**Terms of Reference for**

**Coordination Manager for International Projects**

**to provide expertise to the Ministry of Communities, Territories, and Infrastructure Development of Ukraine (MinRestoration)**

**Background and context**

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

The large-scale Russian invasion of Ukraine changed the context in which the EUACI is working. To address new challenges, the EUACI revised its work plan and decided to focus on several new topics, including the topic of transparent and accountable management of upcoming reconstruction aid.

The topic of reconstruction aid and integrity is one of the key activities of the program for many months to come, both at the national and local levels and across the three components of the EUACI. The Government of Ukraine will be the key counterpart of the EUACI in this area.

Acknowledging the importance of the coordinated and well-managed process of the post-war recovery, the Government of Ukraine in December 2022 decided to merge two Ministries mandated to work on different aspects of this process (the Ministry of Infrastructure and the Ministry of Territorial and Regional Development) into the consolidated Ministry of Communities, Territories, and Infrastructure Development of Ukraine (hereinafter – the **Ministry**).

To support Ukrainian government’s efforts to effectively manage the process of the war-time reconstruction and post-war recovery and to ensure that transparency and integrity considerations are taken into account, the EUACI has engaged with the Ministry to establish the compact Integrity Support Group (hereinafter – **ISG**) consisting of several experts fully embedded into the Ministry work.

The Ministry is implementing a number of anti-corruption and good-governance initiatives in their day-to-day activities and its policies with the support of various donors and expert NGOs and other organizations. There is a need to ensure that these initiatives and efforts are well-synchronized and systematic. While the Ministry should take the lead on coordination efforts, there is a need to provide the Ministry with support to this end. This support will be provided as part of the ISG.

**Objective:**

The main objective of the assignment is to support the Ministry with planning and coordination of anti-corruption and good governance projects and policies (**“projects”**). Coordination Manager for International Projects for the Ministry (the “**Coordinator”**) will be part of the Integrity Support Group (ISG) and is expected to work in close cooperation with the Ministry’s leadership and staff on planning and coordination of anti-corruption and good governance projects and policies.

**Scope of work:**

The scope of work of the assignment includes different tasks, including, but not necessarily limited to:

* Analyze, monitor and do mapping of projects within the Ministry;
* Develop coordination mechanism, project database and presentation formats to be shared with the Ministry and external partners;
* Communicate (in oral and written form) and cooperate with various stakeholders, including donors and NGOs, on projects planned and implemented by the Ministry;
* Act as the secretariat of the Ministry in coordination of projects to ensure their coherence and absence of overlaps;
* Ensure coordination and streamlining of the Ministry’s activities in relation to the Ukraine Facility/Ukraine Plan, with a focus on integrity, good governance and accountability;
* Provide support during implementation of the anti-corruption and good governance projects by the Ministry as requested;
* Assist with other related tasks as per request of the Ministry or the EUACI/ISG.

**Expected deliverables:**

* donor mechanism, project database and presentation framework developed;
* prepare analytical notes, presentations, memos as agreed with the Ministry and the EUACI/ISG,
* prepare and participate in public and working-level meetings and roundtables on anti-corruption projects and coordination matters;
* conduct donor secretariat function, including logistical support;
* other deliverables as agreed upon with the Ministry and EUACI/ISG.

**Timeline**

The intended commencement date is the date of signature of the contract with the consultant and the period of implementation of the contract will be until June 2024, with a duration of up to 160 working days. Upon the Ministry`s request and positive assessment of the performance, the initiative could be extended in the next phase of the EUACI.

**Requirements to the Service Provider**

The contract will be awarded to the candidate meeting the following criteria:

Qualifications:

1. a Master’s degree in law, economics, social sciences, public administration, or similar field is required,
2. a minimum of 3 years of experience in project management and project coordination;
3. a minimum of 2 years of professional experience working with the state or local governments, NGOs or international programs;
4. professional experience working on good governance, anti-corruption or risk management projects is an advantage;
5. knowledge of Ukrainian anti-corruption legislation and policies an advantage;
6. excellent written and oral communication and presentation skills;
7. fluency in Ukrainian is required;
8. **strong English language skills are required (both writing and oral), at least upper intermediate level.**

The Coordinator is expected to work from premises of the Ministry.

**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.

Special requirements

By signing the contract, the contractor (and its representatives) 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 purposes of the contract implementation and shall not be disclosed to any third party without EUACI authorization.

The contractor reports to the Ministry and EUACI, head of the ISG. The contractor shall de-brief the EUACI prior to finalizing the assignment.

It is assumed that the consultant will have a 2-month probation period.

**Bidding details**

The bidder must submit the following information to be considered:

1. The CV (no more than three pages long) that should include description of the previous relevant assignments, key duties on this assignment.
2. A portfolio that includes a list of assignments similar to this project executed in the last five years.
3. A budget for the services in EUR, inclusive of all taxes or other such charges with calculation of 160 working days.

The contract budget cannot exceed 18,000 euros.

The selected candidate will be employed as external contractor, FOP basis.

# How to apply

The deadline for submitting the proposals is **27 October 2023**, 18:00 Kyiv time.

The proposals shall be submitted within the above deadline to dmyiak@um.dk, indicating the subject line “International Projects Coordination Manage for the Ministry”.

Bidding language: English

Any clarification questions for the bid request should be addressed to dmyiak@um.dk, no later than 20 October 2023, 18:00 Kyiv time.

# Evaluation criteria

Bids will be evaluated under the criteria provided below:

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| **#** | **Criteria** | **Weight** |
| 1 | Relevant experience, skills and competencies | 80% |
| 2 | Proposed budget | 20% |