

01 October 2025

TERMS OF REFERENCE

Development of an Information and Communication Website for the Specialized Anti-Corruption Prosecutor's Office

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 Specialized Anti-Corruption Prosecutor's Office (SAPO) is one of the key EUACI partners, playing a crucial role in combating high-level corruption and strengthening the rule of law in Ukraine. As part of this cooperation, the EUACI supports SAPO's IT and communication capacities building, ensuring it has the necessary digital infrastructure to operate efficiently and securely.

Following its establishment as an independent legal entity, SAPO requires the development and launch of an official website to strengthen its institutional independence, transparency, and communication capacity. Until recently, information about SAPO's work was published on the Office of the Prosecutor General's website, which no longer reflects its status as an autonomous body. At present, SAPO relies on social media channels that lack the functionality, security, and sustainability needed for institutional communication.

The new website will serve as SAPO's primary communication platform with society, the media, civil society organizations, and international partners. It will provide a reliable source of information, ensuring transparency and reinforcing SAPO's institutional independence.

Objective

The objective of this project is to support SAPO in strengthening its institutional independence and transparency by developing and launching an official website. The website will serve as SAPO's communication platform with the public, media, civil society, and international partners.

This project aims to strengthen SAPO's overall capacity, enabling it to fulfil its mandate more efficiently and effectively.

Scope of work

The Contractor shall provide a full cycle of services for the development and deployment of the SAPO official website. The scope of work includes but not limited to the following:

1. Planning
 - Review and update of the technical requirements.
2. Design
 - Develop a design concept aligned with technical specification.
 - Create a complete website design, including user interface (UI) and user experience (UX).
3. Development

- Build the website in accordance with the approved design and functional requirements.
 - Ensure responsiveness (desktop/mobile), multilingual support, and CMS integration.
4. Testing
 - Conduct functional, usability, and security testing.
 - Provide bug fixing and optimization.
 5. Training and Documentation
 - Prepare user instructions and administrative guidelines for SAPO staff.
 - Deliver training sessions on content management and system administration.
 6. Preparation for Deployment
 - Hand over all project documentation, including user manuals and administrative instructions.
 - Provide SAPO's technical team with deployment guidelines.
 7. Deployment
 - Deploy the website in the production environment.
 - Ensure the website is fully operational and accessible.
 8. Warranty and Technical Support
 - Provide warranty and technical support for a period of 12 months from the date of commissioning (signing of the acceptance certificate).
 - Support includes bug fixing, resolving operational issues, and ensuring stable performance of the website during the warranty period.

The website's technical specification is provided in [Appendix 1](#) to this TOR.

Deliverables

1. Approved and updated technical requirements.
2. Website design concept and complete design package.
3. Fully developed and responsive website, compliant with functional and technical requirements.
4. Completed testing and quality assurance report.
5. User and administrator instructions/manuals.
6. Training for SAPO staff.
7. Handover package with all documentation.
8. Official launch of the SAPO website.
9. Warranty and technical support for 12 months after commissioning (the contractor shall provide a guarantee letter confirming its obligations regarding the support period).

Team composition and qualifications

It is envisaged that the assignment will be implemented by a team of experts familiar with the context and experienced with similar assignments. By putting forward a team of experts, the Contractor shall ensure that the task will be developed with as much straightforwardness as possible, the proposed approach and the methodology shall be fine-tuned and a detailed work plan shall be elaborated.

The Contractor's team is expected to include, at a minimum, the following key profiles:

- Project manager Business analyst
- Business analyst
- Lead UX/UI designer
- Lead full stack developer
- DevOps engineer
- QA engineer

The contractor can propose a composition of an experts' team, which, in his opinion, is most appropriate for the assignment.

The project team should be delegated for the entire duration of the project. The composition of the project team may only be modified as a matter of exception, subject to agreement of the parties; the contractor should provide a qualified replacement in a short time.

Qualifications and Competence of Key Staff:

Project Manager

General Qualifications:
<p>The Project Manager must at least have a Bachelor degree.</p> <p>The Project Manager should have:</p> <ul style="list-style-type: none"> • 3+ years of experience as PM, • experience with ICT solutions in the public sector institutions
Adequacy for the Assignment:
<p>The Project Manager should have:</p> <ul style="list-style-type: none"> • Project management and planning skills and the ability to lead large and complex projects • Experience from international IT programs • Managerial experience in a foreign donor-funded projects related to the development/management of ICT solutions for a government agency • Managerial experience in designing and/or implementing at least two projects involving multiple stakeholders, including government bodies and international organisations. • In-depth understanding of public sector processes, policies, and compliance • Expertise in identifying and mitigating risks specific to government projects • Experience in conducting trainings and creating instructions for government agencies personnel
Experience in the Region and Language:
<ul style="list-style-type: none"> • Relevant working experience from the region; • Fluency in Ukrainian; • Good knowledge of English.

Business Analyst

General Qualifications:
<p>The Business Analyst must have a Master's degree in Business Administration, Economics, Engineering, Computer Science, Telecommunication, IT or other relevant fields.</p> <p>The Business Analyst should have:</p> <ul style="list-style-type: none"> • 4+ years of experience with IT projects, • experience with ICT solutions in the public sector institutions
Adequacy for the Assignment:
<p>The Business Analyst should have:</p> <ul style="list-style-type: none"> • Strong experience in eliciting and managing requirements in a complex stakeholder environment • Expertise in core business analysis methodologies and documentation within a government context • In-depth understanding of public sector processes, policies, and compliance • Experience from international IT programs • Strong understanding of web accessibility standards (WCAG)

<ul style="list-style-type: none"> • Experience in a foreign donor-funded projects related to the development/management of ICT solutions for a government agency • Experience in designing and implementing at least two projects involving multiple stakeholders, including government bodies and international organisations
Experience in the Region and Language:
<ul style="list-style-type: none"> • Relevant working experience from the region; • Fluency in Ukrainian; • Good knowledge of English.

Lead UX/UI designer

General Qualifications:
<p>The Lead UX/UI designer must have a Master's degree in Design, Engineering, Computer Science, Telecommunication, IT or other relevant fields.</p> <p>The UX/UI designer should have:</p> <ul style="list-style-type: none"> • 7+ years of working experience in UX/UI design, preferably in projects related to governmental, non-profit organisations or international development • Strong portfolio showcasing user-centred design projects, wireframes, prototypes, and final products for websites and digital platforms
Adequacy for the Assignment:
<p>The UX/UI designer should have:</p> <ul style="list-style-type: none"> • Proficiency in design and prototyping tools, including Figma, Adobe Photoshop and Illustrator • Knowledge of HTML5, CSS3, and basic JavaScript for effective collaboration with development teams • Strong experience in implementing web accessibility standards (WCAG) • Experience in implementing standards for government agency websites, understanding of public sector processes, policies, and compliance • Experience conducting user research, usability testing, and analysing user feedback • Familiarity with widespread content management systems (CMS)
Experience in the Region and Language:
<ul style="list-style-type: none"> • Relevant working experience from the region; • Fluency in Ukrainian; • Good knowledge of English.

