

TERMS OF REFERENCE

Coordinator of the Secretariat Supporting the Selection Competition for the Position of the Deputy Head of the Specialized Anti-Corruption Prosecutor's Office (SAPO)

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.

One of the beneficiaries of the EUACI is the Specialized Anti-Corruption Prosecutor's Office (SAPO). Established in 2015 and reconstituted as a separate legal entity in 2024, SAPO is a prosecutorial agency with a primary mandate to prosecute top-level corruption, including criminal offences committed by senior public and local officials and cases that threaten national security. The Law "On the Prosecution Service" determines SAPO's status, mandate, powers, and organization, while the Criminal Procedure Code of Ukraine defines its investigative jurisdiction.

In accordance with the Law on the Prosecutor's Service, the organisation and conduct of the competition for the positions of Deputy Prosecutor General – SAPO Head, First Deputy Head, and Deputy Head of SAPO are carried out by the Selection Commission (hereinafter – the Selection Commission) that consists of six members:

- three persons appointed by the Prosecutor General based on proposals from the Council of Prosecutors of Ukraine, and
- three persons appointed by the Prosecutor General based on proposals from international and foreign organisations that, in accordance with international or intergovernmental agreements, have been providing Ukraine with international technical assistance in the field of preventing and combating corruption over the past three years.

Following the voluntary resignation of Deputy Head of SAPO Andriy Syniuk on 14 November 2025, a vacancy arose for this position. Accordingly, on 19 March 2026, the Selection Commission was established, primarily to conduct the competition for the position of Deputy Head of SAPO.

The upcoming selection of the Deputy Head of SAPO will be the first application of substantially reformed rules provided by Law No. 3509-IX, adopted in December 2023, as part of the IMF and the EU

conditionalities.

In accordance with Article 29-1 of the Law of Ukraine “On the Prosecutor’s Service”, the financing and logistical support of the activities of the Selection Commission and its members, including the Secretariat established to assist in their work, may be provided through international technical assistance.

To ensure the proper functioning of the Secretariat supporting the Selection Commission, coordination services are required to guarantee that the Secretariat operates in full compliance with applicable legislation and the instructions of the Selection Commission.

The Secretariat will consist of following experts:

- 6 Legal Experts;
- 1 Communications Expert;
- 1 Administrative Assistant;
- Translators/Interpreters;
- Other engaged experts when needed.

Objective

The objective of this assignment is to support an effective, transparent, and merit-based selection process for the position of Deputy Head of SAPO by ensuring support for the Selection Commission and its members, in accordance with Article 29-1(3) of the Law of Ukraine “On the Public Prosecution Service,” through the engagement of the Coordinator of the Secretariat established to assist the Commission in its work.

The Coordinator of the Secretariat shall coordinate and manage administrative, procedural, and organisational processes, ensure timely preparation and proper documentation of the Commission’s work, and support compliance with the applicable legal framework, while fully safeguarding the independence, impartiality, and decision-making autonomy of the Selection Commission members throughout the selection process.

Scope of work

The Coordinator of the Secretariat shall be responsible for the overall coordination, organisation, and quality assurance of Secretariat support to the Selection Commission for the selection of the Deputy Head of SAPO.

The Coordinator of the Secretariat is expected to:

- Organise, manage, and coordinate the work of the Secretariat team, following the requests from Selection Commission, including management of tasks, internal workflows, and supervision of Secretariat staff and experts.
- Provide efficient administrative, procedural, and legal support to the Selection Commission upon its request, while fully safeguarding the independence, impartiality, and autonomy of the Commission members.

- Administer and coordinate all stages of the selection process with the support of the Secretariat and relevant technical assistance projects, by the request of the Selection Commission.
- Develop, monitor, and regularly update the competition timeline, milestones, and deadlines in coordination with the Selection Commission.
- Provide legal advice to the Selection Commission on matters related to the selection process and ensure compliance with the Law of Ukraine “On the Public Prosecution Service” and other applicable legal and procedural requirements.
- Draft and review legal, procedural, and organisational documents, including rules of procedure, competition announcements, minutes of meetings, memoranda, analytical notes, and other materials upon request of the Selection Commission.
- Assist in the preparation and signing of additional agreements, memoranda, or other documents related to the work of the Selection Commission, if required.
- Ensure proper organisation and conduct of integrity and background checks of candidates, including but not limited to analysis of asset declarations, open-source information, and information provided by competent authorities or third parties, by the request of the Selection Commission.
- Ensure preparation of individual candidate profiles, integrity questionnaires, and analytical summaries, as well as collection and analysis of candidates’ responses, in accordance with the instructions of the Selection Commission.
- Ensure effective coordination and synergy between the Secretariat, communication team, and Selection Commission members.
- Organise and actively participate in meetings involving all stakeholders of the selection process, both internal and external.
- Participate in meetings of the Selection Commission and ensure proper documentation of discussions and decisions taken by the Commission.
- Ensure systematic collection, version control, secure storage, and archiving of all selection-related documents and materials.
- Ensure compliance with confidentiality, data protection, and non-interference requirements applicable to the selection process.
- Perform quality control of all materials prepared by the Secretariat prior to submission to the Selection Commission.
- Ensure timely translation and interpretation of all materials and meetings for the Selection Commission members, with the help of the interpreters, translators, and Secretariat.
- Coordinate logistical arrangements necessary for the smooth functioning of the Selection Commission’s work.
- Identify and communicate procedural, legal, or other risks related to the selection process and propose mitigation measures to the Selection Commission, as appropriate.

