**Terms of Reference for a**

**Communication Specialist for the Integrity Support Office in**

**Mykolayiv City Administration**

**1. The Programme**

The EUACI is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, civil society, businesses, and state institutions.

The overall objective of the EU Anti-Corruption Initiative Phase III is to improve the implementation of Ukraine’s anti-corruption policy by supporting the key anti-corruption state institutions: strengthening oversight of reform implementation by Parliament; and at the national and local level supporting civil society, investigative media, business and local governments, thus substantially improving Ukraine’s overall performance in the fight against corruption.

The EUACI has 4 components, namely:

Component 1; that supports key state anti-corruption agencies in improving their effectiveness and independence;

Component 2; that supports the efforts of the Government of Ukraine to ensure transparent and accountable reconstruction

Component 3; that supports Integrity cities in their efforts to strengthen their integrity, transparency, and accountability;

Component 4: that supports Ukraine’s civil society, media, and business community with a view to increase awareness of and engagement in anti-corruption activities.

The six integrity cities with which the EUACI has entered into a partnership under its Component 3 are Chernivtsi, Chervonohrad, Mariupol, Nikopol, Zhytomyr, Mariupol and Mykolayiv.

The EUACI has provided an Integrity Support Office of experts in the Mykolayiv municipality, headed by an advisor to the Mayor to support the integrity transformation, transparency and accountability of the reconstruction process. The Office consists of long-term staff and short-term experts as needed.

**2. The Position**

Title: Communication Specialist for the Integrity Support Office in

Mykolayiv City Administration

Place of service: remotely or at the Integrity Support Office in Mykolaiv.

The responsibilities encompass providing communication expert support to the Mykolaiv City Council, Integrity Support Office and Component 3. This support entails facilitating effective communication of the undertaken EUACI activities and other activities promoting integrity and fostering integrity and transparency in the interactions between the city council and various public stakeholders.

The experts is supervised by the Head of the Integrity Support Office in Mykolayiv.

**3. Duration of contract**

400 working days (full-time position for 20 months) with tentative start from end of May 2024 till December 2025. The maximum budget for this activity is up to **EUR 31 000.** This amount can also include a travel budget of up to 24 travel days.

**4. Scope of work**

Includes the follow tasks with emphasis on activities to promote integrity, transparency and accountability:

* Developing, writing, and editing materials for the Mykolaiv city council’s communication platforms and media;
* Developing, writing, and editing materials for Component 3 activities
* Support in multimedia content development and infographics;
* Creating basic presentations, infographics and layouts for activities illustrations;
* Support and development of the Mykolaiv city council’s communication channels (social media, website, newsletters, etc.);
* Assist in the organizing of events;
* Assist in developing regular media monitoring reports;
* Update media databases;
* Provide capacity building, including through mentoring of City Administration staff.
* Any other related tasks to support the Integrity Support Office, Mykolaiv City Administration management, and/or tasks given by the EUACI management.

**5. Expected deliverables**

Although the above scope of work is very much about guiding partners through a development process and helping them deliver the outputs in their results framework, this section translate the scope of work into some regular deliverables and specific outputs that the Consultant will directly responsible for delivering. The tables below summarise the tentatively identified regular and specific deliverables and outputs.

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| --- | --- | --- | --- |
| # | Deliverable/Output | Target Timeline/Due Dates | Review/Approval |
| 1 | Output-based work plans, indicating the timing and estimated input of time in hours for carrying out jointly agreed activities. | Quarterly (or Monthly  as agreed) /1 week before start of period | Head of Integrity Support Office |
| 2 | Progress Reports, summarising the progress made and results achieved over the period, and the Consultant’s recommendations for future actions. | Quarterly (or Monthly  as agreed) / 1 week after end of the period. | Head of Integrity Support Office |
| 3 | Media and design materials  on request of management | Constantly | Head of Integrity Support Office |
| 4 | Invoices and signed timesheets, summarising actual days worked and expenses incurred with reference to the agreed work plans | Quarterly (or Monthly  as agreed) / max 2 weeks after end of the period | Component Team Leader,  Head of Administration |

**6. Demand Profile/Qualifications**

Key qualifications:

* Bachelor's degree in mass communication, journalism, graphic design or another similar subject at the university level;
* At least two years of professional experience in conducting communication services;
* Experience from working with international programs in the field of local authorities or integrity and anti-corruption will be an advantage;
* Good knowledge of social media platforms and design tools (including Adobe illustrator, Adobe Photoshop, Canva, Figma etc);
* Excellent written and verbal communication skills;
* Experience in working with Ukrainian authorities;
* Excellent interpersonal skills and the ability to work constructively;
* Proven ability to see through tasks, set and deliver results;
* The ability to work with tight deadlines, flexibility, and an entrepreneurial spirit;
* Fluency in Ukrainian is required;
* Good English skills will be an advantage;
* Keen sense of ethics, integrity, and credibility.

**7. How to apply**

To apply, please send your CV, portfolio, short motivation letter and expected budget (in terms of the price of one working day) to [oleoho@um.dk](mailto:oleoho@um.dk) with copy to yuliiamincheva@gmail.com, indicating the subject line "Communication Specialist for the Mykolaiv City Council".

The deadline for submitting the documents is **13 May 2024**, **18:00** Kyiv time.

The documents shall be submitted in English.

Any clarification questions for the bid request should be addressed to [oleoho@um.dk](mailto:oleoho@um.dk), no later than 6 May 2024, 18:00 Kyiv time.

**8. Evaluation criteria**

Bids will be evaluated under the criteria provided below:

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| --- | --- | --- |
| **#** | **Criteria** | **Weight** |
| 1 | CV (Relevant experience, skills and competencies) and Portfolio | 80% |
| 2 | Proposed budget | 20% |