Lead full stack developer

General Qualifications:
<p>The Lead full stack Developer must have a Master's degree in Computer Science, Telecommunication, IT or other related technical fields.</p> <p>The Lead Developer should have:</p> <ul style="list-style-type: none"> • 7+ years of relevant working experience in software development, IT architecture design • experience with ICT solutions in the public sector institutions
Adequacy for the Assignment:
<p>The Lead Developer should have:</p> <ul style="list-style-type: none"> • In-depth knowledge of relevant tools and technology, including PHP, Vue, React, REST API, Wordpress, Laravel etc. • 5+ years of working experience with HTML 5, CSS 3, SCSS/LESS, JavaScript (jQuery, AJAX), PHP, SQL

<ul style="list-style-type: none"> • Proficiency in version control systems and collaborative development platforms, including Git (GitHub, GitLab) • Strong understanding of design and prototyping tools (Figma, Photoshop, and Illustrator) • Strong experience in implementing web accessibility standards (WCAG) • Experience with and ability to take responsibility for technically complex projects • Experience in implementing government standards for government agency websites, including security guidance • Ability to work independently with defined problems on a highly complex level within certain areas of expertise • Ability to lead and mentor other project members • Experience in a foreign donor-funded projects • Experience in implementing at least two projects for a state agency.
Experience in the Region and Language:
<ul style="list-style-type: none"> • Relevant working experience from the region; • Fluency in Ukrainian; • Good knowledge of English.

DevOps engineer

General Qualifications:
<p>The DevOps engineer must have at least a Bachelor degree in Computer Science, Telecommunication, IT or other related technical fields.</p> <p>The DevOps engineer should have:</p> <ul style="list-style-type: none"> • 5+ years of relevant working experience in system administration • experience with ICT solutions in the public sector institutions
Adequacy for the Assignment:
<ul style="list-style-type: none"> • The DevOps engineer should have: • Strong Background in System Administration, Networking, and Security Principles • Strong experience in web server configuration and maintenance, database administration, monitoring systems, cloud platforms and other related technologies • Solid understanding of secure networking concepts and comprehensive cybersecurity best practices relevant to governmental sector • Experience in a foreign donor-funded and public sector projects
Experience in the Region and Language:
<ul style="list-style-type: none"> • Relevant working experience from the region; • Fluency in Ukrainian;

QA engineer

General Qualifications:
<p>The QA engineer must have at least a Bachelor degree in Computer Science, Telecommunication, IT or other related technical fields.</p> <p>The QA engineer should have:</p> <p>5 3+ years of relevant working experience in software testing</p> <p>6 experience with ICT solutions in the public sector institutions</p>
Adequacy for the Assignment:
The DevOps engineer should have:

5	Expertise in various testing types (functional, regression, performance, security) and methodologies
6	Strong experience with web accessibility standards (WCAG) compliance testing
7	Experience in a foreign donor-funded and public sector projects
Experience in the Region and Language:	
<ul style="list-style-type: none"> • Relevant working experience from the region; • Fluency in Ukrainian. 	

Budget, timeframe, and location

The maximum budget for the assignment all included may not exceed EUR 30,000. The Tenderer's financial proposal shall include all costs for a fee and project-related reimbursable expenses.

The assignment will start following a notification issued by the contracting authority, but not earlier than the date of signing the contract between the EUACI and the Contractor. The tentative start date is 20 October 2025. All activities envisaged under this contract shall be completed with a total duration of up to 6 months (excluding the technical support period after deployment). The project activities are expected to take place in Kyiv.

Payment will be made in up to three instalments:

Payment will be made in a maximum of two instalments.

The first instalment, representing a maximum of 30% of the total contract value, will be made after receipt and approval of the Contractor's updated work plan.

The second and final payment of 70% will be made upon the official launch of the website and approval of all other project deliverables and documents, including the final invoice.

All payments are subject to verification of deliverable completion and approval by both SAPO and EUACI.

Reporting and management

The performance of the Contractor will be judged upon reaching the purpose of this project 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 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.

In the period until acceptance, the EUACI, Contractor, and Beneficiary will hold regular project group meetings to exchange information and seek to clarify any questions of whatsoever nature. The purpose of the project group meetings is to ensure follow-up on any activities between the meetings, and to maintain a common overview of the current stage of the project at a detailed level, based on the applicable detailed schedule, and to ensure the day-to-day progress.

How to apply

The deadline for submitting the proposals is 15 October 2025, 17.00 Kyiv time.

All interested companies or experts should submit:

- Filled and signed [Appendix 2](#) (portfolio of relevant projects, technical approach and workplan, CV of key staff)
- Financial offer.

The proposal shall include the aforementioned information and should be submitted within the above deadline to serkon@um.dk cc to yanryz@um.dk and EUACI@um.dk indicating the subject line: **SAPO website**.

You will receive an auto-reply from the 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 bid request should be addressed to serkon@um.dk, not later than 07 October 2025 17.00 Kyiv time.

Evaluation criteria

Bids will be evaluated in accordance with the criteria provided below:

#	Criteria	Weight
1	Portfolio of projects	20%
2	Core team members - relevant experience, skills and competencies	40%
3	Technical approach and methodology, including workplan	20%
4	Financial Offer	20%

The evaluation methodology is described in [Appendix 3](#).

Appendix 1: Website specification

1. General Information

Purpose

The main objective of the website is to create a user and media friendly site with a large amount of data presented in infographics, which will be administered by SAPO staff and will allow any user to access the site and obtain information about SAPO and its activities.

Languages

The website will feature Ukrainian (as the main language) and English versions. All documents from the court, case register, and case-related notices will not be translated into English and will be available only in the original language.

Adaptation for persons with perception impairments

The information on the official website must be accessible to users with perception impairments in accordance with established requirements, namely:

- use of high-contrast colors and readable fonts;
- minimum text contrast ratio of 4.5:1 (except for large text – 3:1);
- font size of at least 16 pt;
- font must scale correctly using browser tools up to 200%;
- no animation with a frame change rate of less than 3 seconds;
- provision of text alternatives for images and media content;
- no use of images containing text (except for the logo);
- provision of keyboard navigation capability;
- use of valid HTML code for markup.

