

**TERMS OF REFERENCE**

**Legal analysts to support the Public Council of International Experts experts**

**(3 positions)**

The deadline for submitting the proposal is **20 October 2025 17:00 Kyiv time**.

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

The EUACI is one of the international technical assistance projects that support the High Qualification Commission of Judges of Ukraine (HQCJ) and the Public Council of International Experts (PCIE) in conducting the judicial competitions to the High Anti-Corruption Court (HACC).

According to part 4 of Article 8 of the Law of Ukraine “On the High Anti-Corruption Court” , the PCIE assists the HQCJ in determining whether candidates meet the criteria of integrity (moral character, honesty, incorruptibility) for the purposes of qualification assessment. This includes examining the legality of the sources of a candidate’s property, the correspondence between declared income and standard of living, lifestyle appropriateness to the candidate’s status, and the knowledge and practical skills relevant to HACC jurisdiction.

On 3 June 2025, the HQCJ announced a new competition for 23 judicial vacancies at HACC, for which 205 candidates applied. The competition process is expected to last until the beginning of May 2026.

According to part 12 of Article 9 of the Law of Ukraine “On the High Anti-Corruption Court” the activities of the PCIE may be financed with the involvement of international technical assistance. In addition, clause 10 of the transitional provisions of the Law of Ukraine “On the High Anti-Corruption Court” establishes that at the request of the PCIE additional experts and specialists of international organizations may be engaged to support its activities at the expense of such organizations.

# **Objective**

The purpose of this assignment is to provide the PCIE members with comprehensive legal and analytical support in assessing the integrity, moral character, and professional competence of candidates for judicial positions at the HACC. The legal analysts will contribute to the evaluation process by ensuring thorough examination of candidates’ backgrounds, assisting in the drafting of legal and analytical documents, and providing additional legal expertise when required to facilitate the effective performance of the PCIE’s mandate.

# **Scope of work**

The legal analysts will have the following duties:

* Review and suggest amendments to the rules of procedure and guidelines of the PCIE (if applicable).
* Analyze information on HACC candidates, focusing on their integrity and professional competence. This includes examining asset declarations, relevant open-source data, and information provided by third parties.
* Draft questionnaires, analytical memos, information requests, preliminary opinions, decisions, etc.
* Follow the PCIE meetings as well as Special Joint meetings of the PCIE and the HQCJ.
* Implement measures to protect restricted access information acquired through professional activities.
* Take steps to avoid conflicts of interest or any appearance of partiality.
* Perform other legal and analytical tasks necessary to support the functioning of the PCIE.

**Deliverables**

The Service Providers will be responsible for delivering the following outputs:

| **Deliverable/Output** | **Timeline** | **Note** |
| --- | --- | --- |
| 1. **Timesheets** | Within 5 days upon the end of each month (unless agreed otherwise) | Timesheet form will be provided by the EUACI |
| 1. **Final report** | Within 2 weeks of the last working day. | A short report (up to 2 pages) with the description of activities in which the legal analysts were involved. |

**Qualifications:**

* Possession of a Master’s degree in Law, Public Administration, Political Science, or a related field.
* A minimum of 2 years of professional legal experience.
* Expertise in conducting open-source and database searches.
* Prior involvement in similar tasks is considered advantageous.
* Strong time-management and organizational skills.
* Fluency in both Ukrainian and English.

**Budget**

The total budget under the Contract is **EUR 8 250** per analyst**.**

The maximum daily rate should not exceed EUR 110 per day.

Payments for the services will be made in either monthly or bi-monthly installments, in UAH equivalent to the amount in EUR according to the NBU exchange rate.

**Timeframe**

A total of 75 working days will be allocated from the date of Contract signature (expected in late October or early November) through to the expiration of the PCIE’s mandate on 8 May 2026. The analyst’s active involvement will commence once the HQCJ compiles a preliminary list of candidates who have successfully passed tests on cognitive abilities testing.

The analysts are expected to work in Kyiv in person shortly before and throughout the Special Joint Meeting of the HQCJ and the PCIE. Prior to this period, their work may be carried out online.

**Reporting and management**

The performance of the Service Provider 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 Service Provider agrees to hold in trust and confidence any information or documents ("confidential information") disclosed with/ or discovered by/ or prepared by the Service Provider 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 Service Provider 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 **20 October 2025 17:00 Kyiv time**.

All interested candidates should submit **a CV with an indication of the expected daily fee in EUR**.

The proposal shall include the aforementioned information and should be submitted within the above deadline to EUACI@um.dk indicating the subject line to the “PCIE Legal analyst”.

You should 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.

**Should the submitted documentation fail to meet the requirements set forth above, the bid shall not be considered.**

Any clarification questions regarding the terms of reference should be addressed to EUACI@um.dk, **no later than 18 October 2025 17:00 Kyiv time**.

Please note that the name of the tender winners will be published on the website of the EUACI.

**Evaluation criteria**

Bids will be evaluated under the criteria provided below:

| **#** | **Criteria** | **Weight** |
| --- | --- | --- |
| **1** | Criterion 1: Qualifications, including the length of experience, the proven track record of practical expertise in the given field, fluency in English | **70%** |
| **2** | Criterion 2: Financial offer. | **30%** |