2 November 2020

**Ukrainian Integrity Expert supporting personnel selection processes**

**(3 positions)**

**Terms of Reference**

**Background**

“EU Anti-Corruption Initiative in Ukraine” (EUACI) Phase II is the biggest European Union support programme 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.

It is a four-year programme (2020-2024) building on a flagship Phase I of the EUACI, implemented and co-funded by Denmark in 2017-2020.

The overall objective of EUACI II is reduction of corruption in Ukraine at the national and local level through the empowerment of citizens, the civil society, business and state institutions.

One of the key priorities of EUACI is the support of capacity development of anti-corruption institutions in Ukraine with the highest standards of professionalism and integrity.

**Objectives**

The objective of the assignment is to contribute to the staff selection processes at anti-corruption institutions in Ukraine.

**Scope of work and expected deliverables**

1. Scope of work

The scope of work of the integrity experts shall include, but not necessarily be limited, to the following:

* research through publicly-available resources (including state registries) on the candidates who have submitted their applications for the competitions;
* provide the HR Commissions with analytical notes, briefs and detailed writeups upon request;
* help the HR Commissions to draft and manage information requests, process incoming analytical data and create holistic backgrounds for decision-making by the HR Commissions;
* providing legal and policy analysis on corruption preventions issues;
* preparing briefs, memos, minutes on anti-corruption policy issues;
* other tasks as assigned.

b. Expected deliverables

* Information notes on candidates;
* legal assessments and opinions;
* other thematic documents, including briefing notes, minutes and charts;
* official correspondence;
* a final report of maximum 2 pages, excluding annexes, will be the final deliverable. The report shall provide an assessment of the achievements made in relation to the scope of work and deliverables, how these have been received, and any critical issues where follow-up may/will be required.

**Timeframe**

The commenced date is the date of signature of the contract by both parties and the period of implementation of the contract will be up to 9 months, with a maximum duration of 60 working days.

**Professional Requirements**

The following minimum professional requirements are expected for experts:

* Higher education;
* over 5 years of experience in corruption prevention, investigative journalism, analytical work or similar domains;
* skills to conduct information search in databases and analyze other online resources to produce balanced and credible situation descriptions based on multiple data sources;
* excellent organizational skills to meet deadlines;
* fluency in Ukrainian and at least working knowledge of English;
* ability to perform under stress.

**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 “Objectives” and “Expected Deliverables” herein respectively. Moreover, the performance of the contractors will be judged upon successful implementation of all the specific activities indicated above.

Special requirements

By signing the contract, the contractors agree 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 purposes of the contract implementation and shall not be disclosed to any third party.

The contractor reports to the EUACI. The contractor shall be briefed prior to starting with the assignment. The contractor shall de-brief the EUACI prior to finalising the assignment.

The contractor shall immediately inform the EUACI after 50% and again after 75% use of the overall foreseen working days under this contract.

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

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

**HOW TO APPLY**

Deadline for submitting the proposals is **17 November 2020, 18:00 Kyiv time**.

The proposal should be submitted within the above deadline to  procurement@ukraine-aci.com CC: Victor Kylymar, v.kylymar@ukraine-aci.com with the subject “Integrity Expert”.

**Documents to be submitted in a Proposal**

* A personal CV, including information about experience in similar activities and contact information of 2 potential recommenders;
* Motivation Letter;
* Financial Proposal.

Bidding language: English.

**Clarification questions**

Any clarification questions regarding the request for bid should be addressed to Victor Kylymar, v.kylymar@ukraine-aci.com not later than 10 November 2020, 17:00 Kyiv time.