2. Software and Server Requirements

Platform Requirements	
Type	- Open-source CMS with active support (source code availability is mandatory), PHP framework with a developed ecosystem and active support;
DBMS	- Support for MySQL, MariaDB;
Updates	- Availability of technical support for the project; - Established developer community on the market; - Ability to connect modules with additional functionalities; - Ability to install new modules/packages from independent developers; - Availability of technical and user documentation and training materials;
Specifications	- Performance (tested via https://gtmetrix.com , results for PageSpeed Score and YSlow Score should be within A–C range); - Scalability (support for 40–80 thousand unique visitors per month); - Support for responsive design (ensuring correct display of main modules on mobile devices); - Flexibility in development and integration; - Easy integration with popular third-party services and APIs; - Security resilience (use of a stable release system, updating the system core when vulnerabilities are detected, avoiding components with known vulnerabilities);

The Content Management System (CMS) (administrative part of the website) must provide:

- the ability to add, edit, and delete content on static and dynamic pages;
- functionality to create, hide, and delete pages, menus, and update the website structure without involving the development company;
- functionality to update information on any page of the website – text updates, uploading images, videos, active links, and files;

- functionality to assign different access roles on the website according to functional purpose (administrator, content manager);
- functionality for user management – creating or deleting users, changing passwords, and assigning roles. Approval rights allow the system administrator to set specific permissions and capabilities for internal staff to update content based on the role they play in website maintenance;
- the ability to segregate sections/categories for editing by a website editor.

Hosting Requirements

Hosting for website deployment is provided by SAPO specialists.

Operating System:

- Linux x86, x86-64 – the latest stable versions of Debian 12, Ubuntu Server 24.04 LTS.

Supported Web Servers:

- Apache – latest stable version, 2.4.62+
- Nginx – latest stable version, 1.26.2+

PHP, Modules, Extensions:

- PHP 8.3 and above – specify the available or minimum recommended version

List of required add-ons, libraries, modules, and their versions:

- For example: JSON/PECL, mod_rewrite, GD library for captcha and file browser, cURL for package management, and other PHP/Nginx configuration options that must be installed on the hosting;
- as well as other compatibility requirements,
- For example: compatibility with database versions and the presence of necessary extensions for operations: SELECT, INSERT, UPDATE, DELETE for standard operations; CREATE, ALTER, INDEX, DROP for plugin and add-on installation; CREATE TEMPORARY TABLES may be used in applications; MyISAM storage engine, etc.;
- provided by the Developer.

Supported Browsers (for the backend management interface) – latest stable versions as of the project implementation date:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari
- Opera
- Chromium-based browsers

Website Security Requirements

Use of a dedicated server (physical or virtual). Server configuration requirements:

- isolation of the website from other parts of the system;
- maximum restriction of script permissions and visibility scope;
- implementation of file system integrity control mechanisms;
- backup and logging system;
- TLS/SSL configuration.

CMS/PHP Framework Requirements:

- restriction of file and directory permissions;
- prohibition of script execution in the upload directory;
- changing default paths to configuration/system files;
- application of best practices when working with the database;
- the system must be protected against the most common types of attacks, e.g., SQL injection, XSS, brute-force password attacks, etc.;
- protection of forms against DDoS attacks and other hacking attempts.

User Groups

It is necessary to create the following user roles with specific permissions to perform actions in the administrative panel.

Content Manager (CM)

Responsible for creating, editing, and publishing content. Can manage content within their assigned area and may have limited access to other administrative functions.

It should be possible to segregate sections/categories for editing by a website editor.

Permitted actions:

- Create / edit / delete website pages;
- Upload / edit / delete images and their properties (for example, alt, title) in a category/folder;
- Edit website page meta tags.

Administrator (user with the “Admin” role)

A user with the “Admin” role has unlimited rights in the admin panel. They can create new user roles for the admin panel in unlimited quantities and assign permissions for specific actions within the admin panel. They can also create new users and assign roles to them. Each user may combine several roles.

When the corresponding checkbox (or another method) is enabled, the specified sections and functions are not displayed or accessible on the website, but content managers still retain the ability to add information to them.

Access to the administrative section must be carried out using a unique login and password. The login is issued by the website administrator. The password is generated automatically and sent to the admin panel user at the email address specified during registration. The first time the user attempts to log in to the administrative section, the system must prompt them to change the password (manually enter a new one).

Account Protection

To protect against unauthorized access to user accounts, the following rules are recommended when creating passwords:

- Password length must be at least 8 characters;
- A password must consist of numbers and Latin letters in different cases; it is recommended to include other non-alphabetic characters available on the keyboard (for example, the characters / ? ! < > [] { }, etc.);
- A password must not be a dictionary word or a sequence of characters located next to each other on the keyboard. Ideally, a password should consist of a random set of characters. All passwords must be changed at regular intervals determined by the administrator.

The system must provide the ability to automatically block a user account in case of an incorrect password entry. The account can be unblocked either by the user via their email or by the administrator from the administrative panel. The administrator configures in the system the number of attempts, the blocking duration, and the option for early recovery by the user. All actions related to accounts must be logged in detail.

Two-factor authentication must be provided for website users.

A secret address of the admin panel must be implemented.

Content Management

The website content is added/edited on the pages of the administrative panel. More detailed information is provided in Section 7 “Website Administration and Main System Entities.”

Information must be added using page templates, and it must also be possible to:

- place links on pages;

- attach files of at least the following formats: .pdf, .doc, .docx, .txt, .csv, .xls, .xlsx, .jpg, .jpeg, .png, .gif, .webp, .svg, .mp4, .webm, .mp3;
- place and format text;
- place graphical, tabular, and multimedia information.

To maintain and operate the website, the Customer's personnel must not be required to have special technical skills, knowledge of technologies, or software products, except for general skills in working with a personal computer and a web browser.

Event Logging

The registration of the following security events must be ensured:

- Actions of all users in the administrative part (e.g., Successful Login, Failed Login Attempts, Account Lockout, Access Denied, Session Start/End);
- Account operations;
- Attempts to get unauthorized access to user accounts on the website;
- System errors: Log critical system errors, including the error type, stack trace, and timestamp;
- Unhandled exceptions: Log unhandled exceptions with details that may indicate vulnerabilities in the system;
- Access to the audit log: Log any access to the audit logs themselves, including information on who accessed them, what was accessed, and when.

The following events related to content must be logged (with the time, user, user's IP address, and the event object recorded):

- Adding, deleting, or editing a news item;
- Adding, deleting, or editing a page;
- Adding, deleting, or editing a media file in a record;
- Uploading a file, deleting a file, or editing a record containing a file (for example, publishing reports).

The administrator must have the ability to view the security event log with filtering options by time, event type, and user, as well as the ability to sort results.

Modification or deletion of the security event log or its individual events must be impossible for any user, including the Administrator.

3. SEO Requirements

Rules for Generating the sitemap.xml File

It is necessary to configure the automatic generation of the sitemap.xml file:

The sitemap must be updated automatically when pages are added to or removed from the website.