- Perform any other tasks necessary to facilitate a transparent, lawful, and merit-based selection of the Deputy Head of SAPO, as requested by the Selection Commission.

Confidentiality and Data Protection

In carrying out these duties, the Coordinator of the Secretariat shall ensure strict protection and confidentiality of any personal data, sensitive information, or restricted materials obtained in the course of work. Such information shall be used solely for the purpose of fulfilling responsibilities related to the SAPO Deputy Head selection process and shall not be disclosed or used for any other purpose.

Deliverables

The Coordinator of the Secretariat shall be responsible for ensuring the timely delivery of the following outputs throughout the duration of the Selection Commission's mandate:

- Indicative timeline for the selection process, including key milestones and deadlines, prepared and updated in coordination with the Selection Commission.
- Draft Rules of Procedure of the Selection Commission by request of the Selection Commission.
- Draft internal guidelines, templates, and procedural documents required for the conduct of the selection process, under guidance of the Selection Commission.
- Individual candidate profiles prepared on the basis of information collected in accordance with the Commission's instructions.
- Draft integrity questionnaires and consolidated analytical summaries of candidates' responses.
- Supporting analytical notes based on asset declarations, open-source data, and information received from third parties.
- Draft minutes and records of meetings, prepared in accordance with the Commission's decisions.
- Legal opinions, memoranda, and analytical notes prepared at the request of the Selection Commission to support its work.
- Coordination notes and materials prepared to facilitate cooperation between the Selection Commission, Secretariat, communication experts, and other stakeholders (if required).
- Periodic brief progress updates to the Selection Commission and the supporting technical assistance project, focusing on procedural status and operational matters.
- A brief final report summarising the Secretariat's support activities, key procedural steps completed, and lessons learned, prepared upon completion of the selection process.

Qualifications

1. Key qualifications:

- A minimum of a Master's degree in Law, International Relations, Public Administration, or Political Science is desirable.
- At least 5 years of experience with a focus on legal writing, research, and analysis.

- Previous professional experience within prosecutorial bodies or prosecution services will be considered as an asset.

2. Adequacy for the assignment

- Previous engagement with international projects in the sphere of law enforcement/judicial/ anti-corruption reform would be considered an advantage.
- Previous experience in selection processes will be considered as an asset.
- Skills to conduct information search in databases and analyse other online resources to produce balanced and credible situation descriptions based on multiple data sources.
- Excellent organizational skills.
- Respect for deadlines.
- Ability to work under pressure and extra hours if necessary.

3. Experience with the region and languages

- Language: Fluency in written and spoken English (CEFR level B2) and Ukrainian C1 is a must.

Budget, timeframe, and location

Payments to the Consultant shall be made on a monthly basis against Consultant's timesheet and invoice for the respective period. Payments shall be based on the actual days worked and the agreed daily fee rate.

The intended commencement date is the date of signature of the contract with the Consultant, and the period of implementation will be up to 7 months, commencing in May 2026. The assignment includes up to 60 working days per full term of the Contract.

The expert is expected to work online and offline in Kyiv.

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 Consultant agrees to hold in trust and confidence any information or documents ("confidential information") 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.

How to apply

The deadline for submitting the proposal is the end of the day on **17 May 2026**.

All interested candidates should submit:

- Experts' CV, not more than 3 pages and cover letter
- Financial offer, including daily fee

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 cc to olesyd@um.dk indicating the subject line: Coordinator of the Secretariat for SAPO Deputy Head selection process.

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 olesyd@um.dk, not later than **13 May 2026, 17:00** Kyiv time.

Evaluation criteria

	Criteria	Weight
1	Relevant experience according to the CV	70%
2	Proposed budget according to the financial offer	30%