**Terms of Reference for Consultant to provide assistance in conducting corruption risks assessments in 5 Integrity Cities**

## **Background and context**

The European Union Anti-Corruption Initiative (EUACI) in Ukraine is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine to reduce corruption at the national and local level through the empowerment of citizens, civil society, businesses, and state institutions.

The EUACI has three components supporting anti-corruption reforms from different angles:

Component 1, supporting key state anti-corruption agencies in improving their effectiveness and independence;

Component 2, supporting selected integrity cities in the efforts to strengthen their integrity, transparency, and accountability; and

Component 3 supports Ukraine's civil society, media, and business community to increase awareness of and engagement in anti-corruption activities.

This specific assignment concerns the EUACI's support for Integrity Cities (Component 2).

It is in this context that the EUACI is seeking a Consultant (consulting firm or a consortium of organizations) that can work closely with the EUACI and its partner cities to provide assistance in corruption risks assessments for 5 Integrity Cities.

These Terms of Reference (ToR) provide more details about the assignment.

**The partnership with Integrity Cities**

The six integrity cities with which the EUACI has entered into a partnership under its component 2 are Chernivtsi, Chervonograd, Mykolaiv, Nikopol, Zhytomyr and Mariupol.

During phase 1 the EUACI worked with these cities to further strengthen their systems and tools for enhancing integrity, transparency, and accountability. The partnership continues in the current II phase of EUACI, focusing on the continued development of the various integrity tools launched during phase one and the implementation of new tools agreed for phase II.

One of these tools is developing Municipal Integrity Plans based on corruption risk assessments. The EUACI supported the development of these Integrity Plans in an earlier phase of the program. With this tool, the EUACI partner cities aim at enhancing the accountability and transparency of the city councils, minimizing the negative consequences of integrity risks and delivering better services to the citizens.

**Corruption risks assessments**

The Integrity Cities requested the EUACI to assist in corruption risks assessments in order to develop new Municipal Integrity Plans (MIPs) as a basis for the next stages of the integrity work. An Integrity Plan is both a strategic and an operational reference document consolidating local framework for effective prevention and fight against corruption. The Municipal Integrity Plan is based on the existing legal framework and is guided by the national anti-corruption regulatory framework. It is developed on the findings of the corruption risk assessments and provides a systemic corruption prevention framework both at strategic as well as at operational levels. It is aimed at reducing corruption risks through targeting identified risk areas in a systemic manner, which includes elements of quality control and compliance oversight, prioritization of risks, strengthening of integrity culture and practices and resource allocation. The new MIPs (Municipal Integrity Plans) will continue this best practices.

The experience of developing previous Integrity Plans and their implementation has yielded tangible results in the prevention and minimization of corruption risks.

The aim of this assignment is to provide support to local city councils and executive committees in conducting corruption risks assessments. Based on these assessments, Integrity Plans will be developed to minimize the risk of corruption, establish sound and transparent procedures, and innovative solutions, which will enhance the efficiency and integrity of city administrations, as well as allow citizens, local civil society, and journalists to monitor the work of local administrations.

The EUACI has been working closely with the cities on corruption risks assessments in the past. The Consultant should take into account the work already done and other related work processes that the EUACI has or is conducting, including in the field of procurement.

**Technical Assistance**

This Terms of Reference (ToR) is intended to meet the 5 partner cities needs for assistance in corruption risks assessments.

## **Purpose**

The purpose of the assignment is to provide assistance in conducting corruption risks assessments as part of the EUACI’s support to strengthen integrity, transparency and accountability in the Integrity Cities.

## **Objective**

The objective of the assignment is to provide assistance in corruption risks assessments, working closely together with the EUACI advisors to the mayors of 5 Integrity cities – Mykolayiv, Chervonograd, Chernivtsi, Nikopol, Zhytomyr based on the «Methodology for Corruption Risks Assessment in the Activities of Local Self-Government Bodies», which will be provided by the Program. The consultant should participate in the established city councils working groups for conducting corruption risk assessments and provide recommendations and professional input and facilitate the quality of these discussions and their outcome. The Consultant should participate in additional discussions with representatives of city councils and provide consultations to participants in the process.

## **Scope of work**

The scope of work includes all the activities necessary to ensure the achievement of the objective above, including, but not necessarily limited to:

**Kick-Off:**

Present the work plan and assignment implementation strategy to EUACI Component Team during the Kick-Off meeting for considerations.

**Corruption risks assessments as a basis for the development of new MIPs:**

The Consultant should provide assistance and inputs to the process of corruption risks assessments in 5 Integrity Cities based on the «Methodology for Corruption Risks Assessment in the Activities of Local Self-Government Bodies». This Methodology contains a detailed analysis, a list of indicators (and reference values for them) of the following areas:

1. public procurement;
2. land resources;
3. management of communal property;
4. urban planning;
5. anti-corruption activities;
6. social-economic infrastructure.

The consultant should actively participate in the meetings of the working groups in 5 Integrity Cities (in online format) and contribute to the reports on corruption risks assessment in 5 Integrity Cities.

Consultant should provide oral and written consultations, participating in working group meetings (online or offline), and if necessary - preparing arguments and justifications regarding the formulation of CRA report. Consultant must guide Advisers of city mayors and members of working group throuh process of conducting CRA.

