**Training centre for facilitation IT training for Financial Investigation Department and Information Technologies Department of the State Financial Monitoring Service of Ukraine**

**Terms of Reference**

1. **Background**

The programme “EU Anti-Corruption Initiative in Ukraine (EUACI)” II is a four-year programme (2020-2024) implemented by the Danish Ministry of Foreign Affairs using the indirect implementation modality.

The overall objective of the programme is to improve the implementation of anti-corruption policy in Ukraine, thereby ultimately contributing to a reduction in corruption. In pursuing this objective, the programme will support all key institutions in the flow of anti-corruption justice in Ukraine, from prevention to investigation, prosecution, adjudication of corruption cases and recovery of illegally obtained assets in line with international norms and the best European practices as well as the parliamentary and civilian oversight of the execution of the anti-corruption policy.

In 2002, the State Financial Monitoring Service of Ukraine (SFMS) was created the main task of which in the anti-corruption area is to analyze the suspicious financial transaction for generating and submitting case referrals and additional case referrals to NABU and other law enforcement agencies. The SFMS is not fully anti-corruption authority but it helps NABU and other law enforcement agencies to investigate the financial flows within criminal investigations.

The EUACI provided its long-term support in the increasing SFMS capacity building and in particular in the creation of the new secure website during Phase I of the Programme.

Last year, the EUACI developed the e-Cabinet to support the electronic exchange of information and documents between the SFMS and reporting entities.

1. **Objective**

The main objective of the support is to provide timely and effective assistance to SFMS to complete functionality of the secure website and enable its further maintenance by the SFMS.

1. **Scope of work and expected deliverables**

**3.1 Scope of work**

The selected service provider will be responsible for assisting the EUACI in providing technical assistance with IT training for SFMS. The responsibility of the service provider will include the following tasks:

* Conducting a series of training for the SFMS

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard Code of the training** | **Course name** | **Number of participants** | **Duration****(day/hour/classes)** |
| Dev-php-base | Basics of PHP | 2 | 36 hours |
| Java1-AB | Basics of programming in Java (level 1) | 2 | 8 classes |
| Java2-AB | Basics of programming in Java (level 2) | 2 | 12 classes |
| [JV-2](https://nt.ua/courses/java/nt-jv-2) | [Java. Web-applications development using JEE technologies for Oracle, AS WebLogic and AS JBoss](https://nt.ua/courses/java/nt-jv-2) | 2 | 5 days |
| [JV-4](https://nt.ua/courses/java/nt-jv-4) | [Java. Service-oriented applications development (SOA), using development tools Oracle](https://nt.ua/courses/java/nt-jv-4) | 2 | 6 days |
| M2124 | Programming in С#, using Microsoft .NET Framework 4 | 2 | 5 days |
| М20483 | Programming in С# | 2 | 5 days |
| [M20484](https://nt.ua/courses/microsoft-developers/m20484) | [Basics of application development Windows Store on C#](https://nt.ua/courses/microsoft-developers/m20484) | 2 | 5 days |
| [M20486](https://nt.ua/courses/microsoft-developers/m20486) | [Web application development in ASP.NET Core MVC](https://nt.ua/courses/microsoft-developers/m20486) | 2 | 5 days |
| [LAdm](https://nt.ua/courses/linux-freebsd-libreoffice/nt-ladm) | [Installation, administration and support Linux](https://nt.ua/courses/linux-freebsd-libreoffice/nt-ladm) system | 2 | 5 days |
| [Docker](https://nt.ua/courses/linux-freebsd-libreoffice/nt-docker) | [Containerization and management on the Docker platform](https://nt.ua/courses/linux-freebsd-libreoffice/nt-docker)  | 2 | 20 hours |
| [PostgreSQL (I)](https://nt.ua/courses/linux-freebsd-libreoffice/nt-postgresql-i) | PostgreSQL database server basics: application deployment and using, three-tier architecture | 2 | 4 days |
| ITIL-SOA PPO | Planning, Protection and Optimization of services | 3 | 4 days |
| CybersecurityF | Fundamentals of cybersecurity: principles, frameworks, architectures, practices and tools | 3 | 3 days |
| Security IT | Construction of information security management system (ISMS) | 3 | 2 days |
| Cobit | COBIT Foundation. Management and audit of information systems | 3 | 2 days |
| Security PrM | Preparation of candidates for auditors for certification of information security management systems in accordance with ISO 27001:2015 | 2 | 4 days |
| PCI DSS | Preparation for the audit for compliance with the requirements of the standard PCI DSS | 2 | 2 days |
| ITIL-CW | ITIL v3: IT personnel management | 2 | 2 days |
|  | MS Excel (basic and advanced level) | 25 | 1-2 days |
|  | PowerPivot; Power View; Power Query; Power Map | 25 | 1-2 days |
|  | Power BI | 25 | 4 day |

Additionally, the service provider will be requested to submit the following documentation:

* Providing to the EUACI feedback forms after each training;
* Preparing all the necessary documents and materials to facilitate each training;

**A contractor is responsible for:**

* Sharing necessary reading materials before training;
* In consultation with the EUACI and the SFMS select the dates of training;
* Providing the possibility of delivering training both onsite and online, depending on the situation with Covid – 19 restrictions;
* Complete other supporting tasks.

**3.2. Expected deliverables**

* All training listed above conducted on time by qualified trainers;
* Feedbacks forms provided;
1. **Timeline**

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 10 months, with facilitation of work in March - December 2021.

1. **Professional Requirements**
* Organization/company/centre officially registered in Ukraine for at least three years;
* Experience in facilitation similar training to state institutions;

*Staff:*

The Contractor shall appoint one of its staff members to be the Team Leader for the implementation of this contract. The Team Leader shall be the main contact point for the EUACI and shall be responsible for the implementation of the contract and the services foreseen in this contract.

The Contractor shall designate qualified staff necessary for the performance of services defined in this ToR.

Qualifications, skills and professional experience of the trainers:

* At least a Master’s (or equivalent) degree in relevant related field;
* Minimum of five years of professional experience in facilitation training for different projects, companies, state institutions;
* Excellent knowledge of Ukrainian

The Contractor may select and hire other experts as required according to the needs. The procedures used by the Contractor to select these other experts shall be transparent and based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

1. **Documents to be submitted in a Proposal**
* A personal CV of the trainers including information about their experience in similar projects;
* The company’s portfolio of the previous projects (at least two references);
* Financial Proposal.
1. **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 section “Objective” and “Expected Deliverables (Outputs)” herein respectively. Moreover, the performance of the Contractors will be judged upon the successful implementation of all the specific activities indicated in Section “Scope of work” of the present document. The quality assurance of the final product will be conducted by the EUACI.

Special requirements

By signing the contract, the Contractor agrees to hold in trust and confidence any information or documents ("confidential information"), disclosed to the Contractor 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 contract implementation and shall not be disclosed to any third party.

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

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

HOW TO APPLY

Deadline for submitting the proposals is **2 February 2021, 18:00 Kyiv time**.

The proposal shall include information described in Section 6 of this ToR and should be submitted within the above deadline to procurement@ukraine-aci.com CC: Viktoria Popyk, vikpop@ukraine-aci.com with the subject IT training for SFMS.

Bidding language: English.

Clarification questions

Any clarification questions regarding the request for bid should be addressed to Viktoria Popyk, vikpop@ukraine-aci.com CC: with a copy to Serhii Kononenko, serkon@ukraine-aci.com not later than 28 January 2021, 17:00 Kyiv time.