**TERMS OF REFERENCE**

**Junior Legal Analyst // Intern**

**Deadline for applications: 14 March 2025 17:00 Kyiv time**

1. **Background**

The European Union Anti-Corruption Initiative in Ukraine (EUACI) is the largest support program from the European Union (EU) focused on anti-corruption efforts in Ukraine. It is co-funded by the EU and implemented by the Danish Ministry of Foreign Affairs. The EUACI’s strategic objectives are: 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.

1. **Objective**

The objective of this assignment is to provide legal, analytical, and organizational support to the EUACI team, particularly within Intervention Area 1, as well as to provide practical competence development of the selected junior analyst/intern.

The Junior Legal Analyst/Intern will contribute to the effective implementation of program activities by assisting with legal research, drafting official documents, managing communication with experts, supporting event organization, etc. The analyst/intern will receive the necessary support to conduct these tasks and on-the-job competence development will be provided. It is expected that the selected person is a law student at the final part of his or her study.

1. **Scope of work**

Junior Legal Analyst is expected to:

* assist the EUACI team in its reform-oriented work regarding EU accession, legislation and support to anti-corruption institutions.
* draft analytical notes on legal and policy matters, presentations, memos, terms of reference, official letters and procurement evaluation reports.
* proofread and review project-related and legal documents, including their translated versions.
* prepare summaries of decisions by state bodies, meeting outcomes, and news updates.
* identify potential contractors (experts) and communicate with them regarding their involvement in the EUACI’s activities.
* support event management by assisting with participant registration, organizational support, and feedback collection.
* systematize and update information important to the programme’s work (e.g., progress on competitions, statistical data, etc.).
* perform any additional duties as requested, contributing to the overall workflow and operational needs of the EUACI programme.

1. **Timeframe and fee**

180 working days within 1 April 2025 – 31 March 2026 (approx. 15 working days per each month).

The service fee would be EUR 65 per day, resulting in EUR 11 700 as the maximum budget under the contract.

1. **Payment conditions**

Payments for the services will be made in monthly installments based on timesheets and deliverables, in UAH equivalent of the amount in EUR according to the NBU exchange rate.

1. **Requirements for the Service Provider**

The Service Provider should have the following qualifications:

* Currently in the final year of a Bachelor's or Master's degree in law;
* Strong analytical skills;
* Experience from working with anti-corruption institutions;
* Comprehensive knowledge of the EU accession process;
* Good knowledge of Microsoft Word, Excel and PowerPoint;
* Excellent written and oral communication skills, interpersonal skills and the ability to work constructively;
* Fluency in Ukrainian and English;
* Keen sense of ethics, integrity and credibility.

1. **Monitoring and evaluation**

The Service Provider's performance will be evaluated based on meeting the contract's objectives and results, as described in the "Objective" section, and successfully completing all activities listed in the "Scope of Work" section.

1. **How to apply**

Please send your CV in English to [euaci@um.dk](mailto:euaci@um.dk), with the email topic “**Junior Legal Analyst//Intern**” by **14 March 2025 17:00 Kyiv time**.

The applicant will receive an auto-reply from [euaci@um.dk](mailto:EUACI@um.dk) when the application is received. If an auto-reply is not received, please contact the EUACI.

Should you have any questions with regard to the tender, please send them to [euaci@um.dk](mailto:euaci@um.dk) no later than 12 March 2025, 17:00 Kyiv time.