EUACI EUROPEAN UNION ANTI-CORRUPTION INITIATIVE

TERMS OF REFERENCE

Data Management and Open Data Expert for SAPO

General background

The EU Anti-Corruption Initiative in Ukraine (EUACI) is the leading technical support programme in the area of anti-corruption in Ukraine, funded by the European Union, the German Federal Ministry for Economic Cooperation and Development, and UK International Development, and co-funded 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 coherence and systemic anti-corruption activities of state and local self-government bodies, and empowering civil society and citizens to contribute to combating corruption, as well as the proper process of Ukraine's post-war recovery. The programme runs until August 2027.

Among the key partners of the EUACI is the Specialized Anti-Corruption Prosecutor's Office (SAPO). SAPO is responsible for supervision of compliance with the law during the operational and pre-trial investigations of the National Anti-Corruption Bureau of Ukraine (NABU); the maintenance of state prosecution in relevant proceedings; and the representation of the interests of a citizen or the state in court in cases provided for by law and related to corruption or corruption-related offences.

As a public information holder, SAPO is subject to the Law of Ukraine "On Access to Public Information" and Cabinet of Ministers Resolution № 835 of 21 October 2015 concerning the management and publication of public information.

SAPO's Strategy, approved on 12 December 2025, includes the development of a comprehensive data management system. It envisages the review of information resources, improvement of internal data management standards and processes, and transparent publication of information in open data formats. An information management audit with practical recommendations was identified as a key deliverable.

With the EUACI's support, the information management audit was completed in September 2026 and resulted in a report containing recommendations for improving SAPO's data management and proactive disclosure practices. Following the audit, SAPO requested further EUACI assistance with implementing these recommendations. The EUACI therefore intends to engage an individual expert to provide practical implementation of audit's recommendations.

Objective

Overall: To strengthen SAPO's capacity for effective data management and proactive disclosure of public information through the implementation of recommendations from the completed information management audit.

Sub-objective: To provide SAPO with practical technical and methodological assistance in implementing agreed priority recommendations, improving internal data management processes and establishing sustainable procedures and tools.

Scope of work

The Expert shall assist SAPO in implementing priority recommendations of the completed information management audit, as agreed with SAPO and the EUACI. The work may include the following tasks:

Implementation planning and coordination

- Review the final audit report and, together with SAPO, select the recommendations to be implemented within the assignment.
- Maintain a detailed implementation plan identifying activities, outputs, responsible units, dependencies and deadlines.
- Support SAPO in initiating and facilitating dialogue with NABU and the High Anti-Corruption Court (HACC) on consolidating data of common interest.

Data management procedures and workflows

- Assist SAPO in establishing or improving procedures for data collection, processing, validation, storage, maintenance and use.
- Map and streamline selected data workflows, including responsibilities for data quality, metadata maintenance and regular updates.
- Develop or refine relevant internal standards, templates, instructions and procedural documents as recommended by the audit.
- Help address prioritised issues involving duplication, inconsistent formats, incomplete metadata and other data-quality constraints.

Technical and organisational improvements

- Assist in structuring, standardising, validating or migrating selected datasets, where necessary and authorised by SAPO.

- Develop or adapt practical templates, scripts or technical tools for repeatable data extraction, processing and validation, where feasible.
- Document introduced improvements and prepare editable instructions allowing SAPO staff to maintain them independently.

Proactive publication and open data

- Support the preparation or improvement of selected datasets for publication, including structure, machine-readability, completeness and metadata.
- Assist in establishing procedures for timely publication, regular updating and quality assurance, taking account of applicable disclosure restrictions.

Capacity building, monitoring and reporting

- Provide practical consultations and training for SAPO staff on the improved procedures, responsibilities and tools.
- Maintain an implementation tracker and report regularly on completed activities, obstacles and decisions required from SAPO.
- Submit a final handover package documenting implemented recommendations, editable materials, remaining issues and possible next steps.

Deliverables

The Expert will be responsible for delivering the following practical outputs in the languages specified below:

Deliverable/Output	**Timeline**
1. Prioritised matrix of audit recommendations and implementation plan, including agreed outputs and deadlines (in Ukrainian)	Within one month of contract signature
2. Timesheets (in English)	Every two months from contract signature

3. Final implementation tracker and handover materials (in Ukrainian), and final report on completed recommendations (in Ukrainian and English)	Together with the final timesheet, no later than the end date of the contract

Qualifications

Eligibility

The Service Provider must be a private entrepreneur registered in Ukraine. The following eligibility conditions apply:

- No conflict of interest with SAPO / NABU;
- Fluency in Ukrainian (written and spoken) is mandatory.

Professional experience

- Minimum three years of demonstrated experience in data management, data governance, open data or implementation of related improvements;
- Proven practical experience working with Ukrainian public authorities on data management, open data or digital governance projects;
- Experience in developing and implementing data processing workflows, data management procedures, quality standards or related technical solutions.

Subject-matter expertise

- Demonstrated familiarity with Ukrainian open data legislation, particularly the Law of Ukraine "On Access to Public Information" and Cabinet of Ministers Resolution No. 835 of 21 October 2015; knowledge of data quality, metadata and machine-readable formats.

Language

- Working knowledge of English is an advantage.

Practical Requirements

- Availability for on-site visits to SAPO premises in Kyiv as needed and agreed in advance;
- Ability to implement practical improvements and complete the assignment within the specified timeframe.

Budget

The maximum possible budget for the assignment is **EUR 15 000**, including all applicable taxes, fees and expenses.

Payments will be made in UAH equivalent to the agreed EUR amounts at the official NBU exchange rate, in accordance with the contractual terms, upon approval of timesheets and satisfactory acceptance of agreed deliverables.

Timeframe

From the contract signature date until 31 July 2027. The assignment is part-time, with an anticipated level of effort of approximately two working days per week on average. The schedule and total number of working days shall be agreed with the EUACI within the contractual budget. Services may be provided remotely, with on-site visits to SAPO premises in Kyiv as needed and agreed in advance. Continuous physical presence at SAPO premises is not required.

Reporting and management

The Expert shall work with designated SAPO staff under the EUACI supervision. Performance will be assessed against agreed deliverables, practical implementation results and effective transfer of materials and knowledge to SAPO.

The Expert shall keep all non-public SAPO information confidential and use it only for the assignment. Access to SAPO systems and any disclosure or transfer to third-party services require SAPO's prior approval. Upon completion, the Expert shall hand over all materials and delete retained copies of restricted information as required.

How to apply

The deadline for submitting the proposal is **30 November 2026, 17:00 Kyiv time**.

All interested candidates should submit:

- CV;
- Financial offer indicating the daily fee (in EUR) and the total budget.

The proposal shall include the above information and should be submitted by the deadline to EUACI@um.dk, indicating the subject line "Data Management and Open Data Expert for SAPO".

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 once again.

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 26 November 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

Bids will be evaluated under the criteria provided below:

#	Criteria	Weight
1	Criterion 1: Qualifications	**70%**
2	Criterion 2: Financial offer	**30%**