Press or social media releases on the coverage of the project's activities, links to news\posts (communication report)● Creation of a monthly content plan;● Creation of visual content in accordance with the brand book and communication guidelines of the partners;● Writing texts in Ukrainian and English ; Publishing posts on Instagram with synchronization to Facebook (<i>minimum 2 and</i>
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	<p><i>up to 4 posts per month, minimum 10 and up to 20 stories per month)</i></p> <ul style="list-style-type: none"> ● Provide all the reporting documents according Deliverables and Reporting indicated in cl.6.
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<p>Phase 2</p>	<ul style="list-style-type: none"> ● Assists in the coordination of general organization tasks according to the project's need. ● Develop and implement communication strategies to keep stakeholders informed about project progress, challenges, and achievements. ● Daily assisting in management of the project, activities. ● Administration of narrowly specialized issues, internal and external communication. ● Assisting in conducting business trips, using German language skills in external communication and providing interpretation upon the request; ● Organization and implementation of advertising campaigns in social networks. ● Constant tracking and moderation of pages. ● Press or social media releases on the coverage of the project's activities, links to news\posts (communication report) ● Creation of a monthly content plan; ● Creation of visual content in accordance with the brand book and communication guidelines of the partners; ● Writing texts in Ukrainian and English ; Publishing posts on Instagram with synchronization to Facebook (<i>minimum 2 and up to 4 posts per month, minimum 10 and up to 20 stories per month)</i>) ● Provide all the reporting documents according Deliverables and Reporting indicated in cl.6.
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<p>Phase 3</p>	<ul style="list-style-type: none"> ● Assists in the coordination of general organization tasks according to the project's need. ● Develop and implement communication strategies to keep stakeholders informed about project progress, challenges, and achievements. ● Daily assisting in management of the project, activities. ● Administration of narrowly specialized issues, internal and external communication. ● Assisting in conducting business trips, using German language skills in external communication and providing interpretation upon the request; ● Organization and implementation of advertising campaigns in social networks. ● Constant tracking and moderation of pages. ● Press or social media releases on the coverage of the project's activities, links to news\posts (communication report) ● Creation of a monthly content plan; ● Creation of visual content in accordance with the brand book and communication guidelines of the partners; ● Writing texts in Ukrainian and English ; Publishing posts on Instagram with synchronization to Facebook (<i>minimum 2 and up to 4 posts per month, minimum 10 and up to 20 stories per month</i>) ● Provide all the reporting documents according Deliverables and Reporting indicated in cl.6.
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5. Milestones and deadlines

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline	Estimated working days
Phase 1	14 October 2024	38
Phase 2	14 January 2025	37

6. Deliverables and reporting

The Contractor will be responsible for the following:

Reporting/Deliverables	Requirements to the format	Anticipated period, by
Phase 1. 15 August 2024 - 14 October 2024		
1.1. Delivered communication plan	Excel sheet according to GIZ format	October 2024
1.2. Delivered communication report	Excel sheet according to GIZ format	October 2024
1.3. Delivered narrative report on results of the performed work/services.	Word file according to GIZ template (font Tahoma, size 11, single line spacing)	October 2024
Phase 2. 15 October 2024 - 14 January 2025		
2.1. Delivered narrative report on results of the performed work/services.	Word file according to WUFIC template (font Tahoma, size 11, single line spacing)	30th day of each working month
2.2. Delivered communication plan	Excel sheet according to GIZ format	January 2025
2.3. Delivered communication report	Excel sheet according to GIZ format	January 2025
Phase 3. 15 January 2025 - 15 April 2025		
3.1. Delivered narrative report on results of the performed work/services.	Word file according to WUFIC template (font Tahoma, size 11, single line spacing)	30th day of each working month
3.2. Delivered communication plan	Excel sheet according to GIZ format	April 2025
3.3. Delivered communication report	Excel sheet according to GIZ format	April 2025

7. Qualifications and Experience

- **Educational Qualifications:** Master's or equivalent degree in International Affairs, Economics, Finance, Economic Development, Public Administration or other subject related to the assignment;
 - **General Professional Experience:** Experience with/in the private and/or public sector on communication issues; have a minimum of three years of experience in the administrative field or as a project manager;
 - **Specific professional experience:** have a minimum of one years of work experience in project management / or in coordination of work in project related to consulting of SMEs;
 - **Skills:** experience in working within the projects with international partners/local representatives of international organizations;
 - **Languages:** Good business knowledge of German (upper-intermediate), Ukrainian (Advanced); English (Intermediate);
 - **Other:** Strong communication and organizational skills. Computer literacy.
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8. Submission Requirements

Detail the documents and information that must be included in the proposal:

- **Cover Letter**
 - **Resume/CV**
 - **Copies of relevant degrees and certifications**
 - **Commercial Offer**
 - **Copies of registration documents**
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Please attach the documents (in English).

9. Financial provisions

Contract value and payment schedule

The contract value shall be calculated according to the format of the bid for the tender including option (if applicable).

Anticipated date of payment	Description of services	UoM	Q-ty	Price per a unit, UAH	Sum (up to), UAH
1st Payment including subpayments					
15.09.2024-14.10.2024	Phase 1	days		00,00	00,00
2nd Payment including subpayments					
15.11.2024-14.02.2025	Phase 2	days			

3d Payment including subpayment					
15.03.2025-15.04.2025	Phase 3:	days		00,00	00,00
Total					

The payments under Phase 1, Phase 2, Phase 3 could be divided into sub-payments per month according to the number of activities and based on the provided reporting document indicated in cl.6 and on the provided invoice, acts of acceptance, timesheets according to the payment conditions indicated in cl. 11.

10. Financial proposal

The total cost of the bid shall be set in **UAH, including all direct and related expenses, taxes and fees, excluding VAT.**

11. Payment Conditions

- Payment to contractor is made on the basis of the invoice, acts of acceptance, timesheets, which is formed on the basis of Delivered narrative report on results of the performed work/services.
- All the payments shall be done exclusively in the national currency of Ukraine (UAH) by means of a bank transfer to the bank account of the Contractor.
- All the payments shall be done exclusively for the actually performed works/services and on the ground of reports accepted by WUFIC.
- All the activities shall be done exclusively within the timeframe of the Contract.
- The Contractor shall be responsible for all taxes and other payments according to the Ukrainian law. Taxes, levies or fees to the Government of Ukraine shall be paid by the Contractor.
- All the payments shall be done on the ground of the scanned invoices, acts of acceptance, timesheets on performed work submitted in digital form within 10 working days after their submission by the Contractor.

12. Requirements to the submission of the financial reporting documents

Invoices, acts of acceptance, timesheet etc. shall be scanned in PDF document and send as an attachment to the e-mail of the WUFIC Project Coordinator (the e-mail shall be provided additionally) together with other reporting documents as and if stipulated by the Contract; the technical documents (reporting) can be submitted either in the same or in a separate e-mail; The original documents shall be submitted to WUFIC (invoices, 2 copies of acts of acceptance, other financial supporting documents) The deadline and the address for the delivery of documents will be agreed between WUFIC and the Contractor.

13. Travel expenses

The project will cover "Travel expenses", i.e. transportation, accommodation, meals incurred during the duties performance in accordance with the terms of reference. Transportation, accommodation and meals will be organized by the West Ukrainian Fashion Industry Cluster. The exact business trip schedule will be agreed in a work format, due to the general schedule of project implementation.