**Terms of Reference for**

**Senior Advisor for Integrity and Good Governance**

**to provide expertise to the State Agency for Restoration**

**and Infrastructure Development of Ukraine**

**Background and context**

The European Union Anti-Corruption Initiative (EUACI) is a joint EU and Government of Denmark programme aimed at assisting Ukraine in reducing corruption at the national and local level through the empowerment of citizens, civil society, businesses and state institutions.

Supporting anti-corruption efforts in Ukraine is a high political priority for the European Union and Denmark. By combating corruption, the program contributes to the consolidation of democracy and economic growth of Ukraine, as well as the successful approximation of Ukraine with the EU.

The transparency, integrity and accountability of Ukraine’s recovery is one of the key topics of the EUACI. The Government of Ukraine, the Ministry of Communities and Territories Development of Ukraine (the Ministry) and the State Agency for Restoration and Infrastructure Development of Ukraine (the Agency) are the key counterpart of the EUACI in this area.

To support Ukrainian government’s efforts to effectively manage the process of the war-time reconstruction and post-war recovery and to ensure that transparency and integrity considerations are taken into account, the EUACI established the compact Integrity Support Group (ISG) under the Ministry, it consists of long-term high-level consultants and several short-term sectoral experts that are recruited on an ad-hoc basis. The Agency has created Capacity Building Office supported by international organisations and partners to support the Agency in projects implementation and strategic planning and capacity development. Now the Agency is requesting the EUACI to contribute with a Senior Advisor on Integrity and Good Governance to assist the Head of the Agency and being embedded within the Agency.

**Objective**

To support the Head of the Agency in ensuring the effective implementation of integrity and anti-corruption tools within the agency, provide capacity building and support and facilitate EUACI’s cooperation with the Agency.

**Scope of work:**

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

* Assist the Head of the Agency in integrating the integrity and good governance policies in the overall strategic policy development and planning processes.
* Provide advice and support to the Head of the Agency in monitoring of projects and initiatives in order to ensure transparency, accountability and integrity in the Agency’s work.
* Contribute to the process of capacity building of the Agency and to reforming the Agency with emphasis on transparent and inclusive processes. Contribute to drafting, consideration and adoption of documents and procedures required for the implementation of integrity and anti-corruption tools.
* Provide expertise and advisory services regarding risk minimization, integrity and good governance in the Agency’s activities.
* Ensure coordination with other international support programs, including in particular EU programs and officials engaged in support to the Agency.
* Facilitate the implementation of EUACI’s cooperation with the Agency, including by providing updates, presentations and reports on EUACI’s activities and contributing to identifying new activities within the existing Memorandum of Understanding.
* Liaise with the EUACI team to maintain adequate and proactive cooperation with the Agency and contribute to the EUACI’s Integrity Reconstruction team.

**Expected deliverables:**

* implemented activities, as defined in the scope of work,
* analytical notes, presentations, memos, peer-review of the draft policies and draft regulations as agreed with the Agency and the EUACI,
* interventions during public and working-level meetings, working groups, public event (if needed) to present findings and analysis of the projects and activities implementation,
* participation in thematic events with the Agency and the EUACI,
* written reports on the results of the advisor’s work and developed documents or activities held,
* coordination meeting and processes under the request of the Head of the Agency
* participate in the regular meeting of the EUACI Integrity Reconstruction team,
* providing relevant capacity building activities,
* written reports for the EUACI for the cooperation and mutual projects and activities implemented
* other deliverables as agreed upon with the Agency and the EUACI.

Written deliverables should be in Ukrainian and English languages unless agreed otherwise with the EUACI.

**Regular Deliverables**

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| **#** | **Deliverable/Output** | **Target Timeline/Due Dates** | **Review/Approval** |
| 1 | Output-based work plans, indicate the timing and estimated input of time in hours for carrying out jointly agreed activities. | Quarterly/1 week before start of the period | Senior Project Manager |
| 2 | Progress Reports, summarising the progress made and results achieved over the period, and the Consultant’s recommendations for future actions. | Quarterly/1 week after the end of the period. | Senior Project Manager |
| 3 | Invoices and signed timesheets, summarising actual days worked and expenses incurred with reference to the agreed work plans. | Monthly as agreed/ max 2 weeks after the end of the period | Senior Project Manager |

**Specific Deliverables**

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| **#** | **Deliverable/Output** | **Target Timeline/Due Dates** | **Review/Approval** |
| 1 | Development of drafts of local normative legal acts regarding the implementation of integrity tools for SARDI | To be completed during the term of the contract | Senior Project Manager |
| 2 | Provide contribution to recommendations, manuals, methodologies and reports about integrity issues and minimization of corruption risks in SARDI | To be completed during the term of the contract | Senior Project Manager |

**Timeline**

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 9 months, with a start in December 2024, duration of up to 200 working days including up to 8 travel days.

**Requirements to the Service Provider**

The contract will be awarded to the expert meeting the following criteria:

## General qualifications:

1. a minimum of a Master’s degree in law, finance, economics, social sciences, public administration, or similar field is required,
2. experience in legal drafting, conducting corruption and/or managerial risks assessments,
3. experience project management, monitoring / implementing of projects for the state and private sectors will be an asset,
4. excellent written and oral communication skills,
5. fluency in Ukrainian is required;
6. ability to speak and write in English language is required.

## Adequacy for the assignment:

1. a minimum of 3 years of professional experience working with public integrity, anti-corruption, public procurement, and government;
2. at least 2 years of professional experience of cooperation with (working within) the public sector under capacity building projects covering good governance, urban planning, construction, anti-corruption or risk management, international organisations or programs;
3. proven experience in cooperation with stakeholders in national government, local self-government, development partners, and civil society;
4. professional experience in international quality management is regarded as an asset;
5. professional experience in the application of established international anti-corruption standards is regarded as an asset;
6. experience in guiding partners effectively through planning and implementation processes.

The expert is expected to work from the premises of the Agency with possible duty travels in Ukraine.

**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 authorization.

The contractor reports to the Head of the Agency and the EUACI. The contractor shall de-brief the EUACI prior to finalizing the assignment. Regularly planning and reporting sessions with the representative of the Agency and EUACI are expected.

# Bidding details

The bidder must submit the following information to be considered:

1. The CV (no more than 5 pages long) that should include description of the previous relevant assignments.
2. An application letter, including a description of motivation, experience, skills and competencies relevant to the vacant position.
3. A budget for the services in EUR, inclusive of all taxes or other such charges with calculation of 200 working days

The maximum budget available for this assignment is up to **31 000 EUR** (that includes **200 working days** and **8 days of business trips** expenses).

# How to apply

The deadline for submitting the proposals is 26 November 2024, 18:00 Kyiv time.

The proposals shall be submitted within the above deadline to [euaci@um.dk](mailto:euaci@um.dk) and d.yakymchuk@gmail.com, indicating the subject line “Senior Adviser for Agency”.

To ensure your documents were successfully received, please check that you receive an auto-reply from our system.

Bidding language: English

Any clarification questions for the bid request should be addressed d.yakymchuk@gmail.com, no later than 19 November 2024, 18:00 Kyiv time.

# Evaluation criteria

Bids will be evaluated under the criteria provided below:

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| **#** | **Criteria** | **Weight** |
| 1 | Portfolio of completed assignments | 20% |
| 2 | Relevant experience, skills and competencies | 60% |
| 3 | Proposed budget | 20% |