TERMS OF REFERENCE

**Administrative Assistant to the Secretariat for Independent External Assessment of Effectiveness of the National Anti-Corruption Bureau of Ukraine**

**Background**

The European Union Anti-Corruption Initiative in Ukraine (EUACI) Phase III is the biggest European Union (EU) support program in the area of anti-corruption in Ukraine, co-funded and implemented by the Ministry of Foreign Affairs of Denmark on behalf of the EU. It is a four-year program (2024-2028).

The overall objective of the EUACI Phase II is the reduction of corruption in Ukraine at the national and local levels through the empowerment of citizens, civil society, business, and state institutions. Such state institutions include Ukraine's whole newly set-up anti-corruption infrastructure, where National Anti-Corruption Bureau of Ukraine (NABU) plays important role in targeting high-level officials' corruption.

The National Anti-Corruption Bureau of Ukraine is a central executive body which is directly subordinated to the Government of Ukraine (the Cabinet of Ministers of Ukraine). The NABU is a pre-trial investigation body tasked with pre-trial investigation of large-scale and high-level corruption crimes committed by senior officials authorized to perform functions of the state or local self-governance. The Bureau has strong guarantees of independence prescribed in the law.

Investigative jurisdiction of the NABU includes corruption and other related criminal offenses (e.g., active and passive bribery in the public sector, foreign bribery, trading in influence, abuse of powers, embezzlement and misappropriation, illicit enrichment, money laundering, false statements in or non-submission of declarations by public officials). Criminal proceedings concerning these offenses belong to the NABU’s investigative mandate if (i) the offense is committed by a high-level official (e.g., former President, minister, MP, judge, civil servants of the highest level, etc.), and/or (ii) if the damage from the offense or undue benefit obtained as a result of the criminal offense exceeds a specific monetary threshold.

Cases investigated by the NABU are guided and prosecuted by specialized prosecutors from the Specialized Anti-Corruption Prosecutor’s Office. Judicial oversight at the pre-trial stage and adjudication during the trial in the majority of the NABU-investigated cases is carried out by the specialized court – the High Anti-Corruption Court.

The Law on the NABU sets out that an independent external assessment of the NABU’s effectiveness (NABU Audit) shall be performed annually.

**Objectives and results**

The Administrative Assistant will provide comprehensive administrative and logistical support to the NABU Audit Commission and the Secretariat. This role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently. The Administrative Assistant will play a key role in ensuring the smooth operation of the Secretariat and supporting the overall success of the NABU Audit.

**Scope of work:**

**The Administrative Assistant is expected to provide following services:**

1. **Administrative Support:**
* Assist with the daily operations of the Secretariat, including scheduling, filing, and handling correspondence.
* Prepare and manage documents related to the NABU Audit, ensuring accuracy and compliance with relevant standards.
* Maintain an organized filing system for all project-related documents.
1. **Coordination and Communication:**
* Facilitate effective communication between the Secretariat, the assessment team, and other stakeholders.
* Organize and coordinate meetings, workshops, and other events, including preparing agendas, taking minutes, and following up on action items.
* Assist in the preparation of materials for stakeholder meetings and engagements.
1. **Logistical Support:**
* Coordinate travel arrangements, accommodations, and other logistical needs for the assessment team and visiting experts.
* Assist in organizing logistical aspects of meetings, workshops, and other events.
1. **Document Management:**
* Assist in the preparation, review, and management of reports, statements, and correspondence.
* Ensure all documentation is accurate, up-to-date, and properly archived.
1. **Support to Audit Commission:**
* Provide administrative and logistical support to the NABU Audit Commission and external experts.
* Assist in the preparation of reports, presentations, and other deliverables as required by the Audit Commission.
1. **Office Management:**
* Ensure the office is well-maintained, including managing office supplies and equipment.
* Implement solutions to improve office efficiency and streamline administrative processes.
1. **Compliance and Standards:**
* Ensure all administrative activities comply with relevant regulations, standards, and best practices.
* Maintain confidentiality and security of sensitive information.
1. **Other Duties:**

Perform any other duties as assigned by the Head of Secretariat to support the NABU Audit.

**The working place is Kyiv, Ukraine.**

**Deliverables:**

* Uninterrupted work of the Secretariat is ensured.
* Communication and coordination among team members and ensure timely dissemination of information delivered.
* All meetings organized.
* Support to the Audit Commission is provided;
* Materials for stakeholder meetings and engagements, including briefing documents and presentations prepared.
* Documentation of stakeholder meetings and outcomes provided.
* Time-shits indicating time spent for the assignment.
* Short final report (max 2 pages) with a description of provided services and methodology used.

#### **Start date and period of implementation of tasks**

The intended commencement date is the date of signature of the contract by both parties and the period of implementation of the contract will be up to 4 months, with a maximum duration of 60 working days starting from July – November 2024.

**Requirements for the Service Provider**

The assignment requires the services with the following qualifications:

**Qualifications:**

**Education:**

* A bachelor's degree in Business Administration, Public Administration, or a related field is preferred.

**Experience:**

* At least 2 years of experience in an administrative role, preferably within an international organization or government institution.
* Proven experience in office management, document preparation, and coordination.

**Skills:**

* Strong organizational and multitasking abilities.
* Excellent communication and interpersonal skills.
* Proficiency in Microsoft Office Suite and other office management tools.
* Strong attention to detail and accuracy.

**Language:**

* Fluency in Ukrainian and English (both written and spoken).

**Competencies:**

* High level of integrity and commitment to supporting anti-corruption efforts.
* Ability to work under pressure and meet tight deadlines.
* Ability to work independently and as part of a team.

Definition of indicators

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 results" herein, respectively. Moreover, the performance of the Service Provider will be judged upon the successful implementation of all the specific activities indicated in the section" Scope of work” of the present document.

**How to apply**

Provide the **CV and expected daily rate** in EUR till **16 July 2024**, 18:00 Kyiv time to the Anti-Corruption Expert Viktoria Popyk, the e-mail: viktorypopyk@gmail.com with the title The Administrative Assistant for NABU Audit.

Bidding language: **English**.

**Clarification questions:**

Questions for the Request for Bid should be addressed to viktorypopyk@gmail.com no later than 13 July 2024, 18:00 Kyiv time.