

Q: What is the tentative timetable of meetings and missions for this assignment?

A:

4-30 May 2016	Desk work (drafting the structure of the PRM and a description of contents of its chapters and sections and a plan of the subsequent staged development of the PRM)
30 May	Deadline for submitting the above draft structure etc. by the consultants to the CoE
Early June 2016	Consultants' mission to Kyiv to present the draft structure to the Reference Group. Bilateral meetings with various stakeholders may be organised in addition (total duration of the mission up to 3 days)
June-July 2016	Desk work (elaborating the methodology and all relevant deliverables). Short missions of the consultants to Kyiv to meet the relevant interlocutors may be organised if the need arises
10 August 2016	Deadline for submitting the final draft of the PRM by the consultants to the CoE
Early September 2016	Consultants' mission to Kyiv to present the final PRM to the Reference Group

Q: Is the call open only to individuals, or can organisations apply as well?

A: The call is open to both individuals and organisations. It is important, however, that the offer and the contract are both done or signed by the same person (be it legal or natural). All offers made by legal persons must be on the letterhead of that legal person and the bank account to be used must be the bank account of that legal person.