**Reports:**

The Consultant must provide written confirmation of participation in working groups, consultations and recommendations provided, comments, and remarks to the management of Component 2 EUACI Program.

## **Deliverables (outputs)**

The deliverables are presented in Table 1 below, along with a tentative timeline.

All deliverables are expected to be delivered in soft and hard copies unless otherwise agreed upon. Soft copies shall be submitted via e-mail to the indicated EUACI contact person.

**Table 1: Summary of deliverables/outputs and the tentative timeline for delivery.**

| **#** | **Deliverable/Output** | **Timeline** | **Note** |
| --- | --- | --- | --- |
| 1 | Consultant's work plan, showing approximate timing for the start and completion of the activities listed under the scope of work section. | 1 week | To be submitted to the EUACI contact person by e-mail prior to presentation during Kick-Off meeting |
| 2 | Participation in the meetings of the working groups in 5 Integrity Cities | within 4 weeks | Subject for EUACI's approvalA summary of all activities and outputs delivered |
| 3 | Provide propositions and recommendations to the CRA reports | within 4 week | A summary of all activities and outputs delivered  |
| 4 | Final report | 5 week of contract | A summary of all activities and outputs delivered under the contract. |

The timelines indicated in the table above refer to the Consultant’s performance. Therefore, the above-mentioned timelines do not include the time required for EUACI approvals.

The Consultant will review and update the timelines for different activities updating the Consultant's work plan accordingly. 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.

## **Timing**

The expected duration of the assignment is 5 weeks, starting from the middle of May 2024.

## **Methodology**

The Consultant will work under the supervision of the EUACI Senior Good Governance Consultant.

Based on consultations with the EUACI staff and the needs identified in the documentation provided from partners, the Consultant will prepare the work plan and send them to the EUACI Team Leader for Component 2 for approval at least a full month ahead of time.

The Consultant's work plans shall be output-based, specifying the outputs the Consultant will be delivering or contributing to, the activities that will be carried out, and the input required in terms of workdays.

## **Payment and Monitoring**

Payments will be made upon the request of the contractor based on the actual completion of tasks explained above.

Payment will be made in a maximum of two instalments.

## The performance of the contractor will be evaluated upon reaching the purpose of this contract as well as obtaining its results, as indicated in the sections "Objective" and "Deliverables (outputs)" herein respectively.

The first instalment, representing a maximum of 30% of the total contract value, will be made after receipt of the contractor’s updated work plan.

Second, and final payment will be made upon receipt and approval final report, including a Final Invoice.

Payment will be based on the actual days worked, the agreed daily fee rate and the expenses incurred by the contractor during the period. Payment will require verification of completion of deliverables and approval by the Team Leader for Component 2 of the Contractor deliverables and expense outlay.

**Qualifications and Competence**

The assignment described above is expected to be carried out by Consultant/NGO with involvement of a qualified team of technical experts if needed.

**Requirements to the Consultant**

General qualifications:

* Proven cooperation with local self-government authorities (no fewer than 3 years) in the relevant spheres.
* Proven expertise in updating, improving and developing the Methodologies (anti-corruption programs) in the field of local self-government in the development of compliance or corruption/integrity risk indicators will be an asset.
* A proven record (no fewer than 3 years) of conduct transparency and accountability reviews or compliance checks, business processes assessments or corruption/integrity risks assessments will be an asset.
* Fluency in Ukrainian language.

**Management**

The Consultant is responsible for the timely delivery of the outputs required in the required quality and quantity, and for the internal management of the Consultant's team.

The EUACI will appoint a contact person who will be responsible for the management of this assignment from the side of the EUACI, including for any correspondence with regard to the implementation of the assignment and for issues related to the agreement between the Consultant and the EUACI. The Consultant will report to and ensure that the appointed contact person is copied in on all relevant communication related to the assignment, including correspondence with all the partner cities and any other stakeholder.

**Background documents**

The Consultant must take into account the «Methodology for Corruption Risks Assessment in the Activities of Local Self-Government Bodies», which attached.

**Bidding details**

The bidder must submit the following information to be considered:

1. 1-2 pages description of a service provider’s background, description of working methodology, and CV of key staff;
2. A portfolio that includes a list of assignments similar to this project executed in the last five years.
3. A budget for the services in euros, inclusive of all taxes or other such charges.

The contract budget cannot exceed 30,000 euros.

**How to apply**

The deadline for submitting the proposals is 22 May 2024, 18:00 Kyiv time.

The proposals shall be submitted within the above deadline to oleoho@um.dk with copy to khavunka.taras@gmail.com, indicating the subject line “Consultant to provide assistance in corruption risks assessments in 5 Integrity Cities”.

Bidding language: English

Any clarification questions for the bid request should be addressed to oleoho@um.dk with copy to khavunka.taras@gmail.com, no later than 15 May 2024, 18:00 Kyiv time.

**Evaluation criteria**

Bids will be evaluated under the criteria provided below:

|  |  |  |
| --- | --- | --- |
| **#** | **Criteria** | **Weight** |
| 1 | Portfolio of completed assignments  | 20% |
| 2 | Relevant experience, skills and competencies | 60% |
| 3 | Proposed budget | 20% |