**Terms of Reference**

**Advisor to Zhytomyr City Mayor**

**on Integrity, Transparency and Accountability**

**1. BACKGROUND AND CONTEXT**

**General overview**

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 upon the agreement reached with Zhytomyr City Mayor, the EUACI envisage embedding in the local municipality one expert as an Advisor to the Mayor to support the integrity transformation. The Advisor will be directly engaged in the development of the integrity plan for the city, as well as will assist the local municipality in coordinating effective implementation of integrity tools.

These Terms of Reference (ToR) provide more details about the assignment.

**2. ESSENTIAL DUTIES AND FUNCTIONS**

To support the Mayor and relevant representatives of the Executive Committee in coordinating and advancing actions directed at the effective implementation of integrity tools in the city and act as a liaison to the EUACI team and ensure proper implementation of EUACI activities.

**3. SPECIFIC RESPONSIBILITIES**

1. Assist the Mayor and the Executive Committee in integrating Corruption Risks Assessment (CRA) methodology in the overall strategic policy development and planning processes.
2. Provide advice and operational support to the Mayor and relevant representatives of the Executive Committee in updating and implementing the Municipal Integrity Plan for the city.
3. Provide advice and operational support to the Mayor and relevant representatives of the Executive Committee in developing effective coordination and monitoring mechanisms for the implementation of the Municipal Integrity Plan for the city.
4. Contribute to the development of the Municipal Integrity Plan, monitor its implementation and where necessary recommend developments to the processes and standards to ensure consistency of the Integrity Plan implementation.
5. Assist the Executive Committee in the coordinated maintenance of established activities (GIS, E-Reception hall, etc.) and implementation of new activities (independent technical supervision establishment, enhancing the procurement practices, capacity-building in working with the geospatial data and others).
6. Contribute to drafting, consideration and adoption of local rules and procedures required for the implementation of integrity tools as well as actions envisaged under the Integrity Plan of the city.
7. Ensure effective cooperation between the EUACI contractors involved in the Programme implementation and the Executive Committee, and the City Council.
8. Inform the Mayor, members of the City Council, and the EUACI on the state of the Programme implementation. Provide updates, presentations and reports on Programme implementation.
9. Serve as the reference point for the Mayor and the Executive Committee for conducting research on the best practices of the local self-government transparency, accountability and corruption prevention. Initiate and support consideration of application of such practices by the Executive Committee and the City Council.
10. Liaise with the EUACI team to maintain adequate and proactive cooperation with the Programme and contribute as part of the EUACI network of city advisors.

For the period of the service, the Mayor’s Advisor possess the following rights:

1. To request and obtain information (documents, certificates, other materials) relevant to the implementation of his/her mandate from the structural units and public officials of the Executive Committee, City Council and communal enterprises.
2. To participate in the meetings of the Executive Committee, its advisory and collegial bodies, meetings held at the City Council.
3. To initiate considerations to address transparency and accountability issues at the meeting of the Executive Committee, its advisory and collegial bodies, meetings held at the City Council.
4. To use the premises of the Executive Committee assigned for Advisor’s service.

**4. KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge and understanding of central, regional state government and local self-government.
* Written and verbal skills appropriate to communicate with a wide range of audiences and in the context of a complex political organization.
* Fluency in Ukrainian is required. Good knowledge of English is an advantage.
* In-depth knowledge and understanding of transparency and accountability mechanisms of local self-government.
* Strong organizational, management, and coordination skills.
* Extensive experience in providing high-level analysis and advice.
* Extensive experience in building and maintaining relationships with a wide range of stakeholders including members of local city councils, community groups and other key contacts.
* Demonstrates resilience in facing challenges from staff, media and partner organizations.
* Shows positivity in the face of external pressure, minimizing negative impact.
* Excellent communication skills.
* A keen sense of ethics, integrity, and credibility.
* The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.

**QUALIFICATIONS**

* Bachelor’s Degree in political science, public administration, law or another relevant field that demonstrates the ability to perform the duties and responsibilities as described.
* At least 4 years of professional experience in managing projects for or in cooperation with local self-government.

**5. SELECTION PROCEDURE**

The maximum budget available for this assignment is up to **EUR 30 000 (up to 28 000 EUR consultant fee and 2 000 EUR for business trips)**. This amount includes subsistence allowance for fieldwork in the partner city as well as costs related to local travel, and other project-related costs such as for example printing.

The assignment does not include an advance payment. Payments will be made on a monthly basis on the basis of the actual days worked, the agreed daily fee rate and the expenses occurred by the Consultant during the period. Payments will require verification of completion of deliverables and approval by the Component Team Leader of the Consultant’s progress report and expense outlay.

Travel costs and other reimbursable costs will only be accepted if they are in compliance with the guidelines in the contract.

The contract period is from June 2024 to December 2025.

The contract period is from June 2024 to December 2025. The Consultant will provide services for 18 months, up to 21 business days during the calendar month, 378 business days for the contract period in total, including 4 days for business trips.

Candidates will be evaluated in accordance with the criteria provided below:

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| **#** | **Criteria** | **Weight** |
| **1** | **Budget** | **10%** |
| **2** | **Participant’s CV and motivation** | **90%** |

**HOW TO APPLY**

The proposals with

1) budget proposal for fee;

2) the CV and short motivation letter;

3) contract information of at least two references

shall be submitted in electronic format only within the below deadline to the email: [tarslu@um.dk](mailto:tarslu@um.dk), cc: [oleoho@um.dk](mailto:oleoho@um.dk) indicating the subject line **Advisor to Zhytomyr City Mayor.**

Any clarification questions for the bid request should be addressed: [tarslu@um.dk](mailto:tarslu@um.dk), cc: [oleoho@um.dk](mailto:oleoho@um.dk) no later than 17 May, 18:00 Kyiv time.

The deadline for submitting proposals is **22 May 2024, 18:00** Kyiv time.

**Bidding language: English**