

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment name	The full cycle of design, layout, printing, and delivery of the two-volume manual "Protection of the Financial Interests of the European Union and Ukraine".
Beneficiary	THE STATE AUDIT SERVICE OF UKRAINE (SAS)
Country	UKRAINE

II. Context and justification of the need

On 24 February 2022, Russia launched a large-scale invasion of Ukraine, widely condemned by the international community, which resulted in extensive destruction and population displacement. France is strongly mobilized to support Ukraine against the Russian invasion and in its rapprochement with Europe. At the Reconstruction of Ukraine Conference in June 2023, France announced an additional €40 million for stabilization and recovery, with a clear priority on financial control and anti-corruption.

Control of the use of public funds is an essential element in Ukraine's reconstruction in the short term and its bid for EU membership in the longer term. The positioning of the State Audit Service justifies special technical cooperation. Indeed, because of Article 459 of the Association Agreement which stipulates that the parties take effective measures to prevent and combat fraud, corruption and other illegal activities, as contact point of the European Anti-Fraud Office (OLAF) and the European Court of Auditors (ECA), as the supervisory authority for the Ukraine Facility, the State Audit Service has a particular need for assistance in strengthening its operational modalities and positioning within the framework of its functions. On February 24, 2022, Russia launched a large-scale invasion against. For this reason, the MEAE funds a technical assistance project to the State Audit Service and financial control in Ukraine, amounting to one million euros.

The manual "Protection of the Financial Interests of the European Union and Ukraine" has been developed within the framework of the Expertise France technical assistance project to the State Audit Service of Ukraine, in close cooperation with the beneficiary institution. The need for the manual arises from the accelerated EU integration process of Ukraine and the increasing volume and complexity of EU funds implemented in the country, particularly under EU instruments and programmes, including the Ukraine Facility. This evolution requires strengthened institutional capacity and systematic professional development of public officials involved in the management, control, monitoring, and reporting of EU-funded resources.

Furthermore, recent regulatory developments, including the Resolution of the Cabinet of Ministers of Ukraine No. 1031 (2024), require the designation of authorized officials responsible for cooperation with the Anti-Fraud Coordination Service (AFCOS). This creates an urgent need for structured and targeted capacity-building to ensure these officials can effectively perform their functions. In line with the mandates established by Resolution No. 43 (2016) and Resolution No. 1110 (2017, as amended in 2024), the State Audit Service of Ukraine acts as AFCOS and is responsible for coordinating anti-fraud activities, cooperating with EU institutions (including the European Commission, OLAF, EPPO, and ECA), and delivering guidance and capacity-building support to national stakeholders.

Given these responsibilities, there is a clear need to ensure the wide dissemination and practical use of the manual. The design, layout, printing, and delivery of the manual are therefore essential to support capacity-building efforts and ensure accessibility of knowledge for the target audience.

III. Objectives and desired results

1) General objective

To strengthen the institutional capacity of Ukrainian public authorities in protecting the financial interests of the European Union and Ukraine through the dissemination of a comprehensive and user-friendly manual.

2) Specific objectives

- To ensure high-quality design and professional layout of the two-volume manual in line with EU communication and visibility standards;
- To produce printed copies of the manual in sufficient quantity and quality for effective use by the target audience;
- To deliver the printed two-volume manuals to the State Audit Service of Ukraine in a timely and efficient manner;
- To facilitate the accessibility and usability of the two-volume manual for capacity-building activities.

The Ukrainian beneficiaries are:

- The State Audit Service, who will receive direct legal, technical and material support
- The ecosystem of the public financial control in Ukraine: Ministerial internal control, Accounting Chamber of Ukraine

3) Anticipated results

- The two-volume manual is professionally designed and formatted, ensuring clarity, readability, and user-friendly structure;
- Printed copies of the two-volume manual are produced in line with agreed technical specifications and quality standards;
- The two-volume manuals are successfully delivered to the State Audit Service of Ukraine and made available to relevant stakeholders;
- Targeted public officials have improved access to structured knowledge and practical guidance on the protection of EU and national financial interests;

- Enhanced capacity of AFCOS-related actors to prevent, detect, and respond to fraud, corruption, and other irregularities affecting EU funds.

