**Terms of Reference for the Administrative Assistant for the UA Freeze and Seize Task Force**

Background information

Supporting anti-corruption efforts in Ukraine is a high political priority for the European Union. By combating corruption, the EU contributes to the consolidation of democracy and economic growth of Ukraine, as well as successful approximation of Ukraine with the EU.

Based on the significant results of the joint Danish and EU Anti-Corruption Initiative (EUACI) in Phase I 2017-2020, Denmark and the EU engaged in a second phase of the programme aimed at sustaining existing results and further expanding the support to newly established institutions, support to municipalities, civil society, media and the business sector. EUACI Phase II builds on the Ukrainian anti-corruption reform agenda and is intended for implementation on 24 May 2020 – 8 July 2024.

After 24 February 2022, a number of state institutions were tasked to investigate war crimes, trace and identify assets belonging to the aggressor country. Thus, the Prosecutor General Office established Task Force in order to bring to liability those responsible for the aggression against Ukraine. The main aim of the Task force is to trace, freeze and confiscate the assets of Russian Federation and its residents and post to the state budget of Ukraine.

The Task Force is an interagency working group which consists of National Anti-Corruption Bureau of Ukraine, Prosecutor General Office, National Police, National Agency on Corruption Prevention, State Financial Monitoring Service of Ukraine, National Agency on Tracing and Management of Assets, Ministry of Justice, State Secret Service and others.

**Overall objective** of this assignment is to carry out duties required to ensure the effective daily operation of the UA Task Force.

*Scope of work and deliverables*:

* Carry out day-to-day administrative and logistical requirements, including, but not limited to travel requirements of the Task Force.
* Organize and schedule meetings of the Task Force.
* Register and store incoming and outgoing correspondence of the Task Force.
* Make protocols of the Task Force meetings.
* Reporting and analysis of ongoing and outgoing requests.
* Data entry to internal database.
* Basic data analysis.
* Translation of international requests/letters/ information.
* Ensure smooth running of the meetings, including providing general support to the Task Force.
* Ensure other tasks by request.
* To prepare monthly reports for the EUACI on provided services to the Task Force.

**Requirements:**

* Undergraduate degree in law, international relations, social sciences, business administration or another similar field is required.
* At least 1-3 years of professional experience
* Excellent written and verbal communication skills.
* Good knowledge of Microsoft Word, Excel and PowerPoint.
* A self-starter, able to identify improvements to working practice, make recommendations and implement change.
* Excellent interpersonal skills and the ability to work constructively
* The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
* Fluency in Ukrainian and English is required.

**Timeframe**

The position of administrative assistance is a short-term position that is set up to assist the Task Force. The possibility to work remotely is foreseen. The position of the Administrative Assistant depends on the functioning of the Task Force, thus this is a short-term position for the period of six months, with 120 working days starting from July 2022 until 31st December 2022.

**Monitoring and evaluation**

Definition of indicators

The performance of the contractor will be judged upon reaching the purpose of this contract as well as obtaining its results, as indicated in the sections "Objective" and "Expected Deliverables" herein respectively. Moreover, the performance of the contractors will be judged upon successful implementation of all the specific activities indicated above.

Special requirements

By signing the contract, the contractors agree to hold in trust and confidence any information or documents ("confidential information"), disclosed to the contractors or discovered by the contractors or prepared by the contractors in the course of or as a result of the implementation of the contract, and agrees that it shall be used only for the purposes of the contract implementation and shall not be disclosed to any third party.

The contractor reports to the EUACI. The contractor shall be briefed prior to starting with the assignment. The contractor shall de-brief the EUACI prior to finalizing the assignment.

The contractor shall immediately inform the EUACI after 50% and again after 75% use of the overall foreseen working days under this contract.

**Cross-cutting issues (integration of the youth, equal opportunities)**

The assignment will be implemented ensuring equal opportunities for men and women and integration of the youth.

**Application**

Following documents should be submitted to Ms. Viktoria Popyk, vikpop@um.dk with the subject “Administrative Assistant for Task Force”:

* CV of the applicant
* Motivation letter
* Expected fees per day

Deadline for proposals submission is 24 June 2022, 17:00 Kyiv time.