**Terms of Reference**

**for the procurement of a Service Provider for the creation of data layers for the GIS system in Mykolaiv in the field of land and public asset management**

 **The European Union Anti-Corruption Initiative (EUACI)**

The European Union Anti-Corruption Initiative (EUACI) is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, civil society, businesses, and state institutions. In January 2024, a new phase of the EUACI is launched. The strategic objectives are that: Corruption in Ukraine is reduced; Ukraine advances with anti-corruption reform; and Reconstruction in war-affected areas of Ukraine is implemented within a framework that incorporates transparency, accountability and integrity.

The EUACI has four intervention areas, namely:

* Support to independent state institutions fighting and preventing corruption;
* Transparency and accountability of the reconstruction process;
* Support cities in war-affected areas in enhancing integrity in the reconstruction process;
* Civil society and media in preventing and fighting corruption.

This specific assignment concerns the EUACI's support for Integrity Cities (intervention area 3).

**The Integrity Cities**

The six integrity cities with which the EUACI has entered into a partnership under its Component 3 are Zhytomyr, Chernivtsi, Nikopol, Sheptytskyy (former Chervonohrad), Mariupol and Mykolaiv. Currently, there are no active projects in Mariupol.

Mykolaiv is an addition to five Ukrainian cities that have been selected for the implementation of the Integrity Cities concept of the Programme. Based on the agreement with the Mykolaiv City Mayor, the EUACI has established an Integrity Support Office of experts in the local municipality, headed by an advisor to the Mayor to support the integrity transformation, transparency, and accountability of the reconstruction process.

**Background**

Property management faces corruption risks such as manipulation of property records, fraudulent transactions, and favoritism in asset allocation, resulting in financial losses and public distrust. Establishing a reliable geospatial database mitigates these risks by enabling transparency, public oversight, and data-driven decision-making. Green zone and property management are particularly vulnerable to corruption risks due to the lack of transparent, accessible, and up-to-date data. In green zone management, these risks often manifest as illegal land use, unauthorized construction, or misrepresentation of protected areas, leading to the loss of municipal assets and delimitation of public spaces.

The development of geospatial data layers for the GIS will serve as an anti-corruption tool by introducing transparency, accountability, and traceability into city resource and property management processes. Stakeholders, including citizens, businesses, and government agencies, will be able to independently monitor land use, green zones, and municipal properties. This prevents the manipulation or hiding of data that could otherwise enable unauthorized land use changes, unregistered construction, or the misallocation of public resources. The robust GIS with quality data allows for easy verification and cross-referencing, which supports accountability and deters corruption.

Public access to this data will enhance transparency and accountability, reducing the risks of non-transparent practices in urban planning and municipal asset management.

This specific assignment concerns the EUACI's support for the Mykolaiv City Council in creation of Geospatial Data Layers for the GIS of Mykolaiv City Council. In this context, the EUACI is seeking a contractor to work closely with the EUACI and its partner city to deliver this task.

Due to limited technical capacity and resources, the city requires external expertise to successfully implement this project.

These Terms of Reference (ToR) provide more details about the assignment.

**1. Objective and results**

The primary objective of this assignment is to develop geospatial data layers for the GIS of Mykolaiv City Council. This will involve utilizing remote sensing data and other available resources to create accurate, comprehensive geospatial datasets for green zones, vegetation, buildings, and structures within the jurisdiction of the Mykolaiv City Council. In addition to supporting urban planning and resource management, the project seeks to enhance transparency by providing reliable, publicly accessible geospatial information to stakeholders and citizens, promoting accountability and data-driven decision-making processes.

**2. Scope of Services**

The scope of work includes all activities necessary to ensure the achievement of the above objective, including, but not necessarily limited to.

**Kick-Off**

Present the work plan, assignment implementation strategy, and considerations to EUACI Component Team and representatives of Mykolaiv City Council during the Kick-Off meeting.

**The Service Provider will be responsible for the following tasks:**

1. **Satellite Image Analysis and Acquisition:**

Utilize existing "Education and Research Standard" licenses for satellite imagery provided by "Planet Labs" to analyze the "Planet Explorer" web catalog databases and download satellite images covering the analysis area within the jurisdiction of the Mykolaiv City Council.

1. **Remote Sensing Data Processing:**

Process the downloaded remote sensing data and prepare image sets of satellite photographs for the territorial community.

1. **Thematic Classification:** Perform thematic classification of land cover within the jurisdiction of the Mykolaiv City Council, identifying thematic classes such as:
* Green zones and vegetation.
* Built-up areas.
1. **Vegetation Vectorization:** Vectorize all green spaces within the Mykolaiv City Council's jurisdiction, create a geospatial data layer, and populate it with data from the city’s green space passport.
2. **Buildings and Structures Vectorization:**

Vectorize all buildings and structures within the Mykolaiv City Council's jurisdiction, create a geospatial data layer, and populate it with data from the municipal property registry.

