



# Open Call - InnoRenew CoE seeks Experts in Ukrainian development policy, business development, and the construction sector

## Rebuilding a better Ukraine via the New European Bauhaus (NEB) Academy

InnoRenew CoE is implementing the “Rebuilding a better Ukraine via the New European Bauhaus (NEB) Academy” project, supported by U-LEAD with Europe Programme, to define and create the conditions for the sustainable operation of a NEB Academy Hub(s) in Ukraine that can join the NEB Academy Alliance – a network of new NEB Academy Hubs that is organizing and developing the NEB Academy in Europe.

The NEB is a movement in Europe to engage citizens and construction sector professionals in defining and building a better built environment that is inclusive, sustainable, and beautiful. The NEB Academy is a developing system of training centres (hubs) that will create and deliver relevant trainings to a broad range of construction stakeholders including sector professionals, citizens, municipal workers, policy makers, creatives, and others who express interest. The NEB Academy Hub in Ukraine will transfer knowledge to and from the Academy to enrich its offerings and transfer best practices and state-of-the-art knowledge to Ukraine, with a special focus on supporting the rebuilding efforts.

To ensure national perspectives are centered in the project, we are engaging 3 Ukrainian experts that will render their advisory and consultancy services aimed at the support of us. We are searching for experts in the following areas:

- A. Policy and legislation in Ukraine
- B. Business law and models that are possible in Ukraine
- C. Construction practice in Ukraine

The main goal of the project is to define the business model, business plan and operating conditions of a successful and sustainable NEB Academy Hub in Ukraine. To do so, the project will examine current knowledge and needs related to the built environment and sustainable building practices, develop a





network of relevant stakeholders in Ukraine and identify potential operators of the NEB Hub in Ukraine, provide initial trainings to future trainers to prepare them to train learners in Ukraine, develop a core curriculum upon which the Hub can build its operations, and raise awareness about the NEB and the NEB Academy.

The contracts will be signed with National Experts registered as private entrepreneurs. The reimbursement of experts will take the form of a lump sum. The experts are expected to deliver the following advisory and consultancy services for each experts (due date for delivery in parenthesis):

**A. Policy and legislation in Ukraine (13.770,49 EUR)**

- Attend the introduction session with all contracted national experts organized by InnoRenew CoE (2% lump sum; August 14, 2024)
- Attend focus group meeting with identified stakeholders and summarize the findings (6% lump sum; August 20, 2024)
- Support in building a NEB Academy network by Letter of Intent collection from stakeholders (10% lump sum; through September 30, 2024)
- In a written report summarizing legislation requiring/supporting life-long learning for professionals in the construction eco-system, identify other life-long learning systems in Ukraine (40% lump sum; by September 30, 2024)
- Summarizing the legislation related to life-long learning for educators, architects, engineers (is it in place, what type of trainings/course are recognized, who provides training, who accredits it, etc.) (40% lump sum; by September 30, 2024)
- Attend the final conference of the project (2% lump sum)

**B. Business law and models that are possible in Ukraine (Lump sum: 12.622,95 EUR)**

- Attend the introduction session with all contracted national experts organized by InnoRenew CoE (2% lump sum; August 14, 2024)
- Support in building a NEB Academy network by Letter of Intent collection from stakeholders (6% lump sum through September 30, 2024)
- Prepare a list of potential legal and operational models of the NEB Academy in Ukraine, with commentary explaining the strengths, weaknesses, and opportunities of each prepared based on the interviews with key stakeholders (40% lump sum; by September 30, 2024)
- Perform comparative analysis of life-long learning, vocational, and other relevant training organisations working in the construction ecosystem (30% lump sum; by September 30, 2024)
- Outline an implementation plan of the most suitable business model(s) selected (20% lump sum by September 30, 2024)
- Attend the final conference of the project (2% lump sum)

