**Terms of Reference**

**for services in providing the second stage of ISO 37001:2016 (International Standard on Anti-bribery Management Systems) certification of procurement procedures of the State Operator for Non-Lethal Acquisition**

**of Ukraine (DOT)**

**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.

The State Operator for Non-Lethal Acquisition (DOT) is a state agency that fulfils the needs of the Ukrainian Armed Forces. DOT supplies non-lethal goods as food, clothing, fuel and oil, and medical equipment to meet military needs. DOT’s main task is to develop a transparent and appropriate supplier relationship system, enhancing the value of every hryvnia invested from the state budget.

In this context, ISO 37001:2016 (International Standard on Anti-bribery Management Systems) international standard specifies requirements and provides guidance for establishing, implementing, maintaining, reviewing and improving an anti-bribery management system. ISO 37001:2016 is applicable only to bribery. It sets out requirements and provides guidance for a management system designed to help an organization to prevent, detect and respond to bribery and comply with anti-bribery laws and voluntary commitments applicable to its activities. All ISO 37001:2016 certification procedure consists of 4 stages, including as the second one – Certification Audit – relevant for this tender.

**Objective:**

The assignment’s main objective is to assist DOT in the improvement of procurement procedures’ through providing the second stage of ISO 37001:2016 (International Standard on Anti-bribery Management Systems) certification, namely providing a Certification Audit of existing procurement procedures.

**Scope of work:**

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

* Conduct second stage of ISO 37001:2016 (International Standard on Anti-bribery Management Systems) certification, namely – Certification Audit of existing procurement procedures of DOT based on international standardized procedure.
* Provide final report on results of delivering services.

**Expected deliverables:**

The expected deliverable is the official report after the service provider has conducted the second stage of ISO 37001:2016 (International Standard on Anti-bribery Management Systems), namely – Certification Audit of existing procurement procedures of DOT based on international standardized procedure.

Deliverables should be provided in Ukrainian and English. Electronic copies should be sent by email to the particular EUACI contact person.

**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 **no more than 4 months**.

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

The contract can be awarded to a service provider meeting the following criteria:

* Ukrainian or foreign legal entity with offices in Ukraine certified on providing ISO 37001:2016 (International Standard on Anti-bribery Management Systems) certification, based on international standardized procedure;
* At least 3 years of experience in providing services of ISO certifications including ISO 37001:2016 (International Standard on Anti-bribery Management Systems);
* Profound sense and personal culture of integrity;
* Excellent written and oral communication skills in Ukrainian language of team representatives. English language skills an advantage,

**Monitoring and evaluation:**

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 DOT authorisation.

Selected contractor will report to DOT and EUACI as well as will de-brief the EUACI prior to finalising the assignment.

It is expected to provide advance and final payments for selected Contractor. The developed deliverables can be checked (as a quality assurance) and final payment will be executed upon the receipt of quality assurance.

# Bidding details:

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

* The CV / CVs (no more than three pages long each) of core project team.
* 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 services.
* A financial offer presented in EUR, inclusive of all taxes or other such charges with detailed calculations.

**The total contract budget cannot exceed EUR 11,000.**

# How to apply:

The deadline for submitting the proposals is 21 January 2025, 18:00 Kyiv time.

The proposals shall be submitted within the above deadline to [ievrom@um.dk](mailto:ievrom@um.dk), cc euaci@um.dk, indicating the subject line “ISO 37001:2016 certification for DOT”.

Bidding language: English.

When submitting your proposal, you will receive an auto-reply from [euaci@um.dk](mailto:euaci@um.dk) as a confirmation that your proposal was received. Please contact the EUACI if an auto-reply was not received.

Any clarification questions for the bid request should be addressed to ievrom@um.dk, no later than 19 January 2025, 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 one-pager describing an approach or a methodology for organizing and delivering services | 30% |
| 3 | Criterion 3: Proposed budget (financial offer) | 20% |