Pages meeting any of the following conditions must NOT be included in the sitemap. However, the sitemap.xml generation system must not directly reference the robots.txt file. All rules must be incorporated into the sitemap.xml generation system itself:

- Presence of a rule in robots.txt that prohibits indexing of the page;
- Presence of the <META NAME="ROBOTS" CONTENT="NOINDEX"> tag on the page;
- Pages with 4xx or 3xx status codes;
- Pages with a "canonical" attribute.

Recommendations for Tags in the Sitemap:

- All URLs must include the <lastmod> tag indicating the final modification date of the document.
- The <urlset>, <url>, and <loc> tags are mandatory for the sitemap.
- In the <changefreq> tag, specify the Always parameter for the homepage and category pages. Specify the Daily parameter for pages of regularly updated sections on the website, including informational ones. Specify the Weekly parameter for pages and sections that are not updated or are rarely updated.

- A sitemap file can contain no more than 50,000 URLs, and its compressed size must not exceed 50 MB. If the size of the sitemap file exceeds the limit, it must be split into several parts.
- When specifying URLs, use consistent syntax. For example, if the website address is given as <https://site.com/>, the list must not include URLs starting with <https://www.site.com/>
- Session IDs should not be included in URLs.
- The sitemap file must define the following XML namespace: `xmlns="http://www.sitemaps.org/schemas/sitemap/0.9"`.
- URLs in the sitemap file must be specified in UTF-8 encoding, and the encoding must be recognized by the web server hosting the file.
- A sitemap may only describe pages of the domain where it is located. Pages of subdomains or other domains must not be described.
- When accessing the file, the server must return a 200 response code.
- Before uploading the file to the website, it is recommended to check its validity using a sitemap file validator (<https://www.xmlvalidation.com> or another similar service).
- The sitemap must be updated automatically when pages are added to or removed.

Generation of Friendly URLs (FURLs) for Website Pages

When configuring friendly URLs, the following rules must be followed:

- To form URLs, transliterated keywords must be used, exactly corresponding to the content of the page;
- The syntax for forming page addresses must be consistent across the entire website;
- Only lowercase Latin characters should be used in page addresses, not Cyrillic;
- For Ukrainian-language websites, transliteration should be applied when forming URLs;
- A hyphen "-" should be used as the word separator (instead of a space) in URLs. If there is more than one space between words, only a single hyphen "-" is used;
- Symbolic variables such as ! » № ; % : ? * () { } [] / \ ^ & # must not be used.

Microdata Optimization

The correctness of the markup implementation on the website can be checked here: <http://www.google.com/webmasters/tools/richsnippets>

Analytics

Using the CMS tools or external tools (e.g., Google Analytics), instruments must be implemented for diagnostics and statistical data collection:

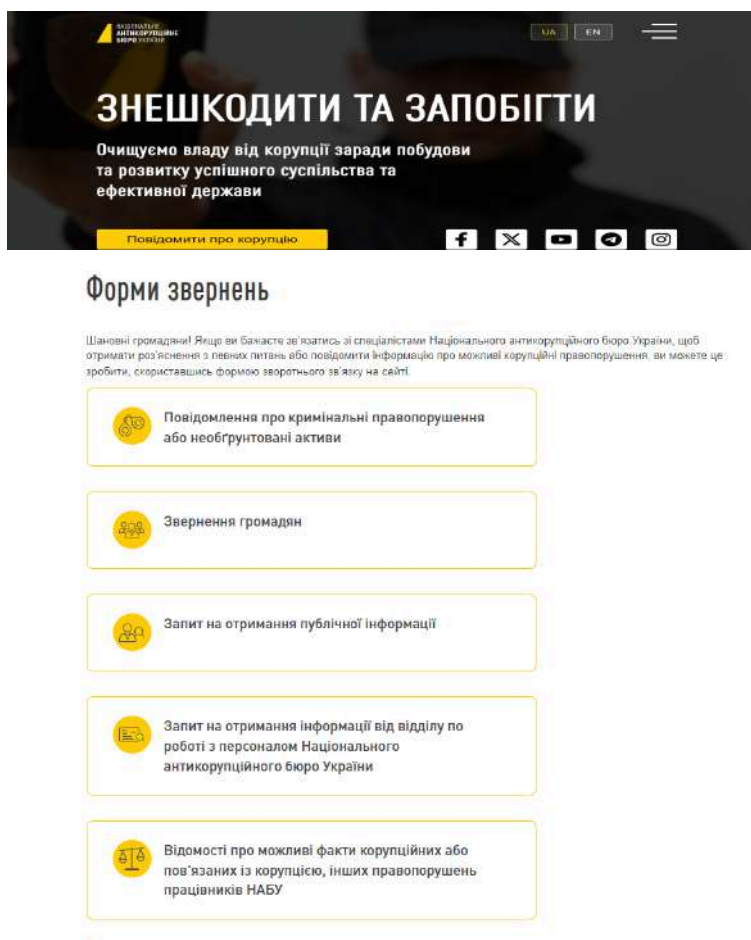
- Maintaining records of online statistics;
- Information on traffic analysis, Path analysis, Visitor trends, Page views, Entry pages, Most popular pages, Exit pages, Page dwell time, Browsers and platforms;
- Access and usage statistics of the website for the communications expert.

4. Design

The website design must comply with the overall style of the NABU website (nabu.gov.ua) and be developed taking into account the SAPO corporate identity, as well as the requirements of the "Requirements for the Creation (Modernization) of Official Websites of Executive Authorities", approved by the Cabinet of Ministers of Ukraine Resolution No. 3 dated January 4, 2002, and the "Design Requirements for Official Websites (Web Portals) of Executive Authorities and Official Web Resources Related to the Activities of Executive Authorities, and the Unified Web Portal of the Cabinet of Ministers of Ukraine", approved by the Ministry of Digital Transformation Order No. 57 dated June 23, 2022.

The homepage should feature the SAPO emblem and information about the organization, links to social media, a language switcher, and an icon for adjusting font size for users with visual impairments. Navigation to the main menu should be placed at the top of the page. Visitors should also have immediate access to a "Report Corruption" button (similar to the NABU

website), which redirects to the “For Citizens – Appeal Forms” section upon clicking. Example:



Website Structure

The website must be up-to-date, cohesive, have a modern appearance, and be intuitive for users.

The website structure must meet the following requirements:

- logical and clear distribution of information corresponding to the main tasks of users;
- nesting depth of no more than 4 levels;
- short, unambiguous, and clear section and page titles;
- inclusion of mandatory sections in accordance with current legislation.

A two-level navigation menu should be created for moving between pages, which can contain links to both internal sections and external resources (opening in a new window). The administrator must be able to modify menu components using the administrative panel.

