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**TERMS OF REFERENCE**

**Request for Bid for**

**Service provider for developing a landing page for Guidelines on Mutual Legal Assistance**

**for the National Anti-Corruption Bureau of Ukraine (NABU)**

**European Union Anti-Corruption Initiative (EUACI)**

May 2021



**Background**

The European Union Anti-Corruption Initiative in Ukraine (EUACI) Phase II is the biggest European Union (EU) support programme in the area of anti-corruption in Ukraine, co-funded and implemented by the Ministry of Foreign Affairs of Denmark on behalf of the EU. It is a four-year programme (2020-2024) building on a flagship Phase I of the EUACI, funded by the EU, implemented and co-funded by Denmark in 2017-2020.

The overall objective of EUACI Phase II is reduction of corruption in Ukraine at the national and local level through the empowerment of citizens, civil society, business and state institutions. Such state institutions include the whole newly set-up anti-corruption infrastructure of Ukraine, in which the National Anti-Corruption Bureau of Ukraine (NABU) plays a key role.

NABU is an investigative, law enforcement agency, set up in 2015, whose main mandate is to prevent and fight top-level corruption, i.e. criminal offences committed by senior public and local officials and those that threaten national security. The law on NABU determines its status, mandate, powers and organisation; the Criminal Procedure Code of Ukraine defines its investigative jurisdiction.

Specific areas of NABU’s competence include analytical work; pre-trial investigations which include search, seizure and covert operations; search and seizure of funds and other assets; internal control and cooperation with whistle-blowers. NABU pursues the policy of openness and transparency and has an external communications department that is actively engaged with the public in reporting NABU results, raising overall public intolerance towards corruption and encouraging ways of counteracting it.

According to the legislation NABU has the right to send (and receive) mutual legal assistance requests to/from foreign jurisdictions. Every jurisdiction has its policies and guidelines for submitting mutual legal assistance requests. For NABU detectives it will be useful to have an electronic book/landing page with guidelines on mutual legal assistance including specifications that are required by certain countries or their parts.

 **Objective**

The overall objective of this assignment is to develop a landing page for the guidelines on mutual legal assistance for NABU detectives (and other law enforcement and prosecutorial bodies).

**Output**

The Contractor should produce the following outputs:

* a prototype of the landing page for Guidelines on mutual legal assistance;
* help NABU employees to be able to add, upload/download the requested information on mutual legal assistance and make full-text queries in them.

**Scope of work**

The tasks associated with the assignment are the following:

1. Conduct business analysis to further process the user requirements of NABU and determine the actual features and structure of the landing page;
2. On the basis of the business analysis conducted, develop a landing page for uploading the guidelines on mutual legal assistance and for using the search function throughout the whole package of documents;
3. A fully functioning landing page in line with the specific requirements mentioned below.

 *Specific requirements for the landing page:*

● Design:

• An adaptive site that adapts to different screen sizes;

• Site languages: Ukrainian, English

* Basic functionality:

- Full-text search queries perform linguistic searches against text data in attached materials (MS Word and Adobe PDF) by operating with words and phrases based on the rules of a particular language such as English or Ukrainian.

 - Full-text search queries can include simple words and phrases or multiple forms of a word or phrase.

- A full-text search query returns any documents that contain at least one match.

- A match occurs when a target document contains all the terms specified in the full-text search query and meets any other search conditions, such as the distance between the matching terms, date or time creating attached materials, etc.

- Microsoft Active Directory integration for user authentication

- The portal (website) must authenticate Active Directory users and users of Active Directory security groups using Windows Active Directory or LDAP.

- By default, the portal (website) accounts use Windows Active Directory to authenticate accounts.

* Navigation of materials (subdivisions) should be done by clicking the arrow to the right/left (next, previous), and from each subdivision to reach a higher level, read equivalent subdivisions (generated automatically by similar tags);
* Ability to place documents in WORD / PDF and JPEG / PNG format in the publications (option for administrator);
* Possibility to download pdf/doc.

• *Main page:*

• Above logos: NABU, EUACI + site search;

• On the left: the contents of the landing page, the sections are unfolded, the read ones are marked in a different color.

• *Main menu (fixed when scrolling):*

• About the Guidelines, what, for whom and who did, the technical side (how to use, log in, etc.)

• Guidelines (exit to full content)

• FAQ

• Contacts

• *Internal pages (lists of publications):*

• Sections, subsections and items. Sections (number of sections) should be marked with individual icons.

• The list of sections is placed on the right and is fixed. In the same place, it is on the page of a particular publication

•  *When posting publications, the possibility should be provided to:*

• add a subtitle

• formatting (bold, italic, underline)

• bind hyperlinks

• insert images into the text, PDF / DOC / JPEG / PNG documents

• add keywords/tags

Additional requirements for the landing case could be discussed and negotiated with the NABU.

**Timeframe**

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 five months.

**Experience and Qualification Requirements**

The Contractor shall:

* Be a legal entity for at least three years with proven financial sustainability, be able to ensure economic and technical capacities to perform the mentioned services;
* Have proven experience in the production of similar projects (at least three similar successful projects implemented).

The Contractor bears sole responsibility for the implementation of the assignment.

*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 NABU and shall be responsible for the implementation of the contract and the services foreseen in this contract.

Qualifications, skills and professional experience of the Team Leader:

* A university degree in the relevant field;
* Minimum three years of professional experience in project management and/ team management;
* Minimum three years of experience in implementing multimedia content production projects;
* Excellent knowledge of Ukrainian and Russian;
* Excellent knowledge of English is an advantage.

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

Experts’ CVs (other than that of a team leader) may not be submitted in the tender, but the tenderer will have to demonstrate in their offer that they can use experts with the required qualifications. 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.

**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 Section ”Output” herein respectively. Moreover, the performance of the Contractor will be judged upon the successful implementation of all the specific activities indicated in Section ”Scope of work” of the present document.

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 Contractor or prepared by the Contractor 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. The Contractor also agrees not to retain copies of any written information or prototypes in its archive and for its own use.

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

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

**Budget**

The financial offer should not exceed **EUR 10,000.**

**Documents to be submitted in a Proposal**

1. Concept Note on the implementation of the project, including:

a. Information on previous experience in implementing similar projects and the competitive advantages of the applicant company;

b. A work plan with a proposed work schedule;

2. CV of the Team Leader, highlighting the Qualifications, skills and professional experience as provided for in the terms of reference;

3. The company’s portfolio of the previous projects (at least three links).

4. Financial Proposal.

**How to apply**

All interested parties should submit all requested documents with financial offers not later than **9 June 2021** **17:00 Kyiv time**.

The proposals shall be submitted within the above deadline to procurement@ukraine-aci.com CC: Elena Konceviciute, elekon@ukraine-aci.com, indicating in the subject line: Landing page for Guidelines on Mutual Legal Assistance for the NABU.

Only qualified candidates who submit a full package of documents will be assessed.

**Bidding language**: English.