

November 25, 2025

TERMS OF REFERENCE

Supply and Deployment of Video Broadcasting Equipment for the High Qualification Commission of Judges of Ukraine

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 empowering 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 High Qualification Commission of Judges of Ukraine (HQCJ) is one of the program's recipients, as it is responsible for conducting competitions for vacant positions at the High Anti-Corruption Court (HACC), one of the core EUACI beneficiaries. Consequently, the EUACI supports strengthening the HQCJ's institutional capacity in areas important to ensure an efficient, transparent, and high-quality HACC competition.

To advance this objective, the EUACI intends to enhance the HQCJ's capacity for public communication by improving the quality and accessibility of its livestreamed sessions, particularly during judicial selection processes. For this purpose, the EUACI will support the acquisition of the professional video-broadcasting equipment for the HQCJ. The upgraded system will enable high-quality livestreaming, reinforce the transparency and credibility of selection procedures, and reduce future rental and setup costs for donor-supported activities.

HQCJ is a beneficiary of the procurement. The contracting authority is the Ministry of Foreign Affairs of Denmark, EUACI.

Objective

The objective of the project is the acquisition of professional video broadcasting equipment for the HQCJ, ensuring high-quality livestreaming of its sessions. The upgraded system will enhance the visibility, openness, and credibility of the judicial selection process while reducing future rental and setup costs for donor-supported projects.

Scope of work

The project covers the procurement, delivery, installation, configuration, and commissioning of professional video broadcasting equipment for the HQCJ to enable high-quality livestreaming of its sessions.

The scope includes the integration of new equipment with the existing audio-visual infrastructure, and training of HQCJ dedicated staff to operate of the upgraded system.

All works must comply with relevant technical standards and ensure secure, uninterrupted, and user-friendly capabilities.

Deliverables

1. Professional Video Broadcasting Equipment, according to the technical specifications provided in Appendix 1 Particular Conditions and Technical Specifications.
2. System installation and integration, including:

- Supply and setup of all equipment
 - Integration with the existing HQCJ infrastructure
 - Configuration and testing
3. Training for HQCJ staff on operation of upgraded system, including practical demonstration and guidance on basic troubleshooting and maintenance.
 4. System deployment, including final testing and handover of the equipment.

Budget, timeframe, and location

The maximum budget for the procurement is EUR 10,000. The budget includes hardware, installation services, including the delivery to the HQCJ premises (Kyiv, 9 Henerala Shapovala St, 5th floor).

The implementation period is 30-45 days from the date of contract signing.

The supplier may request an advance payment of up to 30% of the total cost after signing the contract, and the rest 70% as a post-payment after fulfilment of the contract.

The payments under the contract will be made in UAH based on the official NBU exchange rate published on the day of invoice issuance.

How to apply

The deadline for submitting the proposal is **December 15, 2025, 17.00 Kyiv time**.

The proposal shall be submitted in the format provided in Appendix 1 Particular Conditions and Technical Specifications and Appendix 2 Suitability and Contract Price.

Prices must be quoted in EUR, including costs of delivery to the place of destination, all duties and taxes applicable, and excluding VAT. The EUACI has a VAT exemption as an international technical assistance program.

The EUACI Procurement Plan and Registration Card are available on the [official website of the Cabinet of Ministers of Ukraine](#).

The proposal shall include the aforementioned information and should be submitted within the above deadline to andkhy@um.dk, cc to serkon@um.dk and EUACI@um.dk, indicating the subject line: "**HQCJ Broadcasting Equipment**".

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 terms of reference should be addressed to andkhy@um.dk, cc to serkon@um.dk by **December 12, 2025, 17.00**.

Evaluation criteria

The open local tender will be conducted to ensure transparency, competition and cost-effectiveness. Under the procedure, the supplier will be selected on the basis of full compliance with technical specifications, and the most advantageous price.

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

#	Criteria	Weight
1	Meets/exceeds the Technical Specifications (Appendix 2)	50%
2	Price	50%

Attachments:

1. Appendix 1 Particular Conditions and Technical Specifications
2. Appendix 2 Suitability and Contract Price