

10.03.2025

**TERMS OF REFERENCE**

**Trainers on information visualization**

**for HACC, NABU, and SAPO**

**General background**

The EU Anti-Corruption Initiative in Ukraine (EUACI) is the European Union’s technical support program in the area of anti-corruption in Ukraine, co-funded and implemented by the Ministry of Foreign Affairs in Denmark. The overall objective of the EUACI is to achieve significant progress in preventing and countering corruption, ensuring the coherence and systemic anti-corruption activities of state and local self-government bodies, and to empower civil society and citizens to contribute to the combating of corruption, as well as the proper process of Ukraine’s post-war recovery. The program runs till April 2027.

Ukraine's key anti-corruption institutions — the National Anti-Corruption Bureau of Ukraine (NABU), the Specialized Anti-Corruption Prosecutor’s Office (SAPO), as well the High Anti-Corruption Court (HACC) — play a crucial role in combating corruption and strengthening the rule of law in Ukraine. These institutions have requested EUACI’s support in strengthening their capacity to structure and present complex information through visualization.

In response, the EUACI plans to organize 3 training sessions (each spanning two full days) tailored to the needs of HACC, NABU, and SAPO staff. These sessions shall equip participants with practical skills to analyze and structure the information for the purposes of its visualization, enhancing their ability to effectively communicate it. The need to conduct training sessions aligns with the findings of the HACC study needs report (November 2023) and direct requests from the institutions.

# Objective

The overall objective of this activity is to enhance the effectiveness of HACC, NABU, and SAPO by strengthening the capacity of its employees to process, analyze, and present complex information (including data) through advanced information visualization techniques. This contributes to the broader goal of enabling these institutions to perform their mandates with greater efficiency and transparency.

# Scope of work

The selected service providers will be responsible for organizing and conducting tailored training sessions (each spanning two full days) on information and data visualization for HACC, NABU, and SAPO staff. The training aims to enhance participants' ability to structure, analyse and visualise complex information and data, equipping them with practical skills and tools to improve their work processes and communication of results. The activity is divided into two lots, each with distinct content:

**Lot 1. Training on information visualization for HACC**

The assignment consists of organizing and conducting **2 training sessions** (with each session spanning 2 full days). The aim of these sessions is to provide HACC Apparatus staff with:

1. Techniques for organizing, cleaning, and preparing legal and administrative data for visualization, ensuring completeness and accuracy.
2. Creation of tables, charts, timelines, and flowcharts to represent case data, procedures, and administrative workflows.
3. Hands-on training with tools for data visualization to design dashboards, visual reports, and data-driven presentations.

The first day should focus on delivering theoretical knowledge on evaluating, structuring, and visualizing legal and administrative information and data. At the end of the day, participants must receive practical assignments based on the specific data they commonly work with. The second day should include reviewing and commenting on these assignments (where applicable), providing hands-on guidance, and reinforcing the practical application of data visualization techniques.

Each session will be delivered to two different groups of HACC Apparatus staff, with up to 30 participants per group. The content should be mostly similar for both sessions.

**Lot 2. Training on information visualization for NABU and SAPO**

The assignment consists of organizing and conducting **1 training session**, spanning 2 full days. The session aims to provide participants with:

1. Techniques for visualizing complex datasets, including financial transactions, investigative findings, and strategic reports.
2. Creation of network diagrams, timelines, geographic maps, and advanced chart types to illustrate links between entities, events, and data patterns.
3. Hands-on training with tools like Excel, Tableau, Power BI for dynamic, interactive data visualization.

The first day should focus on delivering theoretical knowledge on structuring and visualizing complex datasets. By the end of the day, participants must receive practical assignments based on the types of data they commonly analyze. The second day should include reviewing and commenting on these assignments (where applicable), providing hands-on guidance, and reinforcing the practical application of data visualization techniques.

This session will be delivered to a joint group of the NABU and SAPO employees, with up to 30 participants.

**Bidders may submit proposals for one or both of the lots.** The EUACI reserves the right to select either a single contractor for both lots or separate contractors for each.

**Deliverables**

The service provider will be responsible for delivering the following outputs:

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| --- | --- | --- |
| **Deliverable/Output** | **Timeline** | **Note** |
| **1. Results of survey of potential training participants of each institution** | At least 7 days before the first day of the respective training sessions | Based on pre-training surveys or interviews with participants to tailor session content.  |
| **2. Detailed agenda for each day of the training session** | At least 5 days before each day of the training sessions |  |
| **3. List of participants per each day of each of the sessions** | Within 2 days of each session day | LoP should have the signatures of those who participated in the sessions  |
| **4. Training evaluation forms** | Within 1 week after each training session | Feedback of participants with its summary, if relevant |
| **5. Completion report** | Within 2 weeks of the last training session | A short report summarizing activities conducted, results achieved, challenges, and lessons learned. |

**Qualifications**

The Service Providers have to meet the following requirements:

* official registration as an individual entrepreneur (or a legal entity) according to the legislation of Ukraine;
* demonstrated practical experience in data visualization, particularly in the context of legal data;
* experience in delivering training sessions and/or conducting workshops on related topics;
* familiarity and understanding with the operational context of anti-corruption institutions;
* fluency in Ukrainian.

The requested services may also be delivered by a company or a team of experts. In this case, at least one member of the team must meet the specified criteria.

**Budget, timeframe, and location**

The training sessions on information visualization for HACC, NABU, and SAPO will take place between **March 2025 and August 2025**. The exact dates will be coordinated with the EUACI and institutional representatives.

The sessions will be conducted offline in Kyiv or Kyivska Oblast, with venues rented and logistics arranged by the EUACI.

The maximum budget for this assignment is set at **EUR 3 000** for all 3 training sessions. Venue and catering costs will be covered separately by the EUACI.

**Reporting and management**

The performance of the Service Provider will be judged upon reaching the purpose of this contract as well as obtaining its results, as indicated in the section “Objective” and “Deliverables” herein respectively. Moreover, the performance of the Service Provider will be judged upon the successful implementation of all the specific activities indicated in Section “Scope of work” of this document

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 the Service Provider or prepared by the Service Provider in the course of or as a result of the implementation of the contract, and agrees that it shall be used only for 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 its archive and for its use.

**How to apply**

The deadline for submitting the proposal is **25 March 2025 17:00 Kyiv time.**

All interested candidates should submit:

* CV indicating experience in conducting related training sessions and educational projects in this or related fields;
* Preliminary concept for training sessions (short bullet point draft, up to 1 page per each group) with approximate suitable timeframes for conducting such sessions;
* Financial offer

All submitted documentation must be in English. Proposals containing materials in any other language **will be deemed non-compliant and disqualified.**

The proposal shall include the aforementioned information and should be submitted within the above deadline to EUACI@um.dk cc to olemir@um.dk indicating the subject line “Trainer on information visualization”.

You should receive an auto-reply from the EUACI@um.dk mailbox when the offer has been received. **If you do not receive an auto-reply, your offer was not received and you should contact the EUACI by phone.**

Bidding language: English.

Any clarification questions regarding the terms of reference should be addressed to olemir@um.dk, not later than 24 March 2025 17:00 Kyiv time.

**Evaluation criteria**

Bidders will be evaluated in accordance with the criteria provided below:

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| **Criterion** | **Weight** |
| Relevant experience, skills, and competencies | 75% |
| Financial offer | 25% |