

## Terms of Reference

MD Payment for online platform (Zoom)

**Project:** ECW 13260 (MYRP)

**Location:** Ukraine (remote)

**Contract Period:** April 2025 – December 2025

**Contracting Organizations:** Finn Church Aid (FCA), MriyDiy Educational Foundation

**Contact Person:** Anastasiia Kokina – [fundacja.mriydiy@gmail.com](mailto:fundacja.mriydiy@gmail.com)

## Background

Finn Church Aid (FCA) is the largest Finnish international aid organization, operating in over a dozen countries to support people in vulnerable situations. FCA is leading a consortium within the **Multi-Year Ukraine Recovery Programme (MYRP)**, which aims to support children in Ukraine affected by the war, specifically through education recovery and teacher support initiatives.

As part of this effort, FCA and the MriyDiy Educational Foundation are implementing a **mentoring program for Grade 3 teachers**, focusing on **Ukrainian language and mathematics**. The goal is to mitigate learning losses among students by equipping teachers with adapted catch-up materials, assessments, and ongoing support through a structured mentoring system.

- **Objective of the Assignment**

- To ensure the uninterrupted implementation of the project's online communication components by providing full technical support, access to digital platforms, and facilitation of virtual interaction between mentors, teachers, methodologists, and project management teams.

- 

- **Scope of Work**

- The selected service provider will be responsible for:
- Providing access to a licensed Zoom account capable of hosting multiple high-quality sessions concurrently;
- Ensuring stable and secure connection for all scheduled online meetings, trainings, and coordination sessions;

- Supporting the organization and technical facilitation of online sessions for mentors and teachers focused on the catch-up education program (Ukrainian language and mathematics for Grades 1–3);
- Assisting project methodologists and management in conducting coordination calls, planning meetings, and review discussions through the digital platform;
- Monitoring the functionality of the online platform and resolving technical issues in real time to minimize disruptions;
  
- **Deliverables**
- Uninterrupted access to a licensed Zoom platform with full administrative capabilities;
- Regularly conducted online meetings, trainings, and coordination calls with minimal technical failures or downtime;
- Timely technical support provided during all live sessions;
- Audio/video recordings and attendance data submitted as requested by the project team;
- Online platform fully functional and accessible to all participants throughout the project period.
  
- **Required Qualifications**
- Access to and administrative rights for a professional-grade Zoom license;
- Ability to manage multiple parallel sessions, recordings, and user access efficiently;
- Strong troubleshooting, communication, and organizational skills;
- Familiarity with the needs of educational projects and remote collaboration tools.

## **Payment Terms**

All payments will be made in **Ukrainian hryvnia (UAH)**. Payment will be processed within **10 working days** upon submission and approval of the Act of Acceptance of Services, and only after donor funds are received, unless otherwise agreed.

## **Payment Terms**

Payments will be made in UAH upon approval and acceptance of deliverables and pending donor disbursement. Payment will be transferred within 10 working days after signing the Act of Acceptance.

## **Application Requirements**

- Service Proposal
- Candidate CV
- Registration documents
- Bank account details