

01 April 2025

**TERMS OF REFERENCE**

**Project Manager on Anti-corruption and EU Integration**

**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 combatting of corruption, as well as the proper process of Ukraine’s post-war recovery. The program runs till April 2027.

The process of Ukraine’s accession to the EU continues, and the Negotiating Framework for Ukraine emphasizes the importance given to the fight against corruption. It clarifies that the efforts on anti-corruption policy are not limited to Chapter 23 but also beyond, providing that “*during the screening exercise, the Commission will also identify key anti-corruption reform priorities and assess the relevant administrative capacity*” and that “*anticorruption policies will be mainstreamed throughout all relevant chapters. Accordingly, a chapter will not be provisionally closed before sufficient anti-corruption policies in that specific chapter are being implemented*”.

In order to facilitate the coordination and cooperation of Ukrainian authorities and other relevant stakeholders, Ukrainian authorities are seeking a project manager on anti-corruption and EU integration who would fulfil this task (Service Provider). The project manager will work under the supervision of and in close coordination with the designated person (Supervisor) from the Office of the Deputy Prime-Minister on European and Euro-Atlantic Integration – Minister of Justice (DPMO) and/or from the Government Office on Coordination of European and Euro-Atlantic Integration (GOCEEI) as well as EUACI.

# Objective

Overall objective of this activity is to support the coordination of activities relevant for anti-corruption across relevant negotiating chapters during the Ukraine’s accession to the EU. Particularly, the Service Provider would contribute to the preparation of Ukrainian authorities to present the fight against corruption in different sectors during the bilateral screening, as well as to the next implementation steps.

# Scope of work

The Service Provider will work in close coordination and cooperation with the Supervisor and EUACI to fulfil the following tasks:

* Assist the Supervisor and/or EUACI with communication with relevant stakeholders (such as public agencies, international organizations, international technical assistance projects, civil society organizations) and coordination with them on the matters concerning anti-corruption under the relevant negotiating chapters.
* Collecting and processing information on request of the Supervisor and/or EUACI to facilitate the mainstreaming of anti-corruption measures and policies across the relevant negotiating chapters.
* Providing logistics, organizational and other support to the organization of meetings, training, workshops and other events on the matters concerning anti-corruption under the relevant negotiating chapters, upon the guidance from the Supervisor and/or EUACI.
* Preparing brief notes on the matters concerning anti-corruption under the relevant negotiating chapters or contributing to other documents concerning the relevant issues.
* Other activities, as agreed by the EUACI, Supervisor and Service Provider.

**Deliverables**

The Service Provider will provide the following deliverables within the scope of work:

* Brief notes on the matters concerning anti-corruption under the relevant negotiating chapters; contributions to other documents on similar issues where relevant.
* Successful organization and support to the meetings, training, workshops, other events on the matters concerning anti-corruption under the relevant negotiating chapters.
* Maintenance of the broad range of contacts across the public authorities, particularly, DPMO, GOCEEI, NACP and relevant non-governmental stakeholders to facilitate communication and coordination.
* Monthly reports outlining main activities performed in the reporting period (max. 2 pages).
* Detailed final report providing main achievements and challenges, as well as possible recommendations for follow-up activities (max. 5 pages).
* Other deliverables, as agreed by the EUACI, Supervisor and Service Provider.

**Qualifications**

The service provider should meet the following criteria:

* Bachelor’s or Master’s degree in law, public administration, international relations or another relevant field.
* At least 3 years of professional experience.
* Previous experience in anti-corruption, EU integration, rule of law reforms, public policy is a strong advantage.
* Previous experience of cooperation with public agencies and/or international technical assistance programs is a strong advantage.
* Fluency in English and Ukrainian.

**Budget, timeframe, and location**

The duration of the assignment is 6 months, with a maximum of **120 working days**. The activity will begin tentatively in April 2025.

The budget for this assignment shall not exceed **EUR 12,000.**

**Reporting and management**

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 section “Objective” and “Deliverables” herein respectively. Moreover, the performance of the Contractor 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 Consultant agrees to hold in trust and confidence any information or documents ("confidential information") disclosed to the Consultant or discovered by the Consultant or prepared by the Consultant 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 Consultant 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 15 April**,** 10:00 Kyiv time.

All interested candidates should submit:

* CV.
* Cover letter (max. 1 page).
* Financial offer, including daily fee (in EUR).

The proposal shall include the aforementioned information and should be submitted within the above deadline to [EUACI@um.dk](mailto:EUACI@um.dk) cc to [antmar@um.dk](mailto:antmar@um.dk) indicating the subject line: “Project Manager on Anti-corruption and EU Integration”.

You will receive an auto-reply from the [EUACI@um.dk](mailto: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 [antmar@um.dk](mailto:antmar@um.dk), not later than 11 April, 18:00 Kyiv time.

**Evaluation criteria**

The Service Provider will be selected based on the following criteria: 80% - previous experience and relevance for the assignment; 20% - financial offer.