**Terms of Reference for**

**Legal and Compliance Expert**

**to provide expertise to the State Agency for Restoration**

**and Development of Infrastructure of Ukraine**

**Background and context**

The European Union Anti-Corruption Initiative (EUACI) is a joint EU and Government of Denmark programme aimed at assisting Ukraine in reducing corruption at the national and local level through the empowerment of citizens, civil society, businesses and state institutions.

Supporting anti-corruption efforts in Ukraine is a high political priority for the European Union and Denmark. By combating corruption, the EU contributes to the consolidation of democracy and economic growth of Ukraine, as well as the successful approximation of Ukraine with the EU. The transparency, integrity and accountability of Ukraine’s recovery process is one of the key topics of the EUACI. The Ministry for Development of Communities and Territories of Ukraine (the Ministry) and the State Agency for Restoration and Development of Infrastructure of Ukraine (the Agency) are the key counterparts of the EUACI in this area.

As the recovery process involves massive national and international resources, it is key to have a coordinated policy framework to ensure that these funds are managed responsibly and support Ukraine's long-term commitment to good governance and sustainable development. The Agency has established Capacity Development Office supported by international organisations and partners to support the Agency in projects implementation and strategic planning and capacity development. The EUACI provide expert support as well for transparency and efficiency of reconstruction process.

**Objective**

The objective of this assignment is to provide legal expertise in the development, review, and implementation of regulatory and legal documents related to reconstruction activities. This includes ensuring compliance with national and international legal standards, mitigating legal and corruption risks, and strengthening transparency and accountability within the Agency and its Regional Offices for Restoration (RORs). The expert will analyze the legislative framework, propose regulatory improvements, and support the implementation of anti-corruption policies.

### ****Scope of Work****

The scope of work includes, but is not limited to:

* Conducting legal analyses and risks assessment, including corruption risks, of draft of legal documents (Orders, CMU resolutions, laws etc.) for the reconstruction process and involved entities.
* Assessing the legislative framework governing reconstruction, identifying gaps, and corruption risks.
* Monitoring legislative changes affecting reconstruction and ensuring necessary legal adjustments.
* Preparing legal opinions and recommendations to address regulatory challenges and corruption risks.
* Collaborating with internal departments, government officials, and international partners to align legal and regulatory aspects of restoration projects.
* Ensuring close engagement and coordination with the EUACI team.
* Performing other related tasks as required.

The contractor reports to the First Deputy of the Head of the Agency and the EUACI Integrity Reconstruction Team. The contractor shall de-brief the EUACI prior to finalizing the assignment. Regularly planning and reporting sessions with the representative and EUACI are expected.

### ****Expected Deliverables****

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| **#** | **Deliverable/Output** | **Target Timeline/Due Dates** | **Review/Approval** |
| 1 | Monitoring reports on legislation changes on construction/reconstruction  | Monthly | Area 2 TeamDeputy Head of the Agency |
| 2 | Monthly reports, summarising actual days worked and expenses incurred with reference to the agreed work plans and invoices | Monthly | Area 2 Team |
| 3 | Report on legal analyses and corruption risks assessment of draft of legal documents: orders, CMU resolutions (no less than 24 documents) | June 2025, November 2025 | Area 2 TeamDeputy Head of the Agency |
| 4 | Legal opinions and recommendations on minimisation of regulatory challenges and corruption risks (no less than 24 reports) | June 2025October 2025 | Area 2 TeamDeputy Head of the Agency |

**Timeline**

The intended commencement date is the date of signature of the contract (expected in April 2025) with the expert and the period of implementation of the contract will be 10 months, with a duration of up to 200 working days.

**Requirements to the Service Provider**

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

## General qualifications:

1. a minimum of a Master’s degree in law or public administration is required,
2. Proven experience in legal analysis, regulatory compliance, and legislative drafting.
3. Expertise in contract law, risk assessment, and legal oversight of agreements.
4. Experience in policy development, regulatory reform, and legislative amendments.
5. Experience in working with compliance and anti-corruption will be a major advantage.
6. Demonstrated ability to monitor and analyze legal changes affecting reconstruction projects.
7. Strong written and verbal communication skills, with experience in preparing legal opinions and analytical reports.
8. fluency in Ukrainian is required;
9. ability to speak and write in English language.

## Adequacy for the assignment:

1. a minimum of 5 years of professional experience;
2. experience working with state authorities and institutions;
3. at least 2 years of professional experience of cooperation with (working within) the public sector under capacity building projects covering good governance, urban planning, construction, anti-corruption or risk management;
4. proven experience in cooperation with stakeholders in national government, local self-government, development partners, and civil society;
5. professional experience in coordination of legal work and methodological guidance in relations with international organizations;

**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 Agency first deputy head, and the EUACI. The contractor shall de-brief the EUACI prior to finalizing the assignment. Regularly planning and reporting sessions with the representative of the Agency and EUACI are expected.

# Bidding details

The bidder must submit the following information to be considered:

1. The CV (no more than three pages long) that should include description of the previous relevant assignments, key duties on this assignment.
2. A budget for the services in EUR, inclusive of all taxes or other such charges with calculation of 200 working days. The daily fee cannot exceed 115 EURO.

The maximum budget available for this assignment is up to **23 000 EUR** (that includes200 working days).

# How to apply

The deadline for submitting the proposals is 21 April 2025, 17:00 Kyiv time.

The proposals shall be submitted within the above deadline to euaci@um.dk and olhkol@um.dk, indicating the subject line “Legal and Compliance Expert for Agency”.

To ensure your documents were successfully received, please check that you receive an auto-reply from our system.

Bidding language: English

Any clarification questions for the bid request should be addressed to euaci@um.dk and olhkol@ukr.net, no later than 14 April 2025, 18:00 Kyiv time.

**Evaluation criteria**

Bids will be evaluated under the criteria provided below:

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| **#** | **Criteria** | **Weight** |
| 1 | Relevant experience, skills and competencies, CV | 80% |
| 2 | Proposed budget | 20% |