**ToR**

**Senior Anticorruption Expert**

**for Integrity Support Office in Mykolaiv**

1. **Background**

The European Union Anti-Corruption Initiative (EUACI) in Ukraine is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine to reduce corruption at the national and local level through the empowerment of citizens, civil society, businesses, and state institutions. In January 2024, the EUACI entered into phase III that runs until mid-2027.

**The partnership with Integrity Cities**

The six Integrity Cities with which the EUACI has a partnership are Chernivtsi, Sheptytskyy, Mykolaiv, Nikopol, Mariupol and Zhytomyr.

During phase I and II, the EUACI worked with these cities to strengthen their systems and tools for enhancing integrity, transparency, and accountability. The partnership continues in the current III phase, focusing on the continued development of the various integrity tools launched during previous phases and the implementation of new tools.

Based on the agreement reached with the Mykolaiv City Mayor, the EUACI envisages an Integrity Support Office (ISO) consist 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. The ISO will consist of several long-term staff and short-term experts as needed. The Senior Anticorruption Expert will be directly engaged in the process of establishing mechanisms of integrity, transparency and accountability of the reconstruction of the city and be a part of ISO.

1. **ESSENTIAL DUTIES AND FUNCTIONS**

To support the Advisor to the Mayor (Head of Integrity Support Office) and relevant representatives of the municipality's Executive Committee in coordinating, advancing and supporting the implementation of actions directed at effective implementation of mechanisms of integrity, transparency and accountability for the reconstruction of the city. The Expert will provide capacity building to city officials in support of the above.

The Expert will work closely with the departments of Mykolaiv City Council and MoEs (Mykolaivvodokanal, Mykolaivoblteploenergo, Mykolaivelektrotrans).

The selected Expert will report to both the EUACI management team and the Advisor to the Mayor (Head of the Integrity Support Office in Mykolaiv).

The Expert should be placed in Mykolaiv or at least spend a quarter of the working days in Mykolaiv.

1. **BUDGET AND LENGTH OF CONTRACT**

The expected duration of the assignment is 10 months and 200 working days, with a tentative start in March 2025.

The budget is up to **30 000 EUR** including business trips (per diem, logistic and accommodation) for 40 travel days in Ukraine.

1. **SPECIFIC RESPONSIBILITIES**
2. Collaborate with the city council’s and MoE’s Internal Audit departments to strengthen audit processes and ensure they align with best practices in transparency and accountability.
3. Work closely with municipal enterprises, especially those undergoing corporate governance reform, to implement effective anti-corruption and transparency mechanisms.
4. Assist in the implementation of Mykolaiv’s Integrity Plan, ensuring adherence to outlined anti-corruption principles and objectives.
5. Participate in implementing project activities under the agreed work plan between EUACI and Mykolaiv City.
6. Research and recommend best practices in local government transparency, accountability, and corruption prevention.
7. Facilitate presentations, workshops, and meetings to foster integrity practices across the city and share Mykolaiv's experiences with other Integrity Cities.
8. Support the preparation of draft legal acts, reports, updates, and presentations on program implementation.
9. Engage in other activities as agreed between the EUACI and the city council.
10. Assist with other duties as agreed with the Head of the Integrity Support Office.
11. **EXPECTED DELIVERABLES**

Although the above scope of work is very much about guiding partners through a development process and helping them deliver the outputs in their results framework, this section translates the scope of work into some regular deliverables and specific outputs that the Expert will be directly responsible for delivering. The table below summaries the tentatively identified regular and specific deliverables and outputs.

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| # | Deliverable/Output | Target Timeline/Due Dates | Review/Approval |
| 1 | Output-based work plans, indicating the timing and estimated input of time in hours for carrying out jointly agreed tasks and activities. | Constantly (or Monthlyas agreed) /1 week before start of period | Head of the Integrity Support Office in Mykolaiv |
| 2 | Progress Reports, summarizing the progress made and results achieved over the period, and the Expert’s recommendations for future actions. | Monthly | Head of the Integrity Support Office in Mykolaiv |
| 3 | Draft documents, legal acts, concepts, presentations on request of management. | Constantly | Head of the Integrity Support Office in Mykolaiv |
| 4 | Participation in meetings (in online and offline format) and observer visits to Mykolaiv City Council and MoEs. | Constantly | Head of the Integrity Support Office in Mykolaiv |
| 5 | Recommendations for Mykolaiv city administration and MoEs to strengthen internal audit processes and ensure they align with best practices in transparency and accountability. | Constantly | Head of the Integrity Support Office in Mykolaiv |
| 6 | Terms of References Drafts for Mykolaiv projects according to the workplan and request.  | Constantly | Head of the Integrity Support Office in Mykolaiv |
| 7 | Invoices and signed timesheets, summarizing actual days worked and expenses incurred with reference to the agreed work plans. | Monthly / max 2 weeks after end of the period | Project Expert for Integrity Cities |

1. **KNOWLEDGE, SKILLS AND ABILITIES**
* In-depth knowledge and understanding of Ukraine's central and regional state government and local self-government.
* Understanding the peculiarities of the functioning of local self-governments in Ukraine.
* In-depth knowledge and understanding of transparency, integrity and accountability mechanisms of local self-government will be a strong advantage.
* Min 3 years of experience working with auditing, internal control or anti-corruption.
* Extensive experience in providing analysis and advice.
* Fluency in Ukrainian is required and English language skills an advantage.
* A keen sense of ethics, integrity, and credibility is a must.
* Sense of responsibility, initiative and high-quality work standard.
* The ability to work under pressure with tight deadlines, flexibility, and problem-solving spirit.
* Strong PC skills.
1. **QUALIFICATIONS**
* Bachelor's Degree in auditing, public administration, economics, law or another relevant field, demonstrates the ability to perform the duties and responsibilities described.
* At least 2 years of professional experience in local self-government.
* At least 5 years of experience preparing analytical documents and research in the field of public administration, audit and public procurement.
1. **HOW TO APPLY**

To apply, please send your 1) CV, 2) short motivation letter and 3) expected budget (including the total budget, the price of an 8 hours working day, logistics, accommodation and per diem) to euaci@um.dk and ulytyb@um.dk, cc yuliiamincheva@gmail.com indicating the subject line "Senior Anticorruption Expert for Mykolaiv\_Name".

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

If your application is properly received, you will receive an auto-reply from the EUACI mailbox. If you don’t receive an auto-reply, your application was not received, please try again or contact.

The deadline for submitting the proposals is **24 February 2025**, **18:00** Kyiv time.

The proposals shall be submitted in English.

Any clarification questions for the bid request should be addressed to ulytyb@um.dk, cc yuliiamincheva@gmail.com, no later than 15 February 2025, 18:00 Kyiv time.

1. **EVALUATION CRITERIA**

Bids will be evaluated under the criteria provided below:

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| **#** | **Criteria** | **Weight** |
| 1 | CV (Relevant experience, skills and competencies)  | 60% |
| 2 | Motivation Letter | 20% |
| 3 | Proposed budget | 20% |