**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.

On 9 September 2020, Resolution of the Cabinet of Ministers of Ukraine on "Some issues of financial monitoring organization" was adopted, which, in particular, approved the Procedure for submitting the information from all reporting entities to the SFMS.

This Procedure stipulates that the reporting entities will provide information on financial transactions, other information related to financial monitoring electronically through the secure website.

1. **Objectives**

The objective of the assignment is the development of seven guiding video instructions (videos) on the interaction between reporting entities and the SFMS through the secure website using personal accounts. Video instructions must be accompanied by audio with simultaneous sequential graphic and electronic filling of certain relevant information fields when submitting information via the secure website.

1. **Expected deliverables (outputs)**

The expected deliverables of the contractor under this TOR shall include, but not necessarily be limited, to the following:

* To develop a comprehensive scenario for seven video instructions in order to create seven video instructions (up to 5 min each) for reporting entities to provide the reporting information to the SFMS through the secure website using personal accounts;
* Upon completion of the scenario, to develop seven educational and methodical video instructions (videos) on the interaction between reporting entities and the SFMS through the secure website using personal accounts.

1. **Scope of work**

The tasks associated with the assignment will be the following:

- to draft the initial scenario for seven video instructions (up to 5 min each) for reporting entities to provide the reporting information to SFMS through the secure website using personal accounts;

- to facilitate meetings with relevant representatives from the SFMS and EUACI to develop a final scenario for seven video instructions on the interaction between reporting entities and the SFMS through the secure website using personal accounts;

- to develop the final scenario in close cooperation with EUACI and the SFMS for seven video instructions for reporting entities in order to provide the reporting information to the SFMS through the secure website using personal accounts;

- following a scenario to develop seven video instructions on the interaction between reporting entities and the SFMS through the secure website using personal accounts. Video instructions must be accompanied by audio with simultaneous sequential graphic and electronic filling of certain relevant information fields when submitting information via the secure website.

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 3 months, with facilitation of work in November and December and financial closure in January 2021.

1. **Professional Requirements**

* Organization/company officially registered in Ukraine for at least two years;
* Experience in the production of learning video materials, video instructions;
* Experience in the creation of at least three online training courses/ video instructions with learning videos.

*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.

Qualifications, skills and professional experience of the Team Leader:

At least a Master’s (or equivalent) degree in relevant related field;

* Minimum of two years of professional experience in project management and/ team management;
* Minimum two years of experience in implementing projects/programmes on video and multimedia content production;
* Excellent knowledge of Ukrainian. Working knowledge of English would be considered an asset.

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

Experts’ CVs 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 (including the job profile of the Team Leader). 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 Team Leader, including information about experience in similar projects;
* The company’s portfolio of the previous projects (at least three references).
* Financial Proposal.

1. **Monitoring and evaluation**

Definition of indicators

The performance of the Contractors 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 Contractors agrees to hold in trust and confidence any information or documents ("confidential information"), disclosed to the Contractors 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 **10 November 2020, 18:00 Kyiv time**.

The proposal shall include information describer in Section 7 of this ToR and should be submitted within the above deadline to [procurement@ukraine-aci.com](mailto:procurement@ukraine-aci.com) CC: Viktoria Popyk, [vikpop@ukraine-aci.com](mailto:vikpop@ukraine-aci.com) with the subject video instructions for the secure website.

Bidding language: English.

Clarification questions

Any clarification questions regarding the request for bid should be addressed to Viktoria Popyk, [vikpop@ukraine-aci.com](mailto:vikpop@ukraine-aci.com) CC: with a copy to Elena Konceviciute, [elenkon@ukraine-aci.com](mailto:elenkon@ukraine-aci.com)  not later than 5 November 2020, 17:00 Kyiv time.