**Terms of Reference**

**National adviser on international relations for the Specialized Anti-Corruption Prosecutors Office (SAPO)**

1. **Background**

The Specialized Anti-Corruption Prosecution Office (SAPO) has the role of procedural guidance in criminal proceedings carried out by the National Anti-Corruption Bureau (NABU). It approves charges and supports public prosecution and pursuing civil forfeiture cases in the High Anti-corruption Court (HACC) in cases that have been investigated by NABU.

SAPO aims to strengthen its cooperation with international institutions, relevant law enforcement agencies within EU member states, and technical assistance projects. However, the staff of SAPO is very limited, and the staffing table doesn't include a position dedicated to working with international institutions and technical assistance projects. All mutual legal assistance and cooperation is being coordinated through the Prosecutors General office. Within the process of establishing SAPO as a separate legal entity, it is planned to establish a separate legal unit that will include one position that will be responsible for international cooperation. However, this process will be lengthy, and a new staff member will require mentoring and support. In the meantime, the absence of a dedicated position in SAPO staffing limits and slows down efficient cooperation with international institutions and technical assistance projects.

Therefore, based on SAPO's request the EUACI is seeking to procure the service of a National adviser on international relations (hereinafter – the National adviser) to assist SAPO.

1. **Objective**

The main objective of technical support to be provided to SAPO within the framework of this engagement is to contribute to the effective cooperation of SAPO with international institutions, relevant law enforcement agencies in the EU Member States, development partners, and international technical assistance projects (hereinafter – international partners).

1. **Scope of work and expected deliverables**

**Scope of work**

The National adviser will be working closely with the SAPO leadership and the EUACI for the fulfillment of the following tasks:

* Assistance in improving cooperation with international institutions and relevant law enforcement agencies in the EU Member States to achieve better exchange of information in criminal cases under SAPO procedural guidance.
* Assistance in the establishment of the framework for regular and effective communication and coordination between SAPO and international partners working on Anti-Corruption issues;
* Coordination of donor support provided to SAPO.
* Assistance with the preparation of coordination meetings, round tables, and study trips related to international cooperation.
* Drafting minutes of the coordination meetings, round tables, and other events with international partners.
* Preparing briefings and other informational materials for international partners.
* Informing the international partners and international community about political and legal developments related to SAPO’s work.
* Providing mentorship and advice to SAPO staff on questions related to international cooperation.
* Other tasks as assigned.

**Expected deliverables**

* Successfully implemented international technical assistance projects between SAPO and international institutions, relevant law enforcement agencies in the EU Member States and/or donor organizations (training, international experience exchange projects, advocacy campaigns, procurements, etc.).
* Briefings and other informational materials for international partners.
* Other thematic documents, including briefing notes, minutes, and charts.
* A final report of a maximum of five pages, excluding annexes as the final deliverable. The report shall provide an assessment of the achievements made in relation to the scope of work and deliverables and any critical issues/recommendations for possible follow-up.
1. **Timeline and location**

The intended commencement date is the date of signature of the contract with the consultant, and the period of implementation of the contract will be 12 months, with a duration of a maximum of 240 working days. Services have to be provided in Kyiv with possible international working trips.

1. **Professional Requirements**
* To be registered as an **individual entrepreneur** or **legal entity;**
* A university degree in international relations, law, or other related disciplines;
* Four years of relevant professional experience as an expert or international cooperation/adviser, preferably with a focus on justice /the rule of law/anti-corruption field;
* Proven experience in conducting services related to international cooperation;
* Excellent analytical and communication skills;
* Previous experience working with/knowledge of anti-corruption reform in Ukraine will be considered an asset;
* Fluency in written and oral English and Ukrainian. Knowledge of other languages (German, French) will be considered an asset.
1. **Monitoring and evaluation**

Definition of indicators

The performance of the contractor will be judged upon reaching the purpose of this contract as well as obtaining its results, as indicated in the sections "Objective" and "Expected Deliverables" herein, respectively. Moreover, the performance of the contractors will be judged upon the successful implementation of all the specific activities indicated above.

Special requirements

By signing the contract, the contractor agrees to hold in trust and confidence any information or documents ("confidential information") disclosed to the contractors or discovered by the contractors or prepared by the contractors in the course of or as a result of the implementation of the contract, and agrees that it shall be used only for the contract implementation and shall not be disclosed to any third party.

The contractor reports to the EUACI. The contractor shall be briefed before starting the assignment. The contractor shall de-brief the EUACI before finalizing the assignment.

The contractor shall immediately inform the EUACI after 50% and again after 75% use of the overall foreseen working days under this contract.

1. **Cross-cutting issues (integration of the youth, equal opportunities)**

The project will be implemented to ensure equal opportunities for men and women.

**HOW TO APPLY**

The deadline for submitting the proposals is **17 January 2024, at 18:00** Kyiv time.

The qualifying candidates should submit the following information:

1) Expert’s CV.

2) Expert’s daily rate.

3) Motivation letter (one page).

The aforementioned information should be sent to the following email: andhni@um.dk, pointing in the subject line: **National adviser on international relations to SAPO.**

Bidding language: English.