

**10.06.2025**

**TERMS OF REFERENCE**

**for**

**Conducting a series of trainings for public servants of Poltava City Administration**

**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.

Poltava City Council joined the Integrity Cities in May 2025. After analyzing the work of the structures of the Poltava City Council, it was decided to conduct comprehensive training for key managers in city administration.

# Objective

Increase the capacity of the city administration to minimize corruption and management risks through professional training.

**Scope of work**

The Service Provider will be responsible for the following tasks:

1. Conduct 6 (one day each – 6 hours) offline training sessions in Poltava for 20 participants each.

Topics of the trainings:

- The role of strategic planning in the context of uncertainty

- Integrity management in the municipality.

- Regulatory policy for the local self-government

- Strategic communication for local self-government

- Best practices of public procurement of infrastructure

- Control of implementation of municipal infrastructure projects

2. Develop detailed agenda and content for each training. Identify and provide trainers for each training session (must be approved by EUACI). Conduct moderation of each training session.

3. Provide and manage all venue and catering (2 coffee breaks and lunch) for offline training sessions in Poltava.

4. The Service provider will be responsible for sending a link to the on-line Google form for training feedback that will be provided by the EUACI. The on-line form is to be completed by training participants immediately after the training, and not later than 5 days from training date. The Service provider should send the reminder (s) to participants during these 5 days if the response rate is lower than 82%. The EUACI hired external MEAL team will conduct 6 months post training assessment with a limited sample of training participants to evaluate how they apply skills obtained at the training in the longer-term perspective.

5. Prepare a short final report with observations, the result of the evaluation, and recommendations for future leadership development of staff.

**Deliverables**

The Deliverables are presented below in Table 1 with a tentative schedule.

All results are expected to be provided in Ukrainian unless otherwise agreed. Electronic copies are to be sent by email to the particular EUACI contact person.

Table 1: Summary of deliverables/outputs and the tentative timeline for delivery.

| **#** | **Deliverable/Output** | **Timeline** | **Note** |
| --- | --- | --- | --- |
| 1 | **Training program** | 1 week after the contract signing | To be approved by the EUACI.  The Program should contain:   * Topics, timing * Lectures * Expected outcomes |
| 2 | **6 one-day training sessions in Poltava for 20 participants** | 17 weeks after the contract signing | All logistics, catering arrangement to be covered by the Service Provider.  A short report should be submitted within a week after each training session. |
| 3 | **Final report** | 18 weeks after the contract signing | A short summary of the outputs delivered under the contract.  To be approved by the EUACI. |

**Requirements for the Service Provider:**

Registration as a legal entity, or private entrepreneur or NGO according to Ukrainian legislation.

Qualifications:

1. Expertise in training development:

* Have at least 3 years of proven working experience in developing and delivering training programs.
* Ability to tailor content to participants' needs.

2. Be able to ensure economic and technical capacities to perform the requested services as well as a relevant legal status to hire experts;

3. Have proven experience in organizing corporate training for public servants or city council members;

**Budget and timeline**

The expected duration of the assignment is 18 weeks, with a tentative start July 2025 and completion in the end of November 2025.

The maximum budget available for this assignment is up to **EUR 18 000**. This amount includes subsistence allowance for fieldwork in the partner city as well as costs related to local travel, and other project-related costs such as venue renting, printing or catering.

The service provider may request an advance payment of up to 70%, with the remaining amount upon completion of the services. The final payment terms will be agreed upon with the service provider and reflected in the contract..

**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 Contractor agrees to hold in trust and confidence any information or documents ("confidential information") disclosed to the Contractor or discovered by the Consultant 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 contract implementation and shall not be disclosed to any third party. The Contractor 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 **7 July 2025,** 23:59 Kyiv time.

All interested candidates should submit:

* Portfolio of relevant projects;
* CV of the trainers;
* Financial offer, including the level of fees for all involved staff/trainers; (Annex 1)

If these documents are not submitted in line with the request above, the bid will not be considered.

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 oleana@um.dk indicating the subject line: **“Educational Service Provider to Conduct Professional Training Services for Poltava”**.

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 oleana@um.dk, not later than, 30 June 2025 23:59 Kyiv time.

**Bids will be evaluated under the criteria provided below:**

| # | Criteria | Weight |
| --- | --- | --- |
| 1 | Budget | 20% |
| 2 | CV of the trainers | 40% |
| 3 | Portfolio of relevant projects | 40% |