**ToR
Technical Supervision Consultancy Services**

**for Integrity Cities**

**Introduction**

The European Union Anti-Corruption Initiative (EUACI) seeks a **Technical Supervision Consultancy Service for Integrity Cities** (a team of two experts — a Technical Supervision Consultant and a Legal Expert) to support the improvement of technical supervision processes in three partner cities — Chernivtsi, Zhytomyr, and Mykolaiv — under the framework of its Integrity Cities Component.

The Technical Supervision Consultant will play a key role in guiding cities through the formalisation and standardisation of technical supervision procedures, drafting technical and methodological documents, and providing advisory support during the implementation of Roadmaps for Improving Technical Supervision Processes. The Legal Expert will provide legal analysis, assist in drafting and reviewing local normative documents, ensure alignment with Ukrainian legislation, and support the legal formalisation of new procedures and processes. This work will be based on the findings of the Reports on the corruption risks assessment in technical supervision processes already conducted in these cities.

This ToR provides further details about the EUACI programme, the Integrity Cities component, the role of the Contractor and the expected qualifications of candidates interested in this tender.

**The EUACI**

The EUACI is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, civil society and state institutions. In January 2024, a new phase of the EUACI was launched. The 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.

The EUACI has four intervention areas, namely:

* Support to independent state institutions fighting and preventing corruption;
* Transparency and accountability of the reconstruction process;
* Support cities in war-affected areas in enhancing integrity in the reconstruction process;
* Civil society and media in preventing and fighting corruption.

This tender falls under intervention area 3 and focuses on helping Integrity Cities implement measures that will contribute to increased integrity, transparency and accountability. Organisationally, a Technical Supervision Consultancy Services Provider will work with the EUACI team and Advisors in Integrity Cities and will be supervised by the Intervention Area 3 Team Lead.

**The partnership with Integrity Cities**

The six Integrity Cities with which the EUACI has a partnership are Chernivtsi, Sheptytskyi, 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 3rd phase, focusing on the continued development of the various integrity tools launched during previous phases and the implementation of new tools. Currently, there are no activities in Mariupol.

Based on the agreements reached with the Mayors of the Integrity Cities under the existing Memorandums of Understanding, the EUACI aims to support the establishment of efficient, transparent, and standardised technical supervision practices in partner cities. This consultancy will focus on providing methodological support for updating and formalising key processes related to technical supervision, developing normative documentation, and ensuring that these processes are aligned with both Ukrainian legislation and international best practices.

The Contractor will be directly engaged in supporting these processes in Chernivtsi, Zhytomyr, and Mykolaiv, including drafting essential regulations and providing expert guidance during the implementation of Roadmap stages designed to improve technical supervision oversight in these cities. These Roadmaps include lists of documents requested by each city, and these lists may be further adjusted, expanded, or amended as the needs of the municipalities evolve.

1. **ESSENTIAL DUTIES AND FUNCTIONS**

To support the Advisors to the Mayors, Heads of relevant municipal departments/units, and staff responsible for technical supervision in Chernivtsi, Zhytomyr, and Mykolaiv in coordinating, advancing, and overseeing the implementation of actions aimed at establishing efficient, transparent, and well-regulated technical supervision practices.

The Contractor’s team will provide expert guidance and supervision services to city officials to address the following priority needs:

* Formalisation and regulation of technical supervision procedures, ensuring clear rules for all stages of the process.
* Standardisation of reporting formats and monitoring mechanisms, ensuring consistent documentation and enabling effective oversight.
* Development of clear procurement rules for engaging technical supervision services, promoting transparency and expanding access for qualified providers.
* Clarification of roles, responsibilities, and communication protocols between technical supervisors, municipal customers, and contractors, ensuring smooth coordination and accountability throughout the project lifecycle.
* On-site supervision support, to assist city technical supervision teams, providing practical guidance on correct supervision practices, reporting standards, and the application of newly developed procedures in real project conditions.

The Contractor’s team is expected to have regular visits to Chernivtsi, Zhytomyr and Mykolaiv.

1. **BUDGET AND LENGTH OF CONTRACT**

The expected duration of the assignment is **9 months and 120 working days** (including 35 travel days), with a tentative start in April 2025 and completion in December 2025.

The budget is up to **24,000 EUR** including business trips (per diem, logistics and accommodation) for 35 travel days in Ukraine.

1. **SPECIFIC RESPONSIBILITIES**

**Areas of Responsibility:**

### 1. Regulatory and Methodological Development

* Drafting a package of normative documents for each city, covering the entire cycle of technical supervision (from procurement to reporting and monitoring).
* Aligning these documents with Ukrainian legislation, EU standards, and international best practices in public sector construction oversight.
* Ensuring clear links between technical supervision procedures and broader municipal procurement, audit, and budgeting processes.

### 2. Roadmaps Implementation Support

* Providing expert supervision and methodological support to city officials during the implementation of the Roadmaps for Enhancing Technical Supervision in Chernivtsi, Zhytomyr, and Mykolaiv.
* Helping cities institutionalise new procedures within their governance and procurement systems.

