**Terms of Reference**

 **Advisor to the Poltava City Mayor on Integrity and Accountability**

**Introduction**

The European Union Anti-Corruption Initiative (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. 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.

**The partnership with Integrity Cities**

EUACI partners with selected Ukrainian cities to support the implementation of integrity, transparency, and accountability tools as part of the Integrity Cities component. The six Integrity Cities are Chernivtsi, Sheptytskyi, Mykolaiv, Nikopol, Mariupol and Zhytomyr. Building on experiences from earlier phases, the programme continues to expand this network and support cities in improving their governance practices.

In line with this strategic expansion, EUACI is initiating cooperation with **Poltava**, applying a step-by-step approach to ensure sustainable engagement. Based on the agreement reached with the City Mayor, EUACI will embed a dedicated **Advisor** in the municipality to support the city's integrity transformation. The Advisor will be engaged in developing and coordinating the implementation of integrity tools and initiatives, supporting capacity building, advising the Mayor and her team and acting as a liaison between the city and the EUACI team.

These Terms of Reference provide further details about the assignment.

1. **ESSENTIAL DUTIES AND FUNCTIONS**

To support the Mayor and relevant representatives of the Executive Committee of the municipality in coordinating and advancing actions directed at effective implementation of mechanisms of integrity, transparency and accountability in the city administration.

The workplace will be provided by executive bodies of the Poltava city council.

The selected Advisor will report to both the EUACI management team and the city mayor. The Advisor will be part of a group of advisors each covering one of the Integrity Cities.

It is assumed that the selected person will be offered a consultancy contract for one year, which provides the engagement of a consultant for at least 20 working days per month.

The scope of work will include:

1. Provide advice, capacity building and other support to the Mayor and relevant representatives of the Executive Committee and of the city administration in the implementation of mechanisms for ensuring integrity, transparency and accountability in the city administration;
2. Facilitate the implementation of Programme related activities in accordance with the project description agreed between the EUACI and the City, as well as the approved work plan.
3. Contribute to drafting, consideration and adoption of local rules and procedures required for the implementation of mechanisms for ensuring integrity, transparency and accountability in the city administration and in selected municipal owned enterprises;
4. Ensure effective cooperation between the EUACI contractors involved in the Programme implementation, the Executive Committee, city administration and the City Council.
5. To ensure the proper level of coordination in the accountability and transparency of issues in Poltava city administration, including by engaging in the broader work on reconstruction.
6. Inform the Mayor and the EUACI of the state of the Programme implementation. Provide updates, presentations and reports on Programme implementation.
7. Serve as the reference point for the Mayor and the Executive Committee for conducting research on the best practices of local self-government in the field of transparency, accountability and corruption prevention. Initiate and support consideration of the application of such practices by the Executive Committee and the City Council.
8. Ensure coordination with other external actors, including other international programs and NGO projects.
9. Ensure external and internal evaluation of implemented activities in order to demonstrate and measure impact.
10. Engage in other ad hoc activities as agreed between the EUACI and the City.

During the assignment, the Advisor possesses the right to:

* Request and receive relevant information (documents, certificates, etc.) from structural units of the Executive Committee, City Council, and communal enterprises.
* To request and obtain information (documents, certificates, other materials) relevant to the implementation of their mandate from the structural units and public officials of the Executive Committee, City Council and MoEs.
* To participate in the meetings of the Executive Committee, its advisory and collegial bodies, and meetings held at the City Council.
* To initiate considerations to address transparency, integrity and accountability issues at the meeting of the Executive Committee, its advisory and collegial bodies, meetings held at the City Council.
* To use the premises of the Executive Committee assigned for the Advisor’s service.
* To be part of the EUACI Integrity City network.
1. **KNOWLEDGE, SKILLS AND ABILITIES**
* Knowledge of the structure and functioning of Ukrainian central, regional, and local government.
* Proven experience in supporting or leading governance reform, particularly in areas of transparency, anti-corruption, or good governance.
* Strong understanding of integrity mechanisms in local self-government.
* Excellent communication, coordination, and relationship-building skills.
* High-level analytical and advisory skills.
* Adherence to strong integrity values.
* Robust human skills and readiness to stand up for values and good practices.
* Fluency in Ukrainian is required; good English language skills (oral and written) is necessary.
* A keen sense of ethics, discretion, and commitment to public service values.

Key qualifications:

* Bachelor’s degree (or higher) in public administration, political science, law, or another relevant field.
* Minimum of **5 years of professional experience** in managing or advising projects in cooperation with the local self-government.
1. **BUDGET AND LENGTH OF CONTRACT**

The expected duration of the assignment is **12 months and 264 working days** (including 10 travel days), with a tentative start in May 2025 and completion in May 2026.

The maximum budget for this activity is **EUR 20,000** (equal to approx. EUR 1600 monthly). In addition, the contract will include budget for business trips for 10 travel days in Ukraine to be approved by the EUACI.

The Advisor will be contracted as a private entrepreneur and will be responsible for paying his/her taxes.

1. **HOW TO APPLY**

The bidder must submit the following information to be considered:

1. **CVs**, clearly demonstrating relevant experience, qualifications, and competencies;
2. **Short motivation letter**
3. **A budget** for the services in EUR, inclusive of all taxes and charges.

To apply, please send all the documents listed above to tarslu@um.dk, cc euaci@um.dk, indicating the subject line **"Advisor to Poltava City Mayor\_Surname".**

The deadline for submitting the proposals is **21 April 2025**, **18:00** Kyiv time.

The proposals shall be submitted **in Ukrainian or English.**

Any clarification questions for the bid request should be addressed to tarslu@um.dk no later than 15 April 2025, 18:00 Kyiv time.

1. **EVALUATION CRITERIA**

Bids will be evaluated under the criteria provided below by the Tender Committee, with the participation of the Acting Mayor of Poltava and/or city management representatives in the selection process:

|  |  |  |
| --- | --- | --- |
| **##** | **Criteria** | **Weight** |
| 1 | CVs (relevant experience, skills and competencies)  | 60% |
| 2 | Motivation letter | 20% |
| 3 | Proposed budget | 20% |