## TERMS OF REFERENCE FOR A

## CONSULTANT FOR THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE REGARDING THE PROJECT OF MODERNIZATION (RECONSTRUCTION AND MAJOR REPAIR) OF SCHOOL CANTEENS

## BACKGROUND AND CONTEXT

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 European Union Anti-Corruption Initiative (EUACI) in Ukraine is a joint EU and Government of Denmark financed program aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through empowerment of citizens, civil society, and state institutions. In early 2024, the EUACI entered its phase III which runs till mid-2027. As part of the new phase, the EUACI has been asked to identify activities related to schools.

In 2023, the Cabinet of Ministers of Ukraine approved the Strategy for Reforming the School Nutrition System for 2023-2027, and one of the stages of its implementation is the restoration and modernization of canteens in schools using the latest technology, improving energy efficiency and following the principles of the HACCP system.

In 2024, the government allocated UAH 1.5 billion for the modernization of canteens facilities across local communities. The Ministry of Education and Science of Ukraine (hereinafter - the Ministry) is responsible for implementing the subvention. The School Nutrition Reform Team, with First Lady Olena Zelenska's support, works together with the Ministry.

The Ministry requested the EUACI to support in the implementation of this project with a view to minimizing corruption risks and irregularities.

The cooperation is generally based on stages such as assessment of the design project documentation, analysing the public procurement process for modernization (reconstruction and major repair) of canteens, and implementing technical monitoring of construction from the distance.

As the result of the analysis of 187 projects, 132.9 million UAH was saved and allocated to include additional 20 schools. EUACI experts are also monitoring public procurement procedures and have provided methodological assistance to ensure transparency and compliance. Currently, distance monitoring of construction works is ongoing, with 51 canteens completed, and 75 projects slated for additional funding in 2025. The funds are allocated to co-finance projects that started in 2024 and have been completed by at least 40%.

The state budget of Ukraine also provides for a subvention of UAH 960 million for the modernization of canteens under new projects in 2025. In December 2024, the Ministry requested EUACI for support in coordinating work between construction customers with ongoing projects to keep them on track for finalization.

In addition, they requested support in organizing the process of selecting new projects to receive the subvention in 2025, and assisting the Ministry and other stakeholders in the School Nutrition Reform in preparing analytical information on the status of projects funded by the subvention for the modernization of canteens and ensuring professional communication with stakeholders involved in the school nutrition reform.

1. **OBJECTIVE**

To provide expert support to the Ministry of Education and Science of Ukraine in the implementation of the subvention for the modernization (reconstruction, and major repair) of school canteens with a view to minimizing corruption risks.

1. **SCOPE OF WORK:**

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

* Coordination and participation in the development of the regulatory and legal support for the implementation of the subvention for modernization of canteens.
* Analyzing challenges and irregularities in projects funded under the canteen modernization subvention.
* Developing analytical reports on the status of funded projects under the canteen modernization subvention for submission to the government, other authorities, and other stakeholders.
* Supporting the EUACI’s project on minimizing corruption risks in the modernization of school canteens and ensuring close cooperation between the Ministry, the local authorities and the EUACI and its contracted experts.
* Facilitating professional communication with stakeholders of the School Nutrition Reform to engage them in building an institutional framework that supports the reform’s objectives and goals.
* Provide capacity building activities in the Ministry of Education and Science in order to ensure a future capacity to conduct coordination and analytical work as specified in these TOR.
* Implementation of other tasks related to the scope of work on an ad hoc basis.

The consultant will refer to the Deputy Minister for Education and Science and the EUACI.

1. **DELIVERABLES**

- Responses to appeals and requests on activities that are related to the monitoring of implementation of subvention;

- Assisting in the development of draft regulations concerning activities linked to monitoring subvention implementation, agreed with the Ministry and EUACI;

- Written reports on the results of the activities of the expert and the documents developed;

- Organized meetings and processes, that are related to the monitoring of implementation of subvention;

- Developed drafts of regulatory legal frameworks necessary for monitoring and controlling the implementation of the subvention for the modernization of canteens;

- other deliverables agreed with the Ministry and EUACI.

**SPECIFIC DELIVERABLES**

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| **#** | **Deliverable/Output** | **Target Timeline/Due Dates** | **Review/Approval** |
| 1 | Organized meetings for the project selection committee and follow-up meetings on the implementation of projects funded by the subvention. | To be completed during the term of the contract | EUACI team |
| 2 | Responses to appeals and requests from construction customers, local communities, the Ministry, and other stakeholders. | To be completed during the term of the contract | EUACI team |
| 3 | Assistance provided to the Ministry in developing draft regulations/procedures for control and monitoring of the implementation of the subvention for the modernization of canteens. | 5 weeks after contract signed | EUACI team |
| 4 |  Analytical reports on the status of funded projects under the canteen modernization subvention. | Each 8 weeks | EUACI team |
| 5 | Monthly reports | Every month | EUACI team |
| 6 | Final report summarizing all activities | 40 weeks after the contract signing | EUACI team |

The timelines indicated in the table above are indicative. The Expert may reflect on and update the timelines for different activities. Other deliverables are agreed upon with the Agency and EUACI.

1. **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 11 months**, with an expected duration of **220** working days.

1. **REQUIREMENTS TO THE SERVICE PROVIDE**

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

1) a minimum of 3 years of professional experience working with educational institutions,

2) a minimum of a Master’s degree in law, finance, economics, social sciences, public administration, or similar field is required,

3) excellent written and oral communication skills,

4) ability to speak and write in English language will be an asset.

5) experience in legal drafting and working with educational institutions,

6) experience project management, monitoring / implementing of projects for the state and private sectors will be an asset,

7) experience in organizing the activities of public authorities is required.

8) experience in management of subventions (participation in the development of regulations, selection and monitoring of investment projects, and a number of other activities).

9) experience in establishing partnerships with regions and local communities, will be an asset.

10) experience from working with projects on anti-corruption, risks minimization and good governance will be an advantage.

The expert is expected to work from the premises of the Ministry

1. **BUDGET**

The maximum budget available for this assignment is up to **27 800 EUR** for 11 months /220 working days.

1. **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) agrees 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 EUACI. The contractor shall de-brief the EUACI prior to finalizing the assignment.

The developed deliverables can be checked (as a quality assurance) and payments will be provided by the quality assurance results.

1. **BIDDING DETAILS**

The bidder must submit the following information to be considered:

1. The CV (no more than three pages long) that should include a description of the previous relevant assignments, and key duties on this assignment.

2. A budget for the services in EUR, inclusive of all taxes or other such charges with a calculation of **220** working days.

The contract budget cannot exceed **27,800 EUR.**

1. **HOW TO APPLY**

The deadline for submitting the proposals is 17 of February 2025, 18:00 Kyiv time.

The proposals shall be submitted within the above deadline to euaci@um.dk with copy to olga\_kolodochka@ukr.net, indicating the subject line “Expert in Subvention Support for the Ministry”.

Bidding language: English

Any clarification questions for the bid request should be addressed to olga\_kolodochka@ukr.net, no later than 13 February 2025, 18:00 Kyiv time.

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.

1. **EVALUATION CRITERIA**

Bids will be evaluated under the criteria provided below:

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| # | Criteria | Weight |
| 1 | Consultants CV, Portfolio of completed assignments  | 80% |
| 2 | Proposed budget | 20% |