### 3. Capacity Building

* Developing practical guidance materials (templates, checklists, step-by-step manuals) to ensure consistent application of new procedures.
* Delivering training sessions for staff of municipal technical supervision units and relevant departments in each city.

### 4. Coordination and Advisory Support

* Advising on the introduction of digital monitoring tools for technical supervision management, e.g. messenger-based reporting and document tracking.
* Supporting Advisors to the Mayors and key staff to align technical supervision reforms with broader anti-corruption and integrity efforts in each city.
* Acting as a liaison between EUACI, city management, and external stakeholders to ensure smooth communication and effective coordination.
* Contributing to the activity’s development, updates, presentations, and reports on the programme’s implementation.
1. **EXPECTED DELIVERABLES**

While the primary focus of the consultancy is to guide Integrity Cities — Chernivtsi, Zhytomyr, and Mykolaiv — through the process of improving and formalizing their technical supervision practices, this section breaks down the scope of work into a series of concrete deliverables and outputs for which the Contractor’s team will be directly responsible. The table below outlines the tentative list of regular and specific deliverables expected during the consultancy period.

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| --- | --- | --- | --- |
| **#** | **Deliverable/Output** | **Target Timeline/Due Dates** | **Review/Approval** |
| 1 | Output-based work plan, indicating the timing and estimated input of time in hours for carrying out jointly agreed activities | 2 weeks post-contract signing | Senior project manager for Integrity Cities |
| 2 | Packages of local normative documents for each city | By the end of Month 3 | Senior project manager for Integrity Cities |
| 3 | Two training sessions and training materials for municipal staff in all 3 cities | By the end of Month 9 | Senior project manager for Integrity Cities |
| 4 | Presentations and analytical documents on request of management  | Constantly | Senior project manager for Integrity Cities |
| 5 | Advisory support for each Roadmap implementation phase | Constantly  | Senior project manager for Integrity Cities |
| 6 | Invoices and timesheets, summarising actual days worked and expenses incurred regarding the agreed work plan | Quarterly (or Monthlyas agreed) / max 2 weeks after the end of the period | Senior project manager for Integrity Cities |
| 7 | Final report | 2 weeks before the end of the contract date  | Senior project manager for Integrity Cities |

1. **KNOWLEDGE, SKILLS AND ABILITIES**

The Contractor's core team shall include the following profiles:

**Position: Technical Supervision Consultant**

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| --- | --- |
| Requirement | Description |
| 1-General Qualifications | Master’s degree (or equivalent) in construction, architecture, engineering, or a related field relevant to the duties and responsibilities of the consultancy. At least 5 years of proven professional experience in the field of technical supervision, engineering, or construction oversight. Certification as a Technical Supervision Engineer would be considered a strong advantage. |
| 2-Adequacy for the assignment | Experience in managing or performing technical supervision in municipal or public sector projects. Experience in developing or contributing to the development of regulatory and procedural documents in technical supervision. Experience in working with electronic monitoring tools for construction oversight would be an advantage. |
| 3-Experience in the region and language | Relevant working experience in Ukraine. Basic English language communication skills (verbal and written, A2-level), fluency in Ukrainian. |

**Position: Legal Expert**

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| Requirement | Description |
| 1-General Qualifications | Master’s degree (or equivalent) in Law. At least 5 years of legal experience, including working on procurement, construction law, and administrative law in Ukraine. Proven experience in drafting legal regulations, policies, and normative documents for public sector clients. |
| 2-Adequacy for the assignment | Experience in handling legal support for municipal or public sector projects. Experience in ensuring regulatory compliance in construction, procurement, and municipal governance processes. Experience in supporting the legal formalisation of new procedures and regulations. |
| 3-Experience in the region and language | Relevant working experience in Ukraine. Basic English language communication skills (verbal and written, A2-level), fluency in Ukrainian. |

1. **HOW TO APPLY**

The bidder must submit the following information to be considered:

1. **Portfolio** of relevant projects
2. **CVs of core team** (no more than three pages per expert) for the Technical Supervision Consultant and the Legal Expert, clearly demonstrating their relevant experience, qualifications, and competencies;
3. **A budget** for the services in EUR, inclusive of all taxes and charges, broken down by expert (daily rates, travel, per diem, accommodation, and other expenses).

To apply, please send all the documents listed above to tarslu@um.dk, cc euaci@um.dk indicating the subject line **"Technical Supervision Consultancy Services\_*Name*".**

The deadline for submitting the proposals is **28 March 2025**, **18:00** Kyiv time.

The proposals shall be submitted i**n English**.

Any clarification questions for the bid request should be addressed to tarslu@um.dk no later than 21 March 2025, 18:00 Kyiv time.

1. **EVALUATION CRITERIA**

Bids will be evaluated under the criteria provided below:

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| **##** | **Criteria** | **Weight** |
| 1 | CVs (relevant experience, skills and competencies)  | 80% |
| 2 | Proposed budget | 20% |