**C. Construction practice in Ukraine (Lump sum: 13.114,75 EUR)**



- Attend the introduction session with all contracted national experts organized by InnoRenew CoE (2% lump sum; August 14, 2024)
- Support in building a NEB Academy network by Letter of Intent collection from stakeholders (6% lump sum; through September 30, 2024)
- Prepare a summary of legal and practical constraints or opportunities for the following construction aspects (80% lump sum; by September 30, 2024):
  - a. Use of bio-based materials
  - b. Open and inclusive design processes
  - c. (Green) public procurement
  - d. Market readiness for designing/building with NEB principles
  - e. Engagement between the construction sector and creative sectors and with the general public
- Recruitment of participants for first trainings (public officials, construction industry stakeholders, creative sector, community representatives) (10% lump sum; by September 30, 2024)
- Attend the final conference of the project (2% lump sum)

National experts will provide services closely with InnoRenew CoE Team members while participating in the project. The initial duration of the contract is till 30.09.2024, however, it could be extended which is the subject to the continuation of the “Rebuilding a better Ukraine via the New European Bauhaus (NEB) Academy” project.

Interested candidates should have:

- an advanced degree (Master’s or equivalent and higher) or equivalent experience in a relevant field
- previous experience in a related field (at least 5 years), ideally business development experience, which should be clearly presented in the submitted CVs.
- deep knowledge of the situation and culture in Ukraine relevant to changing construction policy and practices, training and continuing education, international collaboration
- previous experience with short-term contract work
- capability to work collaboratively on short deadlines
- initiated draft contract by which the applicant agrees no substantial changes will be made when shaping the final contract
- registered as private entrepreneur in Ukraine.

Interested candidates should send their CVs and motivation letters (max 1 page), and initiated draft contract indicated applicant agrees with the conditions set in the contract in English by August 9, 2024 to [coe@innorenew.eu](mailto:coe@innorenew.eu) with subject line Ukraine – national expert. Please clearly indicate which of the 3 positions you are submitting your offer for.





Up to one (1) expert will be contracted for each position. The services will be rendered remotely, participation in (online) meetings, and content delivery in the frame of reports.

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InnoRenew CoE is a private not-for-profit research institute focused on improving sustainable built environments from an ecological and social/human perspective. Its work covers materials development and optimisation, building systems, architecture, engineering, health and social impacts, advanced manufacturing, and digitisation. InnoRenew CoE's interdisciplinary nature is complemented by its diverse staff, hailing from 20 countries. With these resources, the organisation contributes to developments in science, society, and industry.

InnoRenew CoE has been at the forefront of New European Bauhaus activities since its inception and has participated heavily in its development. It has been a key member of the Wood4Bauhaus alliance which has raised awareness about the benefits and availability of wood-based solutions for sustainable, beautiful, and inclusive buildings. It was a major contributor to the Horizon Europe – New European Bauhaus Nexus Report and now hosts the first pioneer hub of the New European Bauhaus Academy, the NEBA Pioneer (NEBAP) Hub of the University of Primorska.

*U-LEAD with Europe: Local Empowerment, Accountability and Development Programme is a multi-donor action of the EU and its member states Germany, Poland, Denmark and Slovenia to support Ukraine on its path to strengthening local self-government. U-LEAD promotes transparent, accountable, resilient and responsive multi-level governance in Ukraine and empowers municipalities.*



**CONTRACT No.** \_\_\_\_\_

**InnoRenew CoE**, based in Izola, Livade 6a, Slovenia, represented by prof dr. Andreja Kutnar, director of InnoRenew CoE (hereinafter: InnoRenew CoE)  
Registration number: 7233817000  
Tax ID number: 65332547

and

**Private Entrepreneur** \_\_\_\_\_ (name last name), registered under the laws of Ukraine, whose registered residence is at \_\_\_\_\_, whose registration number of the taxpayer registration card is: \_\_\_\_\_, (hereinafter: the “contracted expert” or the “Expert”)  
enter into the following

**CONTRACT FOR EXPERTS**

**Article 1**

The parties establish that:

- this contract defines the mutual rights and responsibilities arising from the rendering services by the contracted expert
- the Institute InnoRenew CoE is a beneficiary of the grant funded by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Dag-Hammarskjöld-Weg 1 – 5, 65760 Eschborn, Federal Republic of Germany (hereinafter referred to as 'GIZ'); Agreement number: 81307467; Project processing number: 19.2186.5-013.20
- the services rendered under this contract is financed under the grant named above.