IV. Description of the assignment

1) Planned activities

The assignment covers the full cycle of design, layout, printing, and delivery of the two-volume manual “Protection of the Financial Interests of the European Union and Ukraine” to the State Audit Service of Ukraine.

2) Anticipated deliverables

The Contractor shall ensure the full production cycle of the two-volume manual “Protection of the Financial Interests of the European Union and Ukraine” (two volumes), including design, layout, pre-press preparation, printing, binding, and delivery.

This includes:

- Review, formatting, and professional layout of the content, ensuring a consistent visual identity in line with EU visibility and communication requirements;
- Preparation and validation of print-ready files, including proofreading, technical verification, and color proofing;
- Printing of 200 copies of 600 pages of the two-volume manual in accordance with approved specifications and high-quality production standards;
- Binding and finishing (hardcover or softcover), including lamination to ensure durability;

Secure packaging, delivery to the State Audit Service of Ukraine, and confirmation of receipt.

All deliverables shall comply with the following technical requirements:

- Printing: coated paper 80–100 gsm (glossy), offset printing, full color (4+4);
- Binding: hardcover (1.5–2.5 mm board, laminated) or softcover (200–350 gsm), with appropriate binding method (perfect binding or thread sewing);
- Format and layout: A4 format, CMYK color model, minimum 300 dpi image resolution, outlined fonts, and inner margins of at least 15–20 mm.

VISIBILITY AND PRINTING				
#	Service	Technical Requirements	Units	Number of units
1	Design and layout of the two-volume manual	A4 format, CMYK, 300 dpi, EU visibility compliance, print-ready files	service	1

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2	Pre-press and validation of the two-volume manual	Color proofing, technical validation	service	1
3	Printing of the two-volume manual	Offset printing, coated paper 80–100 gsm, 4+4 color, 600 pages (in total).	copies	200
4	Binding and finishing of the two-volume manual	Hardcover (75L) or softcover, lamination, durable binding	copies	200
NOTE	PLEASE SEND SAMPLES OF EACH PRINTING MATERIAL TO DASU project OFFICE BEFORE DELIVERY TO the office of Expertise France (Maidan Nezaleznosty 2) in KYIV			
OTHER SERVICES				
#	Service	Description	Units	Number of units
5	Packaging and delivery of the two-volume manuals	Secure packaging and delivery of printed 150 two-volume manuals to the State Audit Service (st. Petro Sahaidachny, 4) and 50 two-volume manuals to the office of Expertise France (Maidan Nezaleznosty 2) both locations are in Kyiv.	Service	1

The final version of the documents will be shared with the awarded supplier upon contract signature.

1) Coordination

The service provider shall designate a single contact person for project implementation purposes. Mme Virginie MA-DUPONT of the DASU Project Leader will be the service provider's sole contact person for Expertise France
Tel: +33 6 70 76 36 50
E-mail: virginie.ma-dupont@expertisefrance.fr

A launch meeting shall be held 5 days after the contract award has been notified. Close collaboration must take place with Expertise France personnel from assignment preparation right up to completion. Furthermore, regular exchanges must take place with Virginie MA-DUPONT on assignment progress and any difficulties that may be encountered.

2) Implementation period: May 2026 - June 2026**3) Delivery deadline: 20th of June 2026**

- 4) Delivery locations:** Delivery of printed 150 two-volume manuals to the State Audit Service (st. Petro Sahaidachny, 4) and 50 two-volume manuals to the office of Expertise France (Maidan Nezaleznosty 2) both locations are in Kyiv.

V. Selection criteria

The selection of the Contractor will be based on the following criteria and weighting:

1) Financial Offer – 80%

Total cost of the services, including design, layout, printing, binding, and delivery. The financial proposal will be assessed based on cost-effectiveness and value for money.

2) Implementation timeframe – 20%

Time needed for design, printing and delivery of the two-volume manual upon receipt of the final version of the document.