

# TERMS OF REFERENCE

**for online training in big data analysis for NABU’s analytical department**

**General background**

"EU Anti-Corruption Initiative in Ukraine" (EUACI) Phase III is the biggest European Union support program in the area of anti-corruption in Ukraine, co-funded and implemented by the Ministry of Foreign Affairs in Denmark on behalf of the EU. The overall objective of the EUACI Phase III is the reduction of corruption in Ukraine at the national and local levels through the empowerment of citizens, civil society, businesses, and state institutions. Among the program's key beneficiaries in Phase I-III have been the National Anti-Corruption Bureau (NABU), whose primary mandate is to investigate top-level corruption crimes.

During Phase I-III, the EUACI has been providing NABU with capacity-building support, including the development of institutional capacity, staff training, communication support, etc. To be more specific, specialized trainings were organized for NABU analysts on the basics of criminal analysis, analysis of telecommunications and geospatial data, use of specialized software for finding connections and statistical analysis, etc.

However, taking into account the increase in the maximum number of NABU employees in 2024, the full-time number of employees of the Department of Criminal Analysis and Financial Investigations will increase by 19 positions in 2024.

Thus, there is a need to train new employees of the NABU Analytics Department in the skills necessary to effectively start their work at the National Bureau. Newly appointed analysts of the National Bureau will need to acquire basic skills in the analysis of big data sets using Advanced Excel, Power Query, Power Pivot and Power BI as tools for processing large data sets.

**Objectives and results**

This activity aims to procure services of the local training service provider in order to organize two online training activities on big data analysis using Advanced Excel, Power Query, Power Pivot and Power BI as tools for processing large data sets, for the two groups of NABU analytics (one training for each group of 10 people).

**An approximate list of topics to be covered by the training program:**

* Advanced skills of big data analysis in Excel
* Data entry and editing
* Work with workbooks
* Working with formulas
* The concept of tables in Excel. Formatting tables
* Construction and editing of diagrams
* Printing worksheets
* Work with large table arrays
* Carrying out complex calculations
* Data analysis using summary tables and charts
* Introduction to Power Query and its scope. The concept of a query, work in the query editor
* Basics of "M" language
* Using the query result. Update requests
* Receiving data from various data sources (text files, xml, json, Excel tables, Access databases, data from Internet, Odata, etc.)
* The principle of step-by-step data transformation in the query editor. Actions with steps (change, delete, add new step)
* Transformation of tables (filtering, sorting, grouping, dividing columns, transposing, creating calculated columns, etc.)
* Work with text and numerical data. Working with dates and times. Data type "duration" and its using
* Collaboration of several requests
* Request management. Grouping, duplication, reference to request. Viewing query dependencies
* Protection of requests
* Language "M". Using it to improve queries
* Queries with parameters
* Work with the data model using the Power Pivot add-in
* The DAX language and its use in Power Pivot
* Data visualization of the data model using pivot tables and charts.

Logistical support for these training sessions (rent, catering, translation, etc.) is not a part of the scope of the work of the training service provider as it will be organized online.

**Scope of work and deliverables**

1. A comprehensive **Training plan** developed, including objectives, topics, learning outcomes, and timelines.
2. **Training materials** developed and provided to the training audience, including presentations, guides, handouts, and reference documents, focused on:
	* + Advanced Excel: Techniques for big data analysis.
		+ Power Query: Data connection, transformation, and automation.
		+ Power Pivot: Managing and analysing large datasets, creating data models.
		+ Power BI: Designing interactive reports and dashboards.
3. **Training sessions** conducted, including exercises and real-world examples for practical learning.
4. **Training feedback** from participants collected and analysed to measure satisfaction and areas of improvement.
5. **Certificates of completion** issued to all participants who successfully complete the training.
6. **Training Report** provided to the EUACI and NABU, summarising:
	* + Training activities conducted.
		+ Participants' performance and progress.
		+ Feedback analysis.
		+ Recommendations for future training initiatives.

These deliverables ensure a structured and effective training experience, meeting the specific needs of NABU’s analytics teams in their work with large datasets.

#### Start date and period of implementation of tasks

The exact dates of each training are the subject of further negotiations. The training service provider could start work immediately after signing the contract. Training are expected to be conducted in October-December 2024.

**Requirements for the Service Provider**

The training service provider shall:

* Have at least (five) years of proven working experience in providing specialized training on big data analysis;
* Be able to ensure economic and technical capacities to perform the requested services as well as a relevant legal status to hire experts;
* Have proven experience in organizing corporate training for private entities and public institutions;
* Proven experience in cooperation with the EU or other donor-funded projects will be an advantage.

**Monitoring and evaluation**

Definition of indicators

The performance of the Service Provider will be judged upon reaching the purpose of this contract as well as obtaining its results, as indicated in the section" objective and results" herein, respectively. Moreover, the performance of the Service Provider will be judged upon the successful implementation of all the specific activities indicated in the section" Scope of work" of the present document.

**HOW TO APPLY**

The deadline for submitting the proposals is 24 October 2024, at 14:00 Kyiv time.

The qualifying service providers should submit the following information:

1. Commercial proposal from the service provider;
2. Preliminary agenda of training with the list of covered topics;
3. Training portfolio including experience in organizing similar big data analysis training (up to one-two page);
4. CV of trainers.

The aforementioned information should be sent no later than the deadline indicated above to the following email andhni@um.dk, pointing in the subject line: **Training service provider on big data analysis for NABU.**

Bidding language: English.