During the structure design, the “Procedure for Publishing Information on the Internet about the Activities of Executive Authorities,” approved by the Cabinet of Ministers of Ukraine on January 4, 2002, No. 3, must also be taken into account, specifically clause 8.1, which requires the ministry portal to include the following information:

- the name of the authority;
- the main tasks and legal and regulatory framework of the authority;
- the structure and leadership of the authority;
- full names (surname, first name, patronymic) of the senior officials;
- location of the executive office, governmental bodies of state administration established within it, territorial bodies and relevant structural subdivisions of local state administrations (postal addresses, telephone and fax numbers, official website and e-mail addresses)

- main functions of structural subdivisions;
- legal and regulatory acts on issues within the authority's competence;
- plans of the authority for preparing draft regulatory acts and amendments thereto;
- notifications on the publication of draft regulatory acts, the drafts themselves, and analyses of their regulatory impact;
- reports on monitoring the effectiveness of regulatory acts adopted by the authority;
- information on the regulatory activities of the authority;
- the list and procedure for providing administrative services by executive authorities and budgetary institutions under their management, which have been delegated the authority to provide such services;
- information on interaction with the public council of the executive authority;
- information on public consultations, public expertise, and consideration of public opinion in its activities;
- samples of documents and other materials necessary for citizens to contact the authority;
- the authority's working schedule and office hours of its leadership;
- enterprises, institutions, and organizations under the authority's management;
- targeted programs in the relevant area;
- information on procurement of goods (works, services) using public funds;
- state information resources on issues within the authority's competence;
- current and planned activities and events in the relevant area;
- information on job openings.

Site Map

- Home
- News
 - News item
 - All news
 - Photos and videos
 - Media contacts
- About SAPO
 - Management
 - Head
 - First Deputy Head
 - Deputy Head
 - Structure
 - Page of a structural unit
 - Scope and principles of activity
 - Legal basis for activities
 - SAPO symbols
 - SAPO history
 - Prosecutorial self-governance
 - Qualification and Disciplinary Commission of Prosecutors (QDCP)
 - Partners
- Activities
 - Functions of the prosecutor's office
 - Work reports
 - Data and infographics, statistics
 - Finances
 - International cooperation
- For citizens
 - Citizen reception schedule
 - On citizens' appeals
 - Access to public information
 - Appeal forms

- Citizens' appeals
 - Request for public information
 - Report corruption
 - Report corruption committed by SAPO employees
- Working at SAPO
 - Prosecutors
 - Civil service
 - Competition-related documents
 - Vacancy archive
- For prosecutors
 - Access to the Unified Register of Pre-Trial Investigations (URPI)
 - Prosecutorial ethics
 - Methodological support for prosecutorial activities
 - Professional development of prosecutors
 - Improving the professional competence of civil servants and assessing the results of their official activities
 - Submit a prosecutor's declaration of integrity
 - Information on preventing corruption and lack of integrity in the prosecutor's offices
- Contacts
- Search results page

Content

Along with the website, thematic images in a unified style are created to highlight news and announcements for the following categories (with the subsequent ability to edit text/images):

Three images per category:

1. Suspicion
2. Preventive Measure
3. Investigation Completed

Two images per category:

1. Court Hearing Announcement
2. Appeal
3. Exposed
4. Verdict
5. Suspended
6. Debates
7. Witness Interrogation
8. Evidence Examination
9. Detained
10. Statement
11. Information
12. Cassation
13. Comment
14. Competition
15. In Numbers
16. Preparatory Court Hearing
17. Notification of Suspicion
18. Direct Speech
19. Court Hearing Result
20. Results
21. Weekly Summary
22. Referred to Court

23. Recovery
24. Urgent
25. Civil Confiscation
26. Search
27. Time Limits
28. Important Information

Additionally, following the overall website style, an HTML placeholder page should be created to inform website users about maintenance or other ongoing work on the website.

5. Description of Website Page Dynamics

General Requirements for Page Layout and Design

Design Consistency

This criterion means that on all website pages, elements that are similar in essence and functionality should look the same (using a consistent color scheme and design style). For repeated blocks, identical animation effects should be applied.

If new functional blocks are added in the future, they must be implemented in the same style as existing ones to maintain design coherence.

Cross-Browser Compatibility

The functionality should work correctly and retain its appearance (except for standard elements that depend on the operating system theme) in:

Desktop (latest stable versions at the time of project delivery)

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari
- Opera
- Chromium-based browsers

Mobile version (latest available in Google Play at the time of project delivery)

- Google Chrome
- Safari
- Opera
- Firefox

Depending on the chosen implementation technology, the Contractor may set minimum supported versions in agreement with the Customer.

Responsiveness

Screen resolutions and devices on which the layout must display without distortion:

- 360px and above – smartphones;
- 768px and above – tablets;
- 1200px and above – desktops

Depending on the chosen visualization technology, the Contractor may establish other minimum resolution requirements in agreement with the Customer.

Site Navigation

Site navigation is carried out through user interaction with the navigation menu, as well as auxiliary navigation elements (buttons, links, interactive blocks, transitions, etc.).

The system must provide navigation across all resources available to the user and display the relevant information. A content-menu system should be used for navigation. The menu should appear as a text block (a list of hyperlinks) in the right-hand column.

The menu module must allow displaying the menu, logo, links to social networks, and navigation links. It should create a convenient navigation menu that expands when clicking the collapsed menu icon (hamburger) on any page of the website.

Structure and Functionality of Pages

Website Header

- SAPO logo;
- website name;
- site menu icon (hamburger menu) that expands into a full-screen pop-up menu containing the logo, sections, and subsections of the website;
- language switcher for Ukrainian and English versions of the website;
- links to social media;
- "Report Corruption" banner;
- search icon that expands into a full-screen search.

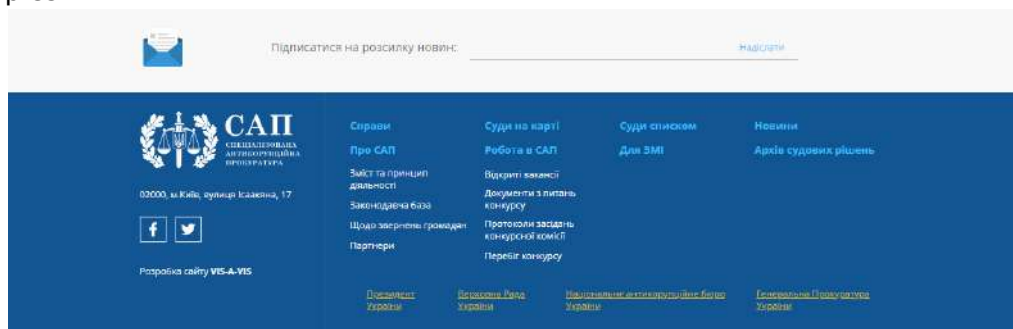
Search is carried out in the following categories and displays the number of matches for each category:

- news;
- announcements;

Website Footer

- SAPO logo;
- website name;
- SAPO address;
- links to social media – Facebook, X (Twitter);
- SAPO hotline phone number;
- site map with subsections;
- Report Corruption" banner.