**Article 2**

With this contract the contracting parties conclude a relationship for the \_\_\_\_\_  
(insert the scope of permitted services covered by Unified tax) performed by the contracted expert as  
(choose one of the following)

- Ukraine national expert 1 - Policy and legislation expertise related to construction and the rebuilding efforts in Ukraine to assist in organising background information and business model development.
- Ukraine national expert 2 - Business law and model expertise, especially for public benefit organisations to assist in defining the legal and business models for the NEBA Hub in Ukraine.
- Ukraine national expert 3 - Architecture, construction, engineering expertise related to construction implementation in Ukraine, to organise background information and assist in business model development.

The scope of Expert's services hereunder includes mainly the following assignments that may be extended and/or amended by InnoRenew CoE:

- Advising on the current state of activities in Ukraine related to Expert's specialty area
- Preparing documentation and summary information related to the Expert's specialty area
- Attending online meetings and working collaboratively with InnoRenew CoE
- Advising on opportunities and barriers to implementation of a NEB Academy Hub in Ukraine

- Suggesting solutions to overcome barriers and take advantage of opportunities that can lead to a successful and sustainable NEB Academy Hub in Ukraine
- To contribute to the business model and operating model of the NEB Academy Hub in Ukraine
- Reviewing and commenting on materials related to the Expert's specialty area
- The contracted expert will submit a final report on the work carried out no later than 15 days after completing all obligations or no later than September 30th 2024, whichever is earliest..

### **Article 3**

The contracted expert shall carry out rendering their services by teleworking and participating in online and onsite meetings if required by InnoRenew CoE.

The use of MS Teams is preferred. The contracted expert is responsible for providing their own tools and instruments for rendering the services hereunder (i.e., computer, office software, etc.).

### **Article 4**

The Expert is entitled of the following fees, upon approval of their submitted final report.

The reimbursement of experts will take the form of a lump sum. The experts are expected to deliver the following advisory and consultancy services for each expert (due date for delivery in parenthesis): (choose one of the following)

#### **Policy and legislation in Ukraine (Lump sum: gross 13.770,49 EUR)**

- Attend the introduction session with all contracted national experts organized by InnoRenew CoE (2% lump sum; August 14, 2024)
- Attend focus group meeting with identified stakeholders and summarize the findings (6% lump sum; August 20, 2024)
- Support in building a NEB Academy network by Letter of Intent collection from stakeholders (10% lump sum; through September 30, 2024)
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- Attend the final conference of the project (2% lump sum)

#### **Business law and models that are possible in Ukraine (Lump sum: 12.622,95 EUR)**

- Attend the introduction session with all contracted national experts organized by InnoRenew CoE (2% lump sum; August 14, 2024)
- Support in building a NEB Academy network by Letter of Intent collection from stakeholders (6% lump sum; through September 30, 2024)

- Prepare a list of potential legal and operational models of the NEB Academy in Ukraine, with commentary explaining the strengths, weaknesses, and opportunities of each prepared based on the interviews with key stakeholders (40% lump sum; by September 30, 2024)
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- Outline an implementation plan of the most suitable business model(s) selected (20% lump sum; by September 30, 2024)
- Attend the final conference of the project (2% lump sum)

□ **Construction practice in Ukraine (Lump sum: 13.114,75 EUR)**

- Attend the introduction session with all contracted national experts organized by InnoRenew CoE (2% lump sum; August 14, 2024)
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  - a. Use of bio-based materials
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  - d. Market readiness for designing/building with NEB principles
  - e. Engagement between the construction sector and creative sectors and with the general public
- Recruitment of participants for first trainings (public officials, construction industry stakeholders, creative sector, community representatives) (10% lump sum; by September 30, 2024)
- Attend the final conference of the project (2% lump sum)

The total amount requested in the Experts invoice may not exceed and may have to be less than gross sums above.