**3. Deliverables:**

The Deliverables are presented below in Table 1 with a tentative schedule.

All results are expected to be provided in Ukrainian unless otherwise agreed. Electronic copies are sent by email to the particular EUACI contact person.

**Table 1:** Summary of deliverables/outputs and the tentative timeline for delivery.

|  | **Deliverable/Output** | **Timeline** | **Note** |
| --- | --- | --- | --- |
| 1. | Service Provider's **updated work plan** showing tentative timing for the start and completion of the activities listed in the scope of work section.  | 1 week after the contract signing | To be submitted to the EUACI contact person by e-mail in Ukrainian version ahead of presentation during Kick-Off meeting. |
| **2.** | GIS Mapping of Green Zones and Vegetation | 10 weeks after the contract signing | As of December 2024, GIS data layers for green zones and vegetation within the jurisdiction, based on remote sensing data, integrated into the geospatial database. |
| 3. | GIS Mapping of Buildings and Structures | 14 weeks after the contract signing | As of December 2024, GIS data layers for buildings and structures within the city, based on remote sensing data, integrated into the geospatial database. |
| 4. | **Final report** | 16 weeks after the contract signing | Ukrainian and EnglishTo be approved by the EUACI.A summary of the tasks and outputs delivered under the contract.  |

The timelines indicated in the table above are indicative. The Service Provider will reflect on and update the timelines for different activities while preparing and updating the Work plan. During the Kick-Off meeting with the EUACI Component Team and representatives of Mykolaiv City Council, the Work plan will be discussed, including the proposed timeline for the different activities and the submission of deliverables.

**4. Project Timeline**

The assignment will start following a notification issued by the contracting authority, but not earlier than the date of signing the contract between the EUACI and the Contractor. The expected duration of the assignment is up to **4 months**, with a tentative start in January 2025 and completion in May 2025.

**5. Methodology**

The Contractor will work under the supervision of Project Expert for Integrity Cities.

Based on consultations with the EUACI staff and the needs identified in the documentation provided by partners, the Service Provider will prepare work plans and send them to the EUACI for approval.

**6. Payment**

Payment will be made in a maximum of two instalments.

The first instalment, representing a maximum of 30% of the total contract value, will be made after receipt of the Service Provider's Deliverable 1, and invoice.

The second and final payment will be made upon receipt and approval of the Final Report with all other supporting documents, including a Final Invoice.

**7. Requirements for the Service Provider:**

**Registration as a legal entity, or private entrepreneur or NGO according to Ukrainian legislation.**

**General qualifications:**

1. Proven track record in remote sensing, geospatial data processing, and Geographic Information Systems (GIS) not less than 3 years of experience.
2. Familiarity with satellite imagery analysis, particularly using "Planet Labs" tools or similar platforms.
3. Demonstrated experience in similar projects involving thematic classification, vectorization, and GIS mapping for municipalities or urban planning purposes.
4. Ability to perform detailed thematic classification of land cover, including identifying green zones, vegetation, and built-up areas.
5. Strong communication skills to engage with the Client and Beneficiary during all project stages.
6. Adherence to the data standards and formats required for integration into the Urban Planning Cadastre Geoportal.
7. Compliance and Ethics:
* Adherence to ethical standards and legal requirements.
* Commitment to confidentiality and data security.

**8. Bidding details**

The maximum budget available for this assignment is **EUR 7,600.**

**How to apply**

The bidder must submit the following information to be considered:

1. CVs of the Key staff involved by the tender participant.
2. Portfolio of relevant projects.
3. Financial offer, inclusive of all taxes or other such charges (without VAT).

The proposals shall be submitted within the above deadlines to the e-mail: euaci@um.dk, cc yuliiamincheva@gmail.com, indicating the subject line “**Mykolaiv geoportal data creation**”.

Any clarification questions for the bid request should be addressed: ulytyb@um.dk, cc yuliiamincheva@gmail.com, no later than **30** **December, 17:00** Kyiv time.

The deadline for submitting proposals is **8 January 2024, 17:00** Kyiv time.

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

Bidding language: **English**.

**9. Evaluation criteria**

Bids will be evaluated in accordance with the criteria provided below:

|  |  |  |
| --- | --- | --- |
| **#** | **Criteria** | **Weight** |
| 1. | Proposed budget | 20% |
| 2. | Portfolio of projects | 30% |
| 3. | CV | 50% |