**Term of References**

**Senior Local Integrity Consultant**

**Introduction**

The EUACI is looking for a Senior Local Integrity Consultant who is interested in and capable of helping six Integrity Cities in their efforts to strengthen good governance practices; and in particular the principles of accountability and specifically in integrity of the recovery process.

This ToR provides further details about the EUACI programe, the Integrity Cities, the role of the Consultant and the expected qualifications of candidates interested in providing documents for this tender.

**The EUACI**

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 and state institutions. In January 2024, a new phase of the EUACI was launched. The strategic objectives are that: Corruption in Ukraine is reduced; Ukraine advances with anti-corruption reform; and Reconstruction in war-affected areas of Ukraine is implemented within a framework that incorporates transparency, accountability and integrity.

The EUACI has four intervention areas, namely:

* Support to independent state institutions fighting and preventing corruption;
* Transparency and accountability of the reconstruction process;
* Support cities in war-affected areas in enhancing integrity in the reconstruction process;
* Civil society and media in preventing and fighting corruption.

This tender falls under intervention area 3 and focuses on helping the Integrity Cities implement measures that will contribute to increased integrity, transparency and accountability. Organisationally, the Senior Local Integrity Consultant will work with the EUACI’s intervention area team and will be supervised by the Team Leader.

**The Integrity Cities**

The six integrity cities with which the EUACI has entered into a partnership under its Component 2 are Chernivtsi, Chervonohrad, Mariupol, Nikopol, Zhytomyr and Mariupol. At the moment, the EUACI has no activities in Mariupol.

During Phase I and II, the EUACI worked with five of these cities to strengthen their systems and tools to enhance integrity, transparency, and accountability. The partnership continues in the current III Phase, focusing on the continued development of the various integrity tools launched before, and the implementation of new tools agreed for implementation during the current Phase III.

**The position of Consultant**

Title: Senior Local Integrity Consultant

Place of service: remote, with travel to Integrity Cities and Kyiv (1-2 times per month)

Supervised by Team Leader of Intervention Area 3

**Area of Responsibility**

**Key functions:**

* **Contribute to the programme planning and budgeting;**
* **quarterly, semi-annual, annual reporting of the progress made in the Integrity Cities together with the EUACI advisors to the city mayors;**

**At the specific Intervension Area’s level, the consultant is expected to:**

* Organize the Programme’s engagement with the six city administrations, including by providing capacity building, IT and other support.
* Coordinate a group of advisors to mayors, posted in each Integrity City.
* Assist during the thematic assessments of Integrity Cities and phasing in/phasing out.
* Engage in casework together with EUACI intervention area team, including initiate and assisting in procurement of technical assistance services for Integrity Cities.
* Coordinate the implementation of specific projects in cities regarding internal audit and control, technical supervision, digitalization in city administrations.
* Assist partners in cities (including cooperation with the posted advisors) in developing and implementing activities related to producing, documenting and communicating the results of their activities, best practices and lessons learned.
* Assist with other duties as agreed with the Intervension Area Team Leader.

**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.

Table: Regular Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| # | 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 | Intervention Area Team Leader |
| 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 | Intervention Area Team Leader |
| 3 | 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 | Intervention Area Team Leader Head of Administration |
| 4 | Analytical notes, presentations, memos, peer-review of the draft legal acts and draft regulations as agreed with the city administration and the EUACI | According to request | Intervention Area Team Leader  |
| 5 | Terms of References for requested consulting services from city administrations and advisers | According to request | Intervention Area Team Leader |

**Demand Profile/Qualifications**

* Master’s Degree in Public Policy, Public Administration, International Relations, Political Sciences, or a related field.
* Experience in cooperation with the local self-government for at least 5 years.
* Experience in establishing relationships with government institutions, international organisations and Ukrainian organisations.
* Experience in implementing joint projects with local self-government for at least 5 years.
* Experience in promoting good governance and integrity would be an asset.
* Good analytical, negotiation, networking, coordination, and communication skills.
* Ability to work with tight deadlines, follow through on tasks and deliver results.
* Fluency in Ukrainian and excellent English language skills is required.
* Keen sense of ethics, integrity, and credibility.

**Duration of contract**

180 working days with tentative start from October 2024 until June 2025. The contract includes 10 days of business trips to five partner cities.

**Budget of contract**

The budget of the contract**does not exceed 30,000 EUR** including travel, per diems, accomodation and printing of materials and other relevant expenses.

**Deadline for applications**

Interested candidates should submit their CVs and daily rate in EUR and budget for business trips to tarslu@um.dk, no later than **25 September 2024**, 18:00 Kyiv time, indicating in the subject line: Senior Local Integrity Consultant.

Bids will be evaluated under the criteria provided below:

|  |  |  |
| --- | --- | --- |
| **#** | **Criteria** | **Weight** |
| 1 | Experience, skills and competencies (CV) | 70% |
| 2 | Proposed budget | 30% |