**Terms of Reference**

**for providing expert services for the National Agency on Corruption Prevention (NACP) on launching of educational products on integrity in schools**

**Background and context:**

The EU Anti-Corruption Initiative (EUACI) is the leading anti-corruption support programme in Ukraine funded by the EU, co-funded and implemented by the Ministry of Foreign Affairs of Denmark. In early 2024, Denmark and the EU engaged in a third phase of the programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, civil society and state institutions. The EUACI Phase III strategic objectives are that: corruption in Ukraine is reduced; Ukraine advances with anti-corruption reform; and the reconstruction in war-affected areas of Ukraine is implemented within a framework that incorporates transparency, accountability, and integrity. As a horizontal focus area, the EUACI will support integrity and awareness raising at the level of schools and other educational institutions.

The National Agency on Corruption Prevention (NACP) remains one of the key beneficiary institutions of the EUACI. The institution’s mandate stands for developing and implementing anti-corruption policy, while creating an environment conducive to corruption prevention.

Along with that, the Agency keeps on coordinating the Ukraine’s public institutions in implementing the State Anti-Corruption Programme that had been developed for 2023-2025.

It is expected that the NACP will remain the key actor in this domain and will be responsible for the development of the new national strategic documents for the years following 2025.

Fostering zero tolerance for corruption and promoting integrity among citizens and youth is one of the priorities of the NACP. In December 2021, the NACP adopted the Strategy of fostering zero tolerance to corruption, a document which proposed a wholesome approach based on a proactive work with the young generation. This approach includes three components: 1) integration of AC theme into educational programs; 2) launching the transformation of the educational environment and 3) promoting integrity as a part of personal success. The Strategy’s goals were incorporated as the expected results into the current State Anti-Corruption Programme, and include a series of activities that aims to create an educational environment with zero tolerance for corruption. This would both increase the transparency and integrity of educational institutions and help to form such values as integrity, honesty, etc. among young people.

To support NACP activities on increasing the level of integrity in schools, the EUACI has engaged in a dialogue with the NACP regarding expert support for launching educational products on integrity in schools developed by the NACP Integrity Office, namely Anti-Corruption Course for 9th Classes as well as finalization and launching of using Manual with cross-cutting materials “About integrity” (ПРОдоброчесність) for 5th-11th classes.

**Objective:**

The assignment’s main objective is to assist NACP in increasing the level of integrity in schools through the practical implementation of educational products on integrity into school educational programs in cooperation with related stakeholders.

**Scope of work:**

The scope of work of the assignment includes different tasks, including, but not limited to:

* Expert support for developing an action plan and obtaining approvals necessary for the inclusion of the Anti-Corruption Course for 9th Classes into school educational program/s;
* Expert and processing support for obtaining the official stamp “Recommended for use in the educational process” (including providing payments of official fees), as well as developing action plan and obtaining all other approvals for integration of provisions of Manual with cross-cutting materials “About integrity” (ПРОдоброчесність) for 5th – 11th Classes into school educational program/s;
* Preparation of a priority list of school textbooks with related analytics under educational programs for 5th-11th Classes and communication with their publishers and other related stakeholders for inclusion of provisions from the Manual with cross-cutting materials “About integrity” (ПРОдоброчесність) for 5th – 11th Classes into new editions of such school textbooks;
* Printing of 200 copies of Manual with crosscutting materials “About integrity” (ПРОдоброчесність) for 5th – 11th Classes;
* Provide final report on results of delivering services and identified recommendations.

**Expected deliverables:**

The following list of deliverables is preliminary and non-exhaustive. Deliverables are expected to be provided in Ukrainian, with the exception of the final report that also has to be in English language. Electronic copies should be sent by email to the designated EUACI contact person.

The following deliverables are expected:

* Developed action plan and received approvals (including provided possible payments of official fees), necessary for the inclusion of the Anti-Corruption Course for 9th Classes into school educational program/s;
* Received official stamp “Recommended for use in the educational process” (including provided payments of official fees) for the Manual with cross-cutting materials “About integrity” (ПРОдоброчесність) for 5th – 11th Classes;
* Developed action plan and obtained all approvals (including provided possible payments of official fees) necessary for integration of provisions of Manual with cross-cutting materials “About integrity” (ПРОдоброчесність) for 5th – 11th Classes into school educational program/s;
* Prepared priority list of school textbooks with related analytics under educational programs for 5th – 11th Classes as well as prepared action plan and arranged procedure necessary for integration of provisions of Manual with cross-cutting materials “About integrity” (ПРОдоброчесність) for 5th – 11th Classes into school educational program/s;
* Printed 200 copies of Manual with crosscutting materials “About integrity” (ПРОдоброчесність) for 5th – 11th Classes;
* Provided final report in English on results of delivering services, each team members’ involvement and identified recommendations.

**Timeline:**

The intended commencement date is the date of signature of the contract with the selected service provider and the period of implementation of the contract will be **no more than 5 months**.

**Requirements to the Service Provider/s:**

The contract can be awarded to an *expert or a team of experts* *or organization* meeting the following criteria:

* Expert or team of experts or organization which are responsible for providing expert services on launching of educational products (educational programs and other related materials) in schools;
* At least 3 years of experience in providing services on launching of educational products (educational programs and other related materials) in schools, as well as facilitation of a dialogue between stakeholders in educational area;
* Experience in preparation of educational products (educational programs and other related materials) for schools would be an advantage;
* Experience in cooperation with publishers and other related stakeholders regarding publishing and / or re-publishing of school textbooks;
* Profound sense and personal culture of integrity;
* Excellent written and oral communication skills in English and Ukrainian languages of team representatives.

**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.

Special requirements:

By signing the contract, the contractor (and its representatives) agree to hold in trust and confidence any information or documents ("confidential information"), disclosed to the contractor or discovered by the contractor or prepared by the contractor in the course of or as a result of the implementation of the contract and agrees that it shall be used only for the purposes of the contract implementation and shall not be disclosed to any third party without EUACI and NACP authorisation.

The contractor reports to the NACP and EUACI. The contractor shall de-brief the EUACI prior to finalising the assignment.

The developed deliverables can be checked (as a quality assurance) and payments will be executed upon the receipt of quality assurance.

# Bidding details:

The bidder or team of bidders must submit the following information to be considered:

* The CV / CVs (no more than three pages long each) of core team members;
* A portfolio / portfolios that includes a list of assignments similar to this project executed over the last five years;
* A one-pager describing an approach or a methodology for organizing and delivering expected services;
* A financial offer presented in EUR, including all taxes or other such charges with a calculation.

**The total contract budget cannot exceed EUR 12,000.**

# How to apply:

The deadline for submitting the proposals is 11 November 2024, 18:00 Kyiv time.

The proposals shall be submitted within the above deadline to ievrom@um.dk indicating the subject line “Tender: “expert services for the NACP on launching of educational products”.

Bidding language: English.

Any clarification questions for the bid request should be addressed to ievrom@um.dk, no later than 7 November 2024, 18:00 Kyiv time.

# Evaluation criteria:

Bids will be evaluated under the criteria provided below:

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| **#** | **Criteria** | **Weight** |
| 1 | Criterion 1: Professional experience, consisting of the length of experience and the proven track record of practical expertise and achievements in the given field | 50% |
| 2 | Criterion 2: The quality of the one-pager on approach or methodology | 30% |
| 3 | Criterion 3: Proposed budget (financial offer) | 20% |