**ToR**

**Senior Anticorruption Expert**

**for Integrity Support Office in Mykolaiv**

1. **Background**

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. In January 2024, the EUACI entered into phase III that runs until mid-2027.

**The partnership with Integrity Cities**

The six Integrity Cities with which the EUACI has a partnership are Chernivtsi, Chervonohrad, Mykolaiv, Nikopol, Mariupol and Zhytomyr.

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

Based on the agreement reached with the Mykolaiv City Mayor, the EUACI envisages an Integrity Support Office (ISO) consist of experts in the local municipality, headed by an advisor to the Mayor to support the integrity transformation, transparency and accountability of the reconstruction process. The ISO will consist of several long-term staff and short-term experts as needed. The Senior Anticorruption Expert will be directly engaged in the process of establishing mechanisms of integrity, transparency and accountability of the reconstruction of the city and be a part of ISO.

1. **ESSENTIAL DUTIES AND FUNCTIONS**

To support the Advisor to the Mayor (Head of Integrity Support Office) and relevant representatives of the municipality's Executive Committee in coordinating, advancing and supporting the implementation of actions directed at effective implementation of mechanisms of integrity, transparency and accountability for the reconstruction of the city. The Expert will provide capacity building to city officials in support of the above.

The selected Expert will report to both the EUACI management team and the Advisor to the Mayor (Head of Integrity Support Office).

The Expert should be placed in Mykolaiv or at least spend a quarter of the working days in Mykolaiv.

1. **BUDGET AND LENGTH OF CONTRACT**

The expected duration of the assignment is 7 months and 140 working days, with a tentative start in June 2024 and completion in December 2024.

The budget is up to **25 000 EUR** including business trips (per diem, logistic and accommodation) for 40 travel days in Ukraine.

1. **SPECIFIC RESPONSIBILITIES**
2. Provide advice to the relevant representatives of the Executive Committee in the implementation of mechanisms for ensuring integrity, transparency and accountability in the reconstruction process.
3. Participate in the implementation of Programme related activities under the project description agreed upon between the EUACI and the city, as well as the approved work plan.
4. Contribute to drafting, consideration, and adoption of local rules and procedures of internal audit and control of international and humanitarian aid to ensure integrity, transparency, and accountability in the reconstruction process.
5. Conduct research on the best practices of local self-government transparency, accountability, and corruption prevention.
6. Identify, recommend, and resolve improvements to local government processes and controls.
7. Share the best practices of internal audit and reconstruction control to other Integrity Cities.
8. Contribute to formulating possible technical assistance to help prevent and detect corruption or other forms of misconduct.
9. Make presentations, facilitate meetings, and conduct workshops to foster an understanding of Integrity and Anticorruption Policy and Procedures.
10. Contribute to the activities development, updates, presentations, and reports on Programme implementation.
11. Engage in other ad hoc activities as agreed between the EUACI and the city.
12. **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 Expert will directly responsible for delivering. The tables below summaries 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 | Senior Project Manager  for Integrity Projects and Reconstruction |
| 2 | Progress Reports, summarizing 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. | Senior Project Manager  for Integrity Projects and Reconstruction |
| 3 | Draft documents, legal acts, concepts, presentations on request of management | Constantly | Senior Project Manager  for Integrity Projects and Reconstruction |
| 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 | Senior Project Manager  for Integrity Projects and Reconstruction |

1. **KNOWLEDGE, SKILLS AND ABILITIES**

* In-depth Knowledge and understanding of Ukraine's central and regional state government and local self-government.
* Understanding the peculiarities of the functioning of local self-governments in Ukraine.
* In-depth knowledge and understanding of transparency, integrity and accountability mechanisms of local self-government will be a strong advantage.
* Min 3 years of experience working with auditing, internal control or anti-corruption
* Extensive experience in providing analysis and advice.
* Fluency in Ukrainian is required and English language skills an advantage.
* A keen sense of ethics, integrity, and credibility is a must.
* Sense of responsibility, initiative and high-quality work standard.
* Strong PC skills
* The ability to work under pressure with tight deadlines, flexibility, and problem-solving spirit.

1. **QUALIFICATIONS**

* Bachelor's Degree in auditing, public administration, economics, law or another relevant field, demonstrates the ability to perform the duties and responsibilities described.
* At least 2 years of professional experience in local self-government.
* At least 5 years of experience preparing analytical documents and research in the field of public administration, audit and public procurement

1. **HOW TO APPLY**

To apply, please send your CV, short motivation letter and expected budget (including the total budget, the price of an 8 hours working day, logistics, accommodation and per diem) to [oleoho@um.dk](mailto:oleoho@um.dk), cc [tarslu@um.dk](mailto:tarslu@um.dk) indicating the subject line "Senior Anticorruption Expert for Mykolaiv".

The deadline for submitting the proposals is **14 June 2024**, **18:00** Kyiv time.

The proposals shall be submitted in English.

Any clarification questions for the bid request should be addressed to [oleoho@um.dk](mailto:oleoho@um.dk), cc [tarslu@um.dk](mailto:tarslu@um.dk), no later than 10 June 2024, 18:00 Kyiv time.

1. **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 Motivation Letter | 80% |
| 2 | Proposed budget | 20% |