Examples:



Про НАЗК	Добросесність та запобігання корупції	Декларування	Запобігання політичній корупції	Антикорупційна політика
Моніторинг діяльності НАЗК	Про добросесність та запобігання корупції	Про декларування та сервіси	Про запобігання політичній корупції	Антикорупційна політика
Візія, місія та цінності НАЗК	Добросесність у секторі безпеки та оборони	Подати декларацію	Реєстр звітності політичних партій	Антикорупційна стратегія
Керівництво	Стратегічний аналіз корупційних ризиків	Реєстр декларацій	Звіти політичних партій	Державна антикорупційна програма
Повноваження, антикорупційні програми, плани та звіти, внутрішній аудит	Антикорупційна експертиза	Роз'яснення щодо заповнення декларацій	Аналіз звітів політичних партій	Законотворчість
Кар'єра в НАЗК	Антикорупційні програми	Рекомендації при роботі з Реєстром	Роз'яснення та рекомендації	Дослідження корупції
Структура НАЗК	Лідери змін	Технічна допомога в роботі з Реєстрами НАЗК	Нормативно-правова база	Стан протидії корупції в Україні
Міжнародна співпраця	Уповноважені	Нормативно-правова база		
Цифрова трансформація	Викривачі корупції			
Нормативно-правові акти	Перевірки організації роботи			
Документи	Реєстр порушників			
Запобігання корупції в НАЗК	Нормативно-правові акти			
	Стандарти добросесності			

Home Page

The site name and a brief description of what users can find on the site.

Infographic elements related to indicators must have a design that intuitively indicates the possibility of clicking on the element.

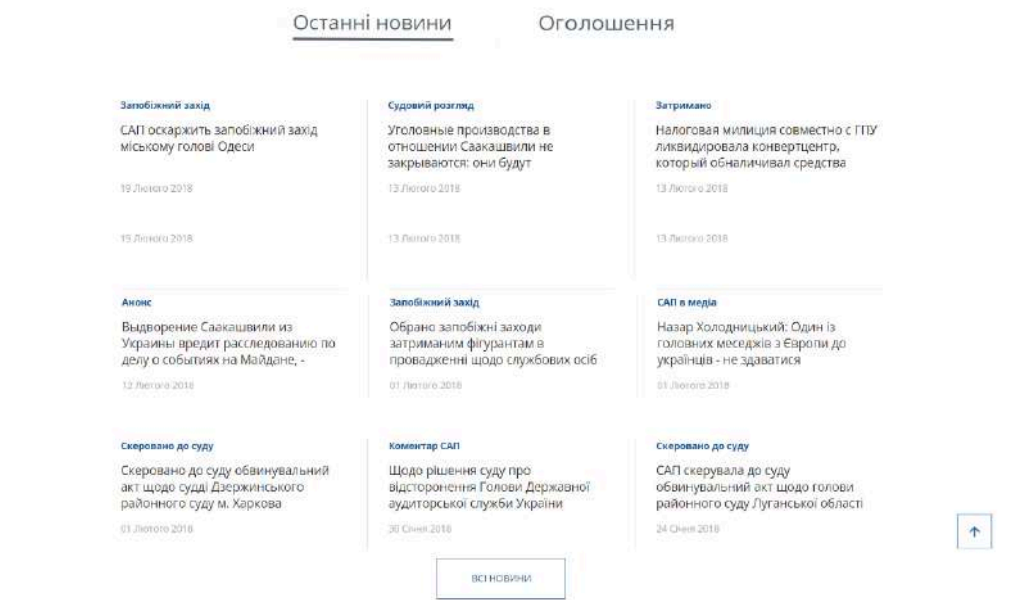
Main News block — displays 3 news items in reverse chronological order (from newest to oldest) with arrows for scrolling. Add a button to open the page with all Main News items, for example:



News Block — news items to be updated daily, displaying the 9 latest news items.

Next to the “News” tab, add the “Announcements” category, with the ability to switch between categories (also allowing independent editing — adding/hiding/deleting categories in the News block).

Example:



Block with Latest News — shows the latest news with the option to navigate to the page containing all news items.

Contacts Page

The page contains a photo of the SAPO building and its address, as well as a route map – coordinates linked to Google Maps. It also includes a “Feedback” form, which must have:

- A description for website users explaining what they can send using this form;
- A link to information regarding the lawful submission of citizens’ appeals to SAPO;
- A link to the corruption crime reporting form available on the website.

Menu

When clicking on the menu icon (hamburger icon, located on the left side of the header), the main site menu should expand to full screen. The menu should remain open until the user clicks on the arrow, upon which the menu collapses.

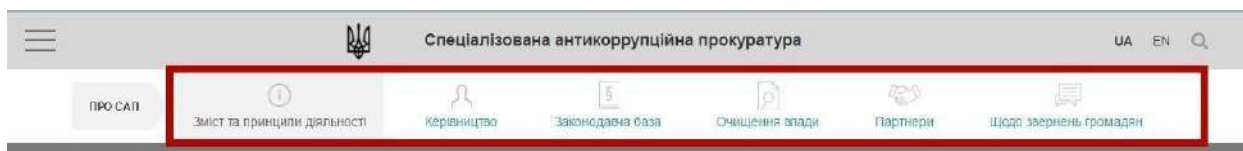
The main menu contains:

- SAPO logo;
- Links to social networks;
- Main sections – these should have a larger font and be placed on the right;
- All other sections and subsections – these should be placed on the left and have a smaller font than the main sections.

Navigation within Internal Pages

Internal website pages should have: local navigation through subsections of the section; on-page navigation (tabs); “Scroll to top” button.

Local navigation within a section:



When clicking on an icon or subsection name, the user is redirected to the selected page.

On-page navigation:



When clicking on a tab, the user is taken to the corresponding block of the page.

Scroll to top button:

Each page should have a “scroll to top” button (arrow) in the bottom right corner, which appears when scrolling more than 600 px down and takes the page back to the top.

