

TERMS OF REFERENCE

GIS consultant for Poltava and Mykolaiv city councils

General background

The European Union Anti-Corruption Initiative (EUACI) in Ukraine is a joint program, financed by the European Union, the United Kingdom International Development, and co-financed and implemented by the Ministry of Foreign Affairs of 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 August 2027.

Objective

The objective of this assignment is to provide expert analytical and technical support to the Poltava City Council in conducting a comprehensive assessment of the current state of its Geographic Information System (GIS), public geoportal, and other relevant information systems that may contribute to the modernization and further development of the GIS infrastructure.

The assignment will include an assessment of the quality and completeness of available municipal geospatial data, identification of existing technical and functional gaps, and analysis of opportunities for improving the GIS and its integration with other municipal information systems. Based on the assessment, the expert will develop recommendations for the modernization and development of the GIS, as well as prepare technical specifications for the procurement of GIS modernization services.

In addition, the assignment aims to develop a GIS Development Programme for Mykolaiv City Council, defining key development priorities, proposed measures, and a framework for the further improvement and sustainable use of the municipal GIS.

Scope of work

The Consultant shall perform the following tasks:

1. Develop and agree on a methodology for assessing the current state of the GIS of the City of Poltava and identifying its modernization needs.

2. Conduct an audit and assessment of the data, registers, and information systems administered by Poltava City Council, its executive bodies, subordinate municipal enterprises and organizations, as well as the functionality and infrastructure of the existing geoportal.
3. Assess the needs and barriers of internal users (structural units of the City Council) and external users (citizens and businesses) in relation to the GIS, including their needs and requests concerning further development and modernization of the system.
4. Identify human resource, technical, and financial/resource constraints affecting the capacity of the City Council's executive bodies to operate, maintain, and further develop the GIS.
5. Prepare a comprehensive GIS Assessment Report, including recommendations for the technical, regulatory, and organizational development of Poltava's GIS, and present the report to relevant stakeholders.
6. Develop Technical Specifications for the modernization of the GIS and, where necessary, for the procurement of the required equipment.
7. Analyze the current state of GIS development in the City of Mykolaiv.
8. Develop a GIS Development Programme for the City of Mykolaiv.

Deliverables

#	Deliverable/Output	Timeline	Note
1	Consultant's work plan, showing the timing for the start and completion of the activities listed under the scope of work section.	1 week after contract signing	To be submitted to the EUACI by email ahead of the Kick-Off meeting Ukrainian
2	GIS Assessment Methodology for Poltava – agreed methodology for assessing the current state of the GIS and its modernization needs.	4 weeks after contract signing	To be submitted to the EUACI by email Ukrainian
3	GIS Assessment for Mykolaiv – analysis of the current state, capacities, gaps, and development needs of Mykolaiv's GIS.	8 weeks after contract signing	To be submitted to the EUACI by email Ukrainian
4	GIS Development Programme for Mykolaiv – programme outlining priorities, key measures, and requirements for the further development of Mykolaiv's GIS.	11 weeks after contract signing	To be submitted to the EUACI by email Ukrainian
5	Finalized GIS Assessment Report for Poltava, incorporating stakeholders' comments, including a roadmap for further	11 weeks after contract signing	To be submitted to the EUACI by email Ukrainian

#	Deliverable/Output	Timeline	Note
	GIS development and modernization, and a presentation of the key findings and recommendations.		
6	Final report	12 weeks after contract signing	Subject to the EUACI's approval Ukrainian with translation into English

The timelines indicated in the table above are indicative. The Consultant will reflect on and update the timelines for different activities during the preparation and updating of the Consultant's work plan. During the Kick-Off meeting with the EUACI Component Team, the Consultant's updated work plan will be discussed, including the proposed timeline for the different activities and for the submission of deliverables.

Qualifications

Education: Higher education degree (Master's/Specialist) in IT, Geographic Information Systems (GIS), Political Science, Public Administration, or a related field.

Experience:

At least 5 years of professional experience in IT projects, open data, digitalization of public services, or municipal-level GIS development.

Proven experience in conducting data audits and developing analytical reports, methodologies, or Terms of Reference (ToR) for local government authorities and international organizations.

Knowledge: Good understanding of Ukrainian legislation related to geospatial data, open data, and public administration.

Languages: Fluency in Ukrainian and a working proficiency in English.

Budget, timeframe, and location

The maximum budget available for this assignment is **EUR 15,000**, which includes up to **EUR 13,500** for the Consultant's fee and **EUR 1,500** to cover business travel expenses - including per diem, logistics, and accommodation - for up to 6 travel days within Ukraine in line with EUACI travel policy.

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 expected duration of the assignment is **12 weeks**, with a tentative start in **late September 2026**.

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

All interested candidates should submit:

- A financial proposal indicating the requested fee;
- The Consultant's CV (maximum three pages in total);
- Contact details of at least two referees.

To apply, please send all the documents listed above to euaci@um.dk, cc oleana@um.dk indicating the subject line " GIS consultant for Poltava and Mykolaiv city councils _NAME".

If the requested documents are not submitted in line with the request above, the bid will not be considered.

The deadline for submitting the proposal is **23 September, 18:00 Kyiv time**.

Any clarification questions for the bid request should be addressed to euaci@um.dk, cc oleana@um.dk no later than **16 September 2026, 18:00 Kyiv time**.

To ensure your documents were successfully received, please check that you receive an auto-reply from our system.

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

Bidding language: English

Evaluation criteria

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

#	Criteria	Weight
1	Proposed budget	20%
2	Experience, skills and competencies (CV)	80%