

TERMS OF REFERENCE

AI training sessions for HACC (2026-2027)

General background

The High Anti-Corruption Court (HACC) is a key institutional partner of the EUACI that is in charge of adjudicating high-level corruption cases.

On 20 November 2025, the HACC Assembly of Judges approved the Court's Institutional Development Strategy for 2026–2028. Goal 2 of the Strategy — "Improving the Operational Effectiveness" — identifies the periodic delivery of general and tailored AI training for Court staff as one of its key initiatives.

Against this backdrop, HACC approached the EUACI with a request to organize additional training sessions on the practical use of AI tools for its judges and staff. The request reflects the rapid pace of development in this field and builds on similar sessions already delivered in 2025.

To meet this request, the EUACI is seeking to engage an expert or a team of experts to design and deliver these training sessions.

Objective

Overall: To build the capacity of HACC judges and staff to effectively use AI tools in their day-to-day work, in line with the AI integration initiatives under Goal 2 of the Court's Strategy for 2026–2028.

Sub-objective: To organize targeted general training sessions on the practical use of AI tools for HACC judges and staff.

Scope of work

- Gather feedback from potential participants as to the content of the training sessions;
- Deliver two series of training sessions (the exact days are to be agreed upon later with the EUACI and HACC):
 - a. First series: three one-day in-person sessions in September–October 2026;
 - b. Second series: three one-day in-person sessions in March–April 2027;

- Within each series, all three sessions are expected to cover identical or substantially similar content, with adjustments made as needed based on participant feedback;
- Each session will have approximately 30 participants, drawn from HACC staff, judicial assistants, and judges;
- As participants are expected to have basic to intermediate proficiency with commonly available AI tools, the training should focus on the latest developments and advancements in the field, covering — among other topics — the following:
 - a. Basics of working with local LLMs: how to run them locally (e.g. via Ollama, LM Studio), privacy implications, and when local vs. cloud-based models make sense;
 - b. Best practices and tools for working with tables and data: practical techniques for AI-assisted data processing, including add-ons for office software (Excel, Google Sheets) and approaches to cleaning, structuring, and analyzing tabular data;
 - c. Using Claude Code / Codex as a non-programmer: how non-technical users can leverage them to automate tasks, write scripts and build simple tools or programs;
 - d. AI-assisted workflows with open judicial data, including parsing and API use: workflows for accessing, processing, and analyzing judicial data; practical introduction to working with public APIs in a no-code or low-code context.
 - e. Practical value and use cases for MCP servers and skills: what MCP servers are, how they extend AI capabilities through integrations (calendars, documents, databases), and how custom skills improve reliability and output quality.
 - f. Basics of using OpenClaw and similar local agents: introduction to local AI agents: how they differ from simple chat interactions, how to set them up, and practical use cases for autonomous task execution.
 - g. Media monitoring with AI and agentic content publication workflows: end-to-end workflows for tracking media sources, summarizing coverage, and publishing content through agentic pipelines.
- The EUACI will provide the venue for each in-person session (to be selected later).

The Service Provider will be required to submit the following deliverables:

| Deliverable | Timeline | Note |
|-------------|----------|------|
|-------------|----------|------|

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|---|--|--|
| Draft agendas of the training sessions (1 agenda per each of the two series) | One week before the first scheduled training session in a series | |
| Final report | Within 2 weeks of the last training session. | A short report (up to 2 pages) with the description of the conducted work. |

Qualifications:

The Service Provider should have the following qualifications:

- official registration as an individual entrepreneur or a legal entity according to the legislation of Ukraine;
- higher education in the field of information technology or related fields;
- proven experience in conducting training sessions in the field;
- familiarity and understanding of the operational context of courts and anti-corruption institutions;
- fluency in Ukrainian.

Payment modality

Payment will be made in two equal installments, each following the completion of a series of three training sessions, upon submission of invoices by the Service Provider in accordance with the templates provided by EUACI.

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 Service Provider 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 to the Service Provider or discovered by the Service Provider 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 the end of the day on **1 June 2026 COB (17:00)**.

All interested candidates should submit a CV (CVs for the team) and financial offer for the whole exercise. If these documents are not submitted in line with the request above, the bid will not be considered.

The proposal should be submitted within the above deadline to EUACI@um.dk cc to andkhy@um.dk indicating the subject line: AI training sessions for HACC (2026-2027).

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 annper@um.dk, not later than 29 May 2026, 17:00 Kyiv time.

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

Evaluation criteria

| Criteria | Weight |
|-------------------------|---------------|
| Relevant qualifications | 70% |
| Financial offer | 30% |