**TERMS OF REFERENCE**

**An Adviser on International Relations for the Specialized Anti-Corruption Prosecutor’s Office (SAPO)**

1. **Background**

The European Union Anti-Corruption Initiative in Ukraine (EUACI) is the biggest European Union (EU) programme in the area of anti-corruption in Ukraine, co-funded and implemented by the Ministry of Foreign Affairs of Denmark on behalf of the EU.

The EUACI Phase III 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.

One of the key beneficiaries of the EUACI is the Specialized Anti-Corruption Prosecutor's Office (SAPO). Established in 2015, SAPO is a prosecutorial agency with a primary mandate to prosecute top-level corruption, including criminal offences committed by senior public and local officials and cases that threaten national security.

In March 2024, SAPO was reorganized into an independent prosecutorial body with the status of a legal entity under public law. This reform granted SAPO institutional autonomy and created the organizational and legal conditions for further development. The development of international cooperation was identified as one of SAPO's strategic priorities in its new status.

During 2024, with the technical assistance and expert guidance of the EUACI, SAPO embarked on forging collaborations with international partners. It strengthened mechanisms for coordinating technical assistance, established robust channels for the exchange of information with international organisations, and fostered engagement with peer agencies in foreign jurisdictions.

To consolidate these achievements and propel its international partnerships further, SAPO envisions recruiting personnel dedicated to coordinating its international activities. However, the recruitment process remains protracted, as many of these roles are to be occupied by prosecutors, necessitating a complex selection procedure. Despite plans to establish a selection commission in mid-2024, this body has yet to materialise, with its formation now projected for 2025.

In light of these challenges, the EUACI will continue its efforts to fortify SAPO’s institutional capacity. This will include the provision of expert support to SAPO’s leadership and newly appointed personnel, ensuring the sustainable advancement of international cooperation in alignment with SAPO’s strategic objectives and operational demands.

1. **Objective**

The primary objective of this contract is to enhance and sustain SAPO's institutional capacity for efficient international collaboration. This will be accomplished through, but not limited to, the provision of expert support to SAPO’s leadership and the delivery of mentoring and methodological guidance to newly appointed personnel responsible for coordinating international engagement.

1. **Scope of Work and Expected Deliverables**

*Scope of Work*

The National Adviser will collaborate closely with SAPO’s leadership to undertake the following responsibilities:

* Provide mentoring, methodological guidance, and expert consultations to SAPO personnel responsible for fostering international cooperation.
* Offer specialised advice to SAPO’s leadership on advancing international cooperation and embedding it into SAPO’s operational framework in accordance with its strategic priorities.
* Preserve existing relationships and cultivate new partnerships between SAPO and international stakeholders, including embassies, intergovernmental organisations, and law enforcement and prosecutorial bodies within EU Member States.
* Assist in the organisation and coordination of meetings, roundtables, and the facilitation of international visits involving SAPO’s leadership.
* Aid SAPO personnel in the preparation of informational materials, briefing documents, and other essential documentation for engagement with international partners.
* Facilitate the alignment and coordination of international technical assistance programmes provided by development partners to support SAPO.
* Undertake any other tasks as may be assigned in alignment with the project’s objectives.

*Expected Deliverables*

* Provision of mentoring, training, and methodological support to one person appointed through an open competition. The selected individual will undergo a structured mentoring program lasting three months. The objective is to enhance his/her capacity and expertise, enabling him/her to independently sustain this function after the contract ends. To assess the program's effectiveness, the selected person will complete an evaluation form measuring knowledge improvement, skill acquisition, and readiness to perform their roles independently.
* Maintenance and enhancement of collaborative mechanisms between SAPO and its international partners.
* Successful organisation and expert facilitation of international visits undertaken by SAPO leadership.
* Preparation of comprehensive informational materials, briefing documents, and meeting protocols for engagement with international partners.
* Submission of a detailed final report, not exceeding five pages, outlining the results achieved and offering strategic recommendations for further actions.

1. **Duration and Location**

The Service Provider will commence upon signing and will extend for a duration of up to 12 months, with a maximum workload of up to 240 working days, subject to the proposal submitted by the contractor. The work will predominantly be carried out in Kyiv, with potential international travel as necessary.

1. **Professional Requirements**

* The Service Provider must be registered as an individual entrepreneur or legal entity.
* A higher education degree in international relations, law, or a related discipline.
* A minimum of **4 years** of professional experience in the field of international cooperation.
* Demonstrated experience in mentoring and supporting new staff members.
* Familiarity with Ukraine’s anti-corruption reforms will be considered an advantage.
* Fluency in Ukrainian and English is essential. Proficiency in additional languages, such as German or French, will be regarded as an asset.

1. **Estimated budget**

The proposed budget is set at a maximum of **EUR 32,000**, which encompasses international travel costs, should the Service Provider opt to include them.

However, if the Service Provider includes international travel expenses in the budget but fails to execute them, whether due to their own fault or for reasons beyond their control, such expenses shall not be subject to separate reimbursement.

1. **Monitoring and Evaluation**

The main counterpart for the Service Provider is the European Union Anti-Corruption Initiative in Ukraine (EUACI), based in Kyiv (www.euaci.eu), to whom the Service Provider will report.The performance of the Service Provider will be evaluated based on the achievement of the deliverables outlined in this document.

1. **Reporting**

Regular reporting to the EUACI on the progress of contract implementation is mandatory. Regular briefings will be conducted at the beginning of the contract and after 50% and 75% of the working days are completed.

1. **Special requirements**

By signing the contract, the Service Provider agrees to hold in trust and confidence any information or documents (“confidential information”), disclosed to the Service Provider or discovered by the Service Provider or prepared by the Service Provider in the course of or as a result of the implementation of the contract, and agree that it shall be used only for the purposes of the contract implementation and shall not be disclosed to any third party. The Service Provider also agrees not to retain copies of any written information or prototypes in their own archive and for their own use.

1. **Contracting authority**

The Contracting Authority is the Ministry of Foreign Affairs of Denmark, European Union Anti-Corruption Initiative in Ukraine (EUACI).

**HOW TO APPLY**

**The deadline for submitting proposals is 21 February 2025, at 12:00 Kyiv time.**

Qualified service providers should submit the following documents:

1. *CV of the Service Provider.*
2. *Financial proposal outlining the daily rate, total number of working days, as well as an estimate of international travel costs, if applicable.*
3. *Motivation letter of the Service Provider (not exceeding one page in length).*

Documentation must be provided **in English.**

Applications should be sent to **sashamiroshnik12@gmail.com** and **euaci@um.dk** , with the subject line: “**National Adviser on International Relations for SAPO**.”

Please note that the applicant will receive an auto-reply from [euaci@um.dk](mailto:euaci@um.dk) when the proposal is received. If this is not the case, then please contact the EUACI before the deadline.

Bidding language: English.