The fees are subject to the following conditions:

- the fee will be paid only if the Expert accomplished tasks detailed in the Contract, within the given deadlines, to the highest standards of quality and if they were approved by InnoRenew CoE;
- the Expert shall issue the invoice for their services duly and timely rendered under this contract and provide such invoice to InnoRenew CoE.

**Rejection of fees**

The total payment for the services will be subject to reduction if the Expert does not fulfill their obligations as outlined in the contract.

The reduction will be based on the percentage of non-compliance. The Expert will be notified in writing of any reduction in payment, including the reasons and calculation basis. The Expert will have eight (8) days to review and respond to the assessment.

**Article 5**

The fee will be paid in a single payment, within 30 days after the completion of all assigned tasks within the scope of the services defined in Article 2 and 4, final report and issuance and delivery to InnoRenew CoE of the Expert's invoice.

The payment will be made in euros, on this bank account \_\_\_\_\_  
[insert IBAN, SWIFT, name and address of the bank].

For avoidance of any doubts the services under the present contract shall be delivered by the Expert as the independent service provider – private entrepreneur registered under the laws of Ukraine – within the course of their entrepreneurial activity.

The Expert bears all and any responsibility being the sole responsible person for accrual, reporting and and payment of any their taxes and duties arising out of or in connection with their commercial entrepreneurship activities including rendering the services under the present contract and the payment of fees hereunder.

In no case this contract shall be treated or qualified as a 'labour agreement' or the grounds for establishing any kind of the employment relations between the parties hereto.

#### **Article 6**

InnoRenew CoE will cover travel expenses of the contracted expert in case their onsite presence is required by InnoRenew CoE.

Costs eligible for reimbursement include lodging, economy class flight tickets, local transport (taxi, bus, train, shuttle), or other organised transportation.

#### **Article 7**

The duration of the activities starts from the date of signing the contract (by August 14 at the latest) and ends on September 30, 2024.

#### **Article 8**

With this contract InnoRenew CoE undertakes to:

- provide payment for the services carried out by the contracted expert in accordance with this contract.

#### **Article 9**

By signing this contract, the contracted expert undertakes:

- duly render services hereunder independently and in collaboration with the InnoRenew CoE,
- perform all duties related to this contract to the best of their ability and in the highest quality
- to provide timely feedback and responses to requests
- uphold a high ethical standard in carrying out their services

#### **Article 10**

This contract ceases to be valid in the following cases:

- when it expires,
- by mutual agreement between the contracting parties,



- by regular termination of the contract,
- by Court decision,

The notice period for termination of this contract is 30 days.

**Article 11**

Each of the contracting parties can propose modifications or amendments to this contract.

**Article 12**

The contracting parties shall attempt to settle any dispute by common agreement, should that not be possible, the competent Court in Koper, Slovenia shall have authority in the dispute.

**Article 13**

The contract is executed in two (2) original copies, whereof the contracted expert shall receive one (1) and one (1) shall be stored at the premises of InnoRenew CoE. The agreed place of this contract execution is Izola, Slovenia.

**Article 14**

This contract enters into force on the date of signing by both contracting parties.

Done at \_\_\_\_\_ on DD/MM/2024

In Izola, \_\_\_\_\_

Contracted expert:

(name and sure name)

InnoRenew CoE  
prof. dr. Andreja Kutnar  
(name and sure name)

(signature)

(signature)