Thematic Pages

Page Name	Purpose	Special Blocks
News	Display all current SAPO news by category	<ul style="list-style-type: none"> - Block with latest news - Block with latest announcements - Block with tag search - Subscribe to Facebook - Subscribe to the newsletter
All News	Ability to view news by categories	<ul style="list-style-type: none"> - Select news by period - View news by category - Subscribe to the newsletter - Subscribe to Facebook, Twitter
Photos and Videos		
Media Contacts	Allow downloading the logo, viewing photos of management, photo of the SAPO building	Map – coordinate link to Google Maps
Management	Page with photos of management, introductory message from the head, and ability to read the biography of each leader	
Management – Head	Show biography and latest news involving the head	
Structure	Page with a list of SAPO	

	structural subdivisions. Clicking opens the page of the relevant subdivision	
Structure – Structural Subdivision	Information about name, functions, and other details	
Scope and Principles of Activity	Text page describing SAPO's goals and objectives	
Legal Basis for Activities	Text page with legally required information	
SAPO Symbols	Text page	Option to download media file
SAPO History	Text page	
Prosecutorial Self-Governance	Text page	
Qualification and Disciplinary Commission of Prosecutors (QDCP)	Text page	Option to download PDF file
Partners	Logos of partners and brief information on partnerships	
Activities – Prosecutor's Office Functions	Text page	
Activities – Work Reports	Text page	Option to download PDF report file
Activities – Data and Infographics, Statistics	Text page	Option to download PDF or image file
Activities – Finances	Text page	Option to download PDF file
Activities – International Cooperation	Text page	
For Citizens – Citizen Reception Schedule	Text page	
For Citizens – On Citizens' Appeals	Text page	
For Citizens – Access to Public Information	Text page	
For Citizens – Appeal Forms	Text page with banners linking to appeal forms, description of forms, and other additional information	Links to forms: <ul style="list-style-type: none"> - Citizens' appeals - Request for public information - Report corruption - Report corruption committed by SAPO employees
Appeal Form	Page with appeal form	<ul style="list-style-type: none"> - reCaptcha or similar anti-bot check - Validation of form fields - Clear form button - Submit button
Working at SAPO – Prosecutors	Table of vacancies at SAPO	<ul style="list-style-type: none"> - Filter by position, competition status - Option to download PDF with qualification requirements and competition progress

Working at SAPO – Civil Service	Table of SAPO civil service vacancies	<ul style="list-style-type: none"> - Filter by position, competition status - Option to download PDF with qualification requirements and competition progress
Working at SAPO – Competition-Related Documents	Text page	Option to download PDF file
Working at SAPO – Vacancy Archive	Table of non-current SAPO vacancies	<ul style="list-style-type: none"> - Filter by date, position - Option to download PDF with qualification requirements and competition results
For Prosecutor’s Office Staff – Access to the Unified Register of Pre-Trial Investigations (URPI)	Text page with link to external resource	
For Prosecutor’s Office Staff – Prosecutorial Ethics	Text page	Option to download PDF file
For Prosecutor’s Office Staff – Methodological Support for Prosecutorial Activity	Text page	Option to download PDF file
For Prosecutor’s Office Staff – Professional development of prosecutors	Text page	Option to download PDF file
For Prosecutor’s Office Staff – Improving the Professional Competence of Civil Servants and Assessing the Results of Their Official Activities	Text page	Option to download PDF file
For Prosecutor’s Office Staff – Submit a Prosecutor’s Declaration of Integrity	Text page with link to external resource	
For Prosecutor’s Office Staff – Information on Preventing Corruption and Misconduct in the Prosecutor’s Office	Text page	Option to download PDF file
Contacts	Text page with contact information	Map – coordinate link to Google Maps
Search Results Page	Search results by category	

6. Description of the Website Elements’ Functionality

Subscribe to the Newsletter

It is planned to use the Mailchimp service <https://mailchimp.com/> and its API (Application Programming Interface – a set of ready-made classes, procedures, functions, structures, and constants provided by an application for use in external software products).

Every Sunday, users who have subscribed to the newsletter should receive interesting articles from the past week. The generation of articles for sending and the actual sending of emails must take place automatically, without the participation of the site administrator; however, the

administrator should be able to view and edit this newsletter. The generation of articles for sending and the actual sending of emails must occur automatically every Sunday, with the news items from that week.

The email will contain a news photo, a brief description of the news (taken from the news summary on the site), and a "Read" button. By clicking the "Read" button, the user will be redirected to the specific news page on the site.

It is planned to use the Mailchimp newsletter service <https://mailchimp.com/> and its API (Application Programming Interface – a set of ready-made classes, procedures, functions, structures, and constants provided by an application for use in external software products). A single group will be created for all users subscribed to the newsletter.

Share on Social Networks

Users will be able to share a website page, news item on Facebook and Twitter, as well as obtain an embed code.

When sharing a page, the user will be prompted to log into their Facebook or Twitter account. Then, a window from the social network will open with the information from the page already pre-filled (this functionality is already implemented in Facebook and Twitter). The next step is for the user to confirm the publication.

Infographic with SAPO's Performance Results on the Homepage

The infographic data is updated manually by the administrator. It is necessary to provide the administrator with the ability to also change the icons, if required.

Block "Other News" and "Photos and Videos"

The block contains the four latest news items or videos. The data is generated automatically according to the category in which the given article or video is located, following the "Related News" principle used on information portals. The block appears on the following pages in the News section:

- news item
- photos and videos

It is necessary to allow the site administrator to manually change/edit the types of information in this block—whether it is news or video.

7. Implementation Requirements

Training for SAPO Specialists

Upon completion of the work, the Contractor shall conduct training sessions for the SAPO dedicated staff, with the option of providing consultations on website usage rules during the technical support period. The first training session must be conducted within two weeks from the date of the website launch. The training program shall be agreed upon by the Parties one week before the start of the training.

Trial Operation

The Contractor shall ensure the conduct of a trial operation, during which:

- configure the environment on the hosting provided by the Customer (if necessary);
- organize the process of collecting and compiling feedback and comments on the website's performance;
- ensure the review of received feedback and comments and promptly correct identified errors;
- perform other tasks agreed upon between the Contractor and the Customer.

Documentation

The Contractor shall prepare a list of project and operational documentation containing descriptions of all necessary settings and information required for the website implementation, namely:

- Design of the main website pages;
- Website administrator's manual;
- Instructions for installation, configuration, data backup, and information recovery;
- User manual;
- Program and methodology for acceptance testing;
- Protocol of conducted acceptance tests;
- Certificate of Acceptance of Programming Results.

The documentation must be complete, informative, clear, structured, easy to read, sufficient, and consistent (identical terms, definitions, identifiers, etc., must be used).

The documentation shall be prepared in the state language and provided by the Contractor in electronic form.

The programming result is the software on a USB drive.

Warranty and Technical Support

Upon completion of the work, the Contractor shall provide warranty and technical support for the operation of the website's source code for a period of 12 months from the date of commissioning (signing of the acceptance certificate). Within this period, the Contractor shall ensure timely response to the SAPO's requests, appropriate processing of such requests, and elimination of issues in the website's source code that have arisen due to the Contractor's fault and were identified during operation. The Contractor shall also ensure monitoring of the relevance and operational status of the software, provide SAPO with recommendations and consultations on technical and operational matters related to the website software, and carry out updates and/or other scheduled maintenance work (if necessary).

Appendix 2: Forms for Letter of Tender

The tenderer must fill in fields marked with yellow and sign this Appendix 2 before submission.

The request to participate is submitted by the following:

Name	[insert name of company]
Street and number	[insert postal address]
Postcode	[insert postal code]
City	[insert city]
Country	[insert country]
VAT number (or national identification number)	[insert number]
Internet address	[insert URL of the company's website]
Contact person	[insert name of contact person]
E-mail	[insert e-mail of contact person]

List of similar projects:

The applicant has performed the following contracts of relevance to the advertised assignment (at least 3 contracts).

No.	Description	Amount	Contract period	Recipient
1.	[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member). If the performed services are provided in a joint venture or within a framework agreement with more economic operators, insert the quantity (per cent) performed by the applicant]	[insert contract value]	[insert start date and end date]	[insert name of organisation]
2.	[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member)]	[insert contract value]	[insert start date and end date]	[insert name of organisation]
3.	[insert nature and quantity of services provided by the applicant (and, if joint venture, by which member)]	[insert contract value]	[insert start date and end date]	[insert name of organisation]

The Supplier's Technical Proposal

This section to be completed by the tenderer and included in the tender.

The tenderer's submissions will be included in the Contract and apply to the project.

Technical approach and methodology regarding the SAPO website development.

The completed sections **should not exceed 3 pages.**

[The tenderer shall as part of the tender and in accordance with the requirements describe his approach and methodology in order to develop and implement the requirements to the assignment.

The Suppliers technical Approach and Methodology will be part of the evaluation in regard to the "Criteria and Method of Evaluation". Thus, the Customer will evaluate the following:

(i) Whether the proposed approach and methodology reflects the objectives of the project

(ii) Whether activities of the project are coherent and well-defined

(iii) Whether the tenderer has identified risk and highlighted potential issues]

(iv) The extent to which the tender fulfils the requirements]

Workplan

The completed sections regarding Workplan **should not exceed 2 pages**

[The tenderer shall as part of the tender and in accordance with the requirements insert a work plan (overall time schedule).

The Supplier's work plan will be part of the evaluation in regards the criteria stated in "Criteria and Method of Evaluation". Thus, the Customer will evaluate the following:

(i) Whether the work plan and the milestones are coherent and well-defined

(ii) Whether the proposed work plan provide the requested outputs in a timely manner, including whether key activities have been identified, whether the assigned resources and estimated time to carry out the activities seem reasonable]

(iii) The extent to which the tender fulfils the requirements]

Curriculum Vitae for Key staff

General Qualifications, Adequacy for the assignment and Experience in the Region and Language

The tenderer is to complete and submit a CV for each of its key employees based on the format below.

Each completed CV **should not exceed 3 pages**.

Assignment:		
Proposed position on the proposed team:		
1. PERSONAL DATA		
Family name:		First Name(s):
2. EMPLOYMENT RECORD (GENERAL EXPERIENCE) (Most recent employment first)		
Employer's company name:	Period of service and length:	Position / nature of the tasks performed / level of responsibility:
3. EDUCATION AND TRAINING (Most recent completed education and or training first)		
Institution (University, etc.), city and country:	Length of education Date: from (month/year) to (month/year)	Degree/Diploma obtained:
4. EXPERIENCE IN THE SPECIFIC FIELD DIRECTLY RELEVANT TO THE ASSIGNMENT AND THE PROPOSED POSITION (Indicate the following information for those assignments that best illustrate the experience in the specific field relevant to the assignment and the proposed position, including the obtained results) (Add number of assignments as applicable)		
Name of assignment		
Period of service and length: from		

(month/year) to (month/year)				
Location				
Client				
Main project features				
Position held				
Activities performed				
Obtained results				
5. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT				
(State knowledge of the language in the country of assignment and of the contract)				
Language:	Formal Education:	Understanding level:	Speaking level:	Writing level:
6. OTHER INFORMATION OF RELEVANS TO THE ASSIGNMENT				

Appendix 3: Method of Evaluation

Evaluation Form					
Contract title: Development of an Information and Communication website for the Specialized Anti-Corruption Prosecutor's Office					
Budget:	EUR 30,000.00				
Calculation of score for the budget proposals					
Bidder	Budget, EUR net of VAT	Score			
Tenderer 1	EUR 0.00	#DIV/0!			
Tenderer 2	EUR 0.00	#DIV/0!			
Tenderer 3	EUR 0.00	#DIV/0!			
#	Criteria	Weight	Tenderer 1	Tenderer 2	Tenderer 3
1	Portfolio of projects	20%	0	0	0
2	Core team members - relevant experience, skills and competencies	40%	0	0	0
3	Technical approach and methodology, including workplan	20%	0	0	0
4	Financial Offer	20%	#DIV/0!	#DIV/0!	#DIV/0!
		Final score	#DIV/0!	#DIV/0!	#DIV/0!
Method of Evaluation					
The most economically advantageous tender will be identified based on the award criterion "best price-quality ratio" and the award criteria above.					
A numerical score is allocated to each of the sub-criteria in relation to Quality depending on the assessed level of performance on a scale from 0 (Unacceptable) to 8 (Exceptional).					
8: Exceptional					
7: Very Good					
6: Good					
5: Above Expectations					
4: Satisfactory					
3: Below Expectations					
2: Poor					
1: Very Poor					
0: Unacceptable					
In the evaluation of the sub-criteria related to Quality, the responsible unit will consider the extent to which the tender fulfils the wishes listed in the ToR, on the basis of the descriptions given in Appendix 1.					
The points will be awarded individually. Therefore, it is possible that no tender will be awarded maximum points, just as two or more tenders may be awarded the same number of points.					
Tenders that fail to achieve the minimum level of performance (total score in relation to Quality) are considered unacceptable and will be rejected.					
Provided that the responsible unit has stated a maximum budget (EUR) net of VAT, tenders will be rejected if the Contract Price as quoted in Financial Offer exceeds the responsible unit's maximum budget.					
The responsible unit will evaluate the Price on the basis of the Contract Price as defined in the ToR and quoted in Financial Offer net of VAT and award a numerical score on a scale from 0 to 8.					
The tender with the lowest Price will be awarded a score of 8 points and the other tenders will be awarded points using the following formula:					
$\text{Points in relation to Price} = \text{lowest Price} * 8 / \text{Price}$					
The responsible unit will calculate the total score of the tender by weighting and adding the points in relation to Quality and the points in relation to Price. The tender with the highest score is deemed as the most economically advantageous tender and